

BMP Data Report**18. 3-1. MS4 Mapping.**

Create and maintain a map of the MS4 that includes all outfalls, receiving waters, structural BMPs, stormwater conveyances, combined sewers, and geographic areas that discharge to the MS4 (§3.a).

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone - Prioritize receiving waters for visual inspection (§3.c.i) and begin mapping the two highest priority watersheds to assist in the detection and elimination of illicit discharges.	10/29/2011	<input checked="" type="checkbox"/>	10/24/2011

Activities

Activity Date	Activity Description
1. 03/13/2012	Developed a map on GIS. Map can be found under BMP data /files and hard copy in files.
2. 03/13/2012	Have started mapping the outfalls and storm systems, and sewer systems for entire campus.

2. Milestone - Complete the outfall map for the two highest priority watersheds.	06/29/2012	<input checked="" type="checkbox"/>	04/29/2012
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Activities

Activity Date	Activity Description
1. 09/29/2012	There are currently approximately 65 outfalls that have been indentified at all three watersheds. These outfalls have been numbered and located on a map.

3. Milestone - Complete the outfall map for the third highest priority watershed.		<input type="checkbox"/>	
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Activities

Activity Date	Activity Description
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4. Milestone - Complete the outfall map for the remaining watersheds.	07/29/2014	<input checked="" type="checkbox"/>	02/27/2012
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BMP Data Report**Activities**

Activity Date	Activity Description
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Measurable Goals

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
1. For public access and review, print out a map of each watershed as outfall mapping and MS4 mapping is completed (§3.a.iv).	2012	07/29/2012	<input checked="" type="checkbox"/>	10/12/2011

Activities

Activity Date	Activity Description
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| 1. | 10/12/2011 | Update Evansdale map on GIS as outfalls are located. | |
| 2. | 09/11/2012 | Stormwater system and outfall maps have been created and are updated as needed on GIS. The office of Planning has also just hired a person to compile all current information of maps of all utilities. No maps have been printed at this time due to finalization. Smaller maps can be printed as needed. | |
| 2. | | Complete the MS4 map for the entire campus (§3.a.i). | <input type="checkbox"/> |

Activities

Activity Date	Activity Description
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| 3. | | Review each MS4 map and update as necessary (§3.a). | <input type="checkbox"/> |
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Activities

Activity Date	Activity Description
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BMP Data Report**Data Type**

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files

1.	10/17/2011	Prioritized Watersheds	www.ms4web.com/MS4_WW_WVU\Best Management Practice\Files\oeOIGbi3IS.pdf		
2.	01/23/2012	Watershed #1 Outfalls as of 1-23-2012	www.ms4web.com/MS4_WW_WVU\Best Management Practice\Files\UzRifTxd4Z.pdf		

Photos**19. 3-2. Plan of Action.**

Establish a Plan of Action that prohibits and eliminates non-stormwater discharge, spills, illicit connections, and illegal dumping into the MS4 and establishes enforcement mechanisms and authority (§3.b).

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone – Consider stakeholder input and begin drafting the IDDE Plan of Action.	10/29/2011	<input checked="" type="checkbox"/>	11/11/2011

Activities

Activity Date	Activity Description	Due Date	Implemented	Date Completed
1. 11/11/2011	Draft IDDE plan was revised and presented to stakeholders for comments.			
2. 03/13/2012	IDDE draft plan can be viewed on the MS4 manager under BMP data/files. 3-2.			
2.	Milestone – Begin the process to define responsibility for MS4 operation and maintenance between adjacent MS4 entities (§3.a.ii).	01/29/2012	<input checked="" type="checkbox"/>	03/15/2012

Activities

BMP Data Report

	Activity Date	Activity Description			
1.	03/15/2012	Meeting with Nick Webb and Ken from MUB about developing a budget for maintenance from the fee WVU pays to MUB. Will be placed in writing later.-Lemme			
3.		Milestone - Consider stakeholder input and begin drafting the IDDE Plan of Action	10/29/2011	<input checked="" type="checkbox"/>	10/29/2011

Activities

	Activity Date	Activity Description
1.	09/06/2013	The original stakeholder group was not well developed during the first phase of writing the stormwater program and determining / identifying the existing group was met with little success. An IDDE plan of action was drafted and will be updated as needed with any new information from the next permit cycle with a newly develop stakeholder group that will be comprised during the writing of the next SWMP and any draft plans after that.

Measurable Goals

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
1. Complete the IDDE Plan of Action, including standards by which non-prohibited and conditionally permitted discharges may discharge into the MS4 (§3.b.ii).	2012	01/29/2012	<input checked="" type="checkbox"/>	02/01/2011

Activities

	Activity Date	Activity Description			
1.	09/10/2012	The IDDE plan for WVU is slightly different than that of a city municipality. WVU will continue to investigate existing system to identify and eliminate any illicit discharges. WVU differs from a city, by being a smaller system. With no identified businesses that have potential to discharge from WVU. The major areas that have been identified are active construction sites and renovation projects.			
2.		Incorporate elements of the IDDE Plan of Action into the Design Guidelines and Construction Standards where applicable.	2	<input checked="" type="checkbox"/>	06/28/2012

Activities

	Activity Date	Activity Description
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BMP Data Report

1. 06/28/2012 Elements of the IDDE Plan of Action will be incorporate in D&C standards focused on the area of dumpster pads. Other areas will be reevaluated each year. Other suggestions will include if applicable to remove storm drains from the sanitary system during renovations of existing buildings.
2. 06/28/2012 IDDE standards will also be incorporated into D&C standards for the flushing of new water lines for dechlorination prior to discharge/flushing a new water line.
3. Incorporate elements of the IDDE Plan of Action into vendor contracts 2013 09/29/2014
where applicable (BMP 1-9).

Activities

	Activity Date	Activity Description
1.	10/15/2012	Check with John P. who has/handles vender contracts?
2.	09/06/2013	A list of all venders will need to be reviewed to determine if and what venders may have the potential to impact stormwater runoff. This will be addressed in the 3rd year of the program.

4. Define funding source to implement the program (§3.b). 2 09/29/2012 10/15/2012

Activities

	Activity Date	Activity Description
1.	10/15/2012	WVU does not currently have an ordinance to provide a funding stream for the IDDE program. ID's will be identified and eliminated as needed, funding will be provided from the utility budget and tracked through work orders. Small in house projects will be performed by the plumbing department large jobs will be contracted out.

5. Review the Plan of Action and update as necessary.

Activities

	Activity Date	Activity Description
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BMP Data Report**Data Type**

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files

1.	02/05/2013	WVU IDDE Draft plan of action	www.ms4web.com/base/MS4_WV_WVU\Best Management Practice\Files\234-N652jEnFrU.doc		
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Photos**20. 3-3. Inspection Procedures.**

Develop procedures for field assessment activities, including visual inspection of outfalls, characterization of the nature of illicit discharges, tracing the source of illicit discharges, and removal of the source of the discharge (§3.c. ii - v).

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone – Consider stakeholder input and begin drafting the IDDE field assessment procedures.	03/29/2012	<input checked="" type="checkbox"/>	04/27/2012

Activities

Activity Date	Activity Description	
1. 04/27/2012	The IDDE field assessment procedures will be incorporated within the IDDE Plan of Action. This section will deal mainly with develop and use of the inspection form. -Lemme	
2.	Milestone – Consider updating the Plan of Action to include procedures for monitoring Fecal Coliform from discharges from the ponds at the Animal Science Farm.	<input type="checkbox"/>

Activities

Activity Date	Activity Description
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BMP Data Report**Measurable Goals**

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
1. Complete the IDDE field assessment procedures consistent with the standards in the General Permit.	2	09/29/2012	<input type="checkbox"/>	

Activities

Activity Date	Activity Description

2. Review the field assessment procedures and update as necessary.

Activities

Activity Date	Activity Description

Data Type

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files**Photos****21. 3-4. Outfall Inspection.**

Implement the IDDE program to detect and eliminate non-stormwater discharge, spills, illicit connections, and illegal dumping into the MS4.

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone - Begin assessment of outfalls within the two watersheds designated as the highest priority for potential illicit discharge.	09/29/2012	<input type="checkbox"/>	

BMP Data Report**Activities**

Activity Date	Activity Description
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| 2. | Milestone - Begin assessment of outfalls within the two watersheds designated as the highest priority for potential illicit discharge. | 12/29/2012 | <input type="checkbox"/> |
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Activities

Activity Date	Activity Description
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Measurable Goals

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
1. Complete assessment of all outfalls within the two watersheds identified as the highest priority for potential illicit discharge (§3.c.ii).			<input type="checkbox"/>	

Activities

Activity Date	Activity Description
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| 2. | Complete assessment of all outfalls within the watershed identified as the third highest priority for potential illicit discharge (§3.c.ii). | | <input type="checkbox"/> |
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Activities

Activity Date	Activity Description
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| 3. | Complete assessment of all outfalls. | | <input type="checkbox"/> |
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Activities

Activity Date	Activity Description
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BMP Data Report**Data Type**

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files**Photos****22. 3-5. Staff Training.**

Train field staff and other employees on ways to identify and report non-stormwater discharges, spills, illicit connections, and illegal dumping (§3.f) (BMP 1-2).

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone - Identify the staff and their roles participating in the IDDE Program.	04/29/2012	<input checked="" type="checkbox"/>	04/26/2012

Activities

Activity Date	Activity Description
1. 04/26/2012	The two main groups participating in the IDDE Program would be EHS and Roads and Grounds. EHS personnel will be conducting mapping, and outfall reconnaissance. Roads and Grounds personnel conduct regular landscape maintenance that will allow them to view more obscure areas more often than other WWU personnel. Other roles will be provided from MUB and WVDOT during implementation of their MS4 programs for possible detection of illicit discharges.
2. 04/27/2012	WWU personnel that work out of the plumbing shop will also be trained in the IDDE program.-Lemme

2. Milestone – Obtain and compile training materials to use to train staff for the different functions in the IDDE Program.	06/29/2012	<input checked="" type="checkbox"/>	06/26/2012
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Activities

BMP Data Report

	Activity Date	Activity Description
1.	06/26/2012	Research on different materials for training staff on the IDDE program has started to be obtained. Materials at this time include but are not limited to you tube videos, flyers/handouts, pamphlets, EPA IDDE training manual. Other materials will be added and deleted as training progresses and WVU determines which material are most effective of conveying information.

Measurable Goals

	Goal	Permit Year	Due Date	GoalMet	Date Goal Met
1.	Train staff who will participate in field assessments on appropriate methods to identify, trace, and remove the source of an illicit discharge.	2012	07/29/2012	<input checked="" type="checkbox"/>	09/11/2012

Activities

	Activity Date	Activity Description
1.	07/26/2012	Appropriate staff will be trained on methods to identify, trace, and remove sources of illicit discharges during training providing with the SPCC plan. The main groups identified outside of EHS are the plumbing shop and rounds and grounds.
2.	09/11/2012	Training will be coordinated with the EHS training department to include and conduct training with WVU staff from roads and grounds and the plumbing department to assist in the IDDE program. The main point of contact for IDDE at this time will be Brian Lemme, he will conducted outfall inspections and coordinate with appropriate WVU personnel in eliminating any IDD's.

2.	Train field assessment staff on effective methods to identify emergencies and contain spills.	2012	07/29/2012	<input checked="" type="checkbox"/>	07/26/2012
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Activities

	Activity Date	Activity Description
1.	07/26/2012	Staff will be training on methods to identify emergencies and contain spills in conjunction with the SPCC plan.
2.	09/11/2012	No formal training schedule has been developed at this point. Training will be developed and determine how often training is needed.

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3. Train staff who will operate the IDDE hotline on how to respond to calls (BMP 3-6). 2 09/29/2012 10/15/2012

Activities

	Activity Date	Activity Description
1.	10/15/2012	Brian Lemme will handle calls regarding the IDDE program. A template will be developed for staff to be trained on when receiving calls on the IDDE hotline.

4. Train support staff and other field staff who work in the department that is assigned to perform field assessments on their department's role in eliminating illicit discharge (§3.f). 2 09/29/2012 10/15/2012

Activities

	Activity Date	Activity Description
1.	10/15/2012	EHS is the primary contact for IDDE program. Additional support staff (roads and grounds, plumbing department) will be trained also.

5. Train other staff in other departments who may come into contact with illicit discharge through their field work on illicit discharge identification and reporting procedures (§3.f). 2 03/29/2013

Activities

	Activity Date	Activity Description
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6. Refresh training annually.

Activities

	Activity Date	Activity Description
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Data Type

BMP Data Report

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files

Photos

23. 3-6. Public Education.

Educate the general public about the hazards associated with illicit discharges and improper waste disposal (§3.d) (BMP 1-1).

Implementation Tasks

Task	Due Date	Implemented	Date Completed
1. Milestone - Conduct an inventory, analysis, and selection of the communications tools available to distribute information about the hotline to vendors and contractors, faculty, staff, students, and campus visitors.	03/29/2012	<input checked="" type="checkbox"/>	04/03/2012

Activities

Activity Date	Activity Description
1. 04/03/2012	WVU will distribute stormwater information about the IDDE hotline for reporting of spills or other Illicit Discharges through two forms, Print media and Electric Media.

2. Milestone - Complete the development of those communications tools determined to be the most effective in distributing information about the hotline.	<input type="checkbox"/>
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Activities

Activity Date	Activity Description
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Measurable Goals

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
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| 1. | Publicly list and publicize a hotline for reporting of spills, illicit discharges (§3.d.i), and pet waste. | 2012 | 03/29/2012 | <input checked="" type="checkbox"/> | 09/10/2012 |
|----|--|------|------------|-------------------------------------|------------|

Activities

	Activity Date	Activity Description
1.	04/26/2012	A centralized hotline telephone number has not been determined and publicly post at this time. If a problem is detected the public can report via email or using a simple form on the WVU EHS website to comment or ask questions about stormwater.
2.	09/10/2012	The main hotline number for reporting illicit discharges will be 304-293-8742. This number is started to be posted on all Public notice signs for construction projects. The phone number will also be publicized more as the program evolves.

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| 2. | Distribute IDDE educational program to the general public. | 2 | 09/29/2012 | <input type="checkbox"/> |
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Activities

	Activity Date	Activity Description
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Data Type

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files**Photos****24. 3-7. Pollution Control.**

Develop operation and maintenance programs for all materials that pose a reasonable threat to discharge into the MS4 (BMP 6-1).

Implementation Tasks

BMP Data Report

Task	Due Date	Implemented	Date Completed
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| 1. Milestone - Create an inventory of fuel tanks, vehicle storage and maintenance areas, hazardous waste lockers, herbicide/fertilizer storage, oil disposal facilities, trash transfer stations, salt storage, and storage areas for other materials that have the potential to impact water resources. | | <input type="checkbox"/> | |
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Activities

Activity Date	Activity Description
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Measurable Goals

Goal	Permit Year	Due Date	GoalMet	Date Goal Met
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| 1. Develop an operation and maintenance program for the storage and use of each type of potential pollutant. | | | <input type="checkbox"/> | |
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Activities

Activity Date	Activity Description
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Data Type

Date Entered	Location	Data Type	Quantity	Unit	Cost
Activity		Comment			

Files**Photos****25. 4-1. Define Authority.**

Develop a Plan of Action that defines authority for erosion and sediment control plan review, site inspection, and enforcement at construction sites with land disturbance activities of one acre or greater (§4.a).