



STATE OF WEST VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WATER AND WASTE MANAGEMENT

### MS4 ANNUAL REPORT FORM

For Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

*Please see instructions before completing this form. If you need more space than allowed, please attach a document.*

#### Abbreviations

BMP = Best Management Practice

IDDE = Illicit Discharge Detection and Elimination

MCM = Minimum Control Measure

SWMP = Storm Water Management Program

TMDL = Total Maximum Daily Load

WV = West Virginia

#### I. Small MS4 Operator Information

1. Annual report reporting period: October 2014 through September 2015		
2. Name of MS4: West Virginia University	3. Registration number: WVR030042	
4. Primary contact: Brian M. Lemme	5. Title: Stormwater Specialist	
6. Mailing address: 975 Rawley Ave, P.O. Box 6551		
7. City: Morgantown, WV	8. Zip code: 26506	9. County: Monogalia
10. Telephone number: (304) 293-8742		
11. Email: Brian.Lemme@mail.wvu.edu		

#### II. Impaired Waters Information

12. Does the MS4 discharge into impaired water bodies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13. Please provide a description of specific BMPs that were implemented to reduce pollutants of concern in impaired receiving waters and waters in which a TMDL has been developed. (WV MS4 2009 General Permit, p. 25, #12) Educational brochures, IDDE plan of action, Installation of BioCells		
14. Has a TMDL been developed since your plan was approved?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

#### III. Fiscal Reporting

15. Include or attach a fiscal analysis of capital and operating expenditures to implement the MCMs. The fiscal analysis shall include only those expenditures by the locality seeking coverage under the WV MS4 2009 General Permit and not those for MCMs implemented by other entities. (WV MS4 2009 General Permit, p. 25, #13)	
16. Please provide total capital expenditures for this reporting period.	\$ 17,000
17. Please provide total operating expenditures for this reporting period.	\$ 45,000

#### IV. Coordination Efforts and Organization

18. Please provide a description of the coordination efforts with other MS4s, county governments, transportation agencies, colleges, universities, correctional facilities, prisons, and any other entities regarding the implementation of the MCMs, including the status of any memoranda of understanding or other agreements executed between the permittee(s) and any other entity. (WV MS4 2009 General Permit, p. 24, #9)

WVU and MUB have been open about sharing information about mapping of the storm systems.

WVU has also been sharing information with MUB on current construction projects and post construction stormwater management systems for all projects located with the the urbanized area. WVU also complies with MUB's stormwater Ordinance 929.20, specifically section about controlling peak flow runoff from a 2, 10 and 50 year 24-hr storm event.

WVU has also been in contact with other MS4's state wide.

19. Please provide name and contact information for individual with overall program management and implementation responsibility, and if different, name and contact information of individuals responsible for each minimum control measure. Please attach a table of organization.

Brian M. Lemme, 975 Rawley Lane, P.O.Box 6551, Morgantown, WV 26506

#### V. Changes to SWMP

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 20. Did any of your activities, BMPs, or measurable goals as outlined in your SWMP change during the reporting period? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 21. Do you anticipate any planned activities, BMPs, or goals as outlined in your SWMP to change in the upcoming reporting period? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

22. If anything has changed, please indicate the MCM and performance measure and provide a brief description below, and attach detailed documentation of the changes, schedule of implementation, measurable goals, and overall effect on your program. (WV MS4 2009 General Permit, p. 24, #6 and #7)

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 23. Is additional documentation attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

**VI. MCM 1: Public Education and Outreach** (WV MS4 2009 General Permit, p. 5-6)

24. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
25. Contact: Brian Lemme	26. Phone: (304) 293-8742	

**Performance Measure 1a: Program implementation**

27. Were the proposed activities for developing a public education and outreach program implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
28. List and briefly describe each of the public education and outreach program development activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)  BMP 1-6 Interpretative Signage. Post interpretive signs near stormwater BMPs that describe their function to protect and manage water resources (BMP 2-6). 1. Milestone – identify stormwater BMPs on campus (BMP 3-1) and evaluate their effectiveness to communicate stormwater management concepts to campus users. BMPs have been identified around campus for educational purposes. This include Bioretention Cells and Bioretention Swales. The university also has a regional stormwater pond, several smaller detention ponds and underground systems. Upon review of these systems, the Bioretention facilities provide the best overall communication to the general public.			
29. Did you achieve all the goals that you identified in your SWMP related to developing the education and outreach program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
30. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

Performance Measure 1b: Evaluation of effectiveness of public education and outreach efforts			
31. Did you evaluate the effectiveness of the public education and outreach program?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input checked="" type="checkbox"/> No
32. How did you evaluate the effectiveness of the public education and outreach program in this reporting period? (WV MS4 2009 General Permit, p. 24, #2) There were no BMPs that required direct evaluation of effectiveness at this time.			
33. Regardless of your answer to the previous question, have you identified new or better ways to evaluate the public's understanding of your program and water quality issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
34. If yes, please describe any changes you would like to consider to improve your evaluation of effectiveness of outreach. More facility tours, better signs.			

Performance Measure 1c: Documentation and tracking of public education and outreach efforts			
35. Did you track and keep records of your outreach activities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
36. For print, radio, and television media activities, did you keep records that include i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution, and iv) the duration of air time or publication? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
37. Are your records available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
38. For pamphlets, brochures, and other finite printed products, did you keep records that include: i) a description of the content or theme; ii) the date of completion of the materials; iii) the date of release or distribution; iv) the location or placement of the materials; and v) date of follow up visits to replenish or transition to the next outreach product? (WV MS4 2009 General Permit, p. 24, #1)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
39. Please describe any additional or alternative documentation and tracking of public education and outreach activities you are implementing. Certificates and sign in sheets.			

**VII. MCM 2: Public Involvement and Participation** (WV MS4 2009 General Permit, p. 6-7)

40. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
41. Contact: Brian Lemme	42. Phone: (304) 293-8742	

**Performance Measure 2a: Opportunities for ongoing public involvement and participation in the SWMP**

43. Did you create, or are you in the process of creating, ongoing opportunities for the public to participate in the development, implementation, and updating of your SWMP?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
44. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing opportunities for public involvement and participation for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

45. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.  
(WV MS4 2009 General Permit, p. 24, #4)

No specific milestones or measurable goals were required for this MCM during this reporting period.

46. List and briefly describe each of the activities undertaken during the reporting period to create ongoing opportunities for the public to participate in your SWMP. (WV MS4 2009 General Permit, p. 24, #1)

No specific milestones or measurable goals were required for this MCM during this reporting period.

47. Describe how you evaluated the effectiveness of your public participation efforts (citizen attendance at public hearings, requests for information on your SWMP, hotline activity, etc.).  
(WV MS4 2009 General Permit, p. 24, #2)

No specific milestones or measurable goals were required for this MCM during this reporting period.

48. Describe the steps taken to ensure that public participation opportunities are ongoing and, if necessary, additional program maintenance activities in future reporting periods to ensure continued participation opportunities. (WV MS4 2009 General Permit, p. 24, #4)

No specific milestones or measurable goals were required for this MCM during this reporting period.

Performance Measure 2b: Communications with community, watershed, and environmental organizations			
49. Did you establish a program for routine communications with community based watershed groups or other organizations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
50. Describe the steps taken to ensure that your programs for routine communications with community-based watershed groups or other organizations are ongoing, or any additional program activities that you believe may be required to ensure continued communications. (WV MS4 2009 General Permit, p. 24, #4) Provided class lectures, campus tours of BMPs and handed out pamphlets.			
51. Did you achieve all the goals that you identified in your SWMP related to creating and maintaining ongoing communications with community based watershed groups or other organizations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
52. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4) No specific milestones or measurable goals were required for this MCM during this reporting period.			

Performance Measure 2c: Public availability of SWMP and annual report	
53. Did you make your SWMP and annual report available to the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
54. If yes, please indicate the web address, or if a physical location, please indicate where it is and the process, if any, required for the public to access it. The SWMP is available to the public on the EHS website. <a href="http://ehs.wvu.edu/environmental/water-management/storm-water">http://ehs.wvu.edu/environmental/water-management/storm-water</a> The first, second, third annual reports have been made available at this time.	



**VIII. MCM 3: Illicit Discharge Detection and Elimination** (WV MS4 2009 General Permit, p. 7-10)

55. Did you complete all the proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
56. Contact: Brian Lemme	57. Phone: (304) 293-8742	

**Performance Measure 3a: MS4 map**

58. Were your proposed activities for creating and annually updating your MS4 map for the reporting period implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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59. List and briefly describe the activities undertaken to either develop or update your MS4 map.  
(WV MS4 2009 General Permit, p. 24, #1)

All new buildings and systems where added to the current map.



Performance Measure 3b: Illicit Discharge Detection and Elimination (IDDE) ordinance development		
60. Has your municipality adopted an IDDE ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.3.b)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
61. If not, please describe the activities or progress made in adopting or updating an existing ordinance and provide an estimated date for adoption. (WV MS4 2009 General Permit, p. 24, #1) WVU does not have the authority to create and ordinance. The IDDE Plan of Action will be handled in house for minor repairs and contracted out when needed.		

Performance Measures 3c and 3e: IDDE program implementation and assessment, and program tracking		
62. Is your IDDE program fully implemented, including visual inspections based on a system of prioritizing outfalls and procedures for characterizing discharges?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
63. If no, please describe obstacles, if any, to implementation, and an estimate of when your program will be fully implemented.		
64. Were all your measurable goals met for implementing and evaluating an IDDE program during this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
65. How many field assessments were conducted during the reporting period?	Approx. 6	
66. How many illicit discharges were identified during the reporting period?	4	
67. How would you characterize the type of illicit discharges found (sewer cross connections, spills, illegal dumping, unaware residents, etc.)? Sewer cross connections, spills (hydraulic and diesel).		
68. How would you characterize the type of pollutants discovered in illicit discharges (oil and grease, fecal coliform, chlorine, paints, etc.)? Name the top five pollutants discovered or uncovered by your IDDE program. Fecal Coliform, swimming pool backwash, spills.		
69. How many corrective actions were taken to remove illicit discharges?	1	
70. How many enforcement actions were initiated to eliminate illicit discharges into the storm sewer system?	0	
71. Have you attached additional documentation to better identify the nature and extent of the program activities and accomplishments?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Performance Measure 3d: Public education on hazards of illegal discharges and improper disposal of waste			
72. Did you conduct any activities for educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
73. List and briefly describe each of the education and outreach activities undertaken during this reporting period. (WV MS4 2009 General Permit, p. 24, #1)  General education through brochures and talking forums.			
74. Were any of these activities included in the public education and outreach efforts described in MCM 1?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
75. How did you evaluate the effectiveness of the activities described in the list above? (WV MS4 2009 General Permit, p. 24, #2) This has not been evaluated at this time, effectiveness will be measured though sampling and in stream monitoring in conjunction with the TMDL section of the new permit.			
76. Did you achieve all the goals that you identified in your SWMP related to educating the public on hazards of illegal discharges for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
77. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			

**Performance Measure 3f: Training for municipal staff on identification, reporting, and elimination of illicit discharges**

78. Have you developed a program to train municipal employees on illicit discharges? ☒ Yes ☐ Partially ☐ No

79. Did you conduct any municipal employee training during this reporting period? ☐ Yes ☒ No

80. List and briefly describe the training activities conducted during the reporting period.  
(WV MS4 2009 General Permit, p. 24, #1)

81. How did you evaluate the effectiveness of the training activities? (WV MS4 2009 General Permit, p. 24, #2)

This has not been evaluated at this time. When events are held sign sheets and other materials for tracking effectiveness will be used at that time.

When events are  
held sign sheets  
and other  
materials for  
tracking  
effectiveness will  
be used at that

82. How many municipal employees were trained to identify and report illicit discharges?  
(WV MS4 2009 General Permit, p. 24, #2)

0

83. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on IDDE procedures for this reporting period?  
(WV MS4 2009 General Permit, p. 24, #3)

☐ Yes

☒ No

84. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.  
(WV MS4 2009 General Permit, p. 24, #4)

No formal staff training has been conducted. Employees are reminded and education though conversions about properly report and identifying issues for IDDE.

**IX. MCM 4: Construction Site Runoff Control (WV MS4 2009 General Permit, p. 10-12)**

85. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
86. Contact: Brian Lemme	87. Phone: (304) 293-8742	

**Performance Measures 4a and 4b: Develop and implement an ordinance to address stormwater runoff from construction sites one acre or greater**

88. Has your municipality adopted a construction site runoff control ordinance in accordance with the requirements of the WV MS4 2009 General Permit (Part II Section C.b.4.a)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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89. If a program ordinance has not been adopted, have the proposed activities for developing and implementing an ordinance to address stormwater runoff from construction sites been implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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90. Please indicate the anticipated ordinance adoption schedule. (WV MS4 2009 General Permit, p. 24, #1)  
WVU Plan of Action and follow WVDEP standards.

91. Has your construction site ordinance been reviewed and/or updated to include any new criteria during the reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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92. Is your construction site program being fully implemented to include provisions for: i) plan review, ii) routine site inspections, iii) enforcement, and iv) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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93. Please indicate the number of plan approvals during the reporting period.	1
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94. Please indicate the number of construction site inspections during the reporting period.	50
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95. Please indicate the number of enforcement actions during the reporting period (can attach document).	0
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96. Are enforcement records maintained and available upon request?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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97. Is there adequate funding to fulfill the program implementation requirements required by the WV MS4 2009 General Permit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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98. Briefly list and describe any activities outlined in your SWMP completed during the past permit year related to construction site operator and/or permittee site inspector training. (WV MS4 2009 General Permit, p. 24, #1)  
No specific milestones or measurable goals were required for this MCM during this reporting period.

99. Did you achieve all the goals that you identified in your SWMP related to developing or implementation and assessment of a construction site runoff control program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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100. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above.  
(WV MS4 2009 General Permit, p. 24, #4)

**X. MCM 5: Controlling Runoff from New Development and Redevelopment** (WV MS4 2009 General Permit, p. 12-19)

101. Did you complete all proposed activities and performance measures for this MCM for this reporting period?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
102. Contact: Brian Lemme	103. Phone: (304) 293-8742	

**Performance Measure 5a: Develop, implement, and enforce a program to protect water resources by addressing stormwater discharges from regulated new and redevelopment projects**

104. Has your municipality adopted a stormwater management ordinance in accordance with WV MS4 2009 General Permit (Part II Section C.5.a.ii.A)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
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105. If your ordinance has not been adopted, please describe the progress made towards final ordinance adoption during this reporting period, and expected date of final adoption. (WV MS4 2009 General Permit, p. 24, #1)

106. Does your (proposed) ordinance include language incorporating the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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107. Does your (proposed) ordinance include language incorporating the off-site mitigation or fee-in lieu alternatives to on-site BMP implementation as described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.4)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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108. Have you developed a process for reviewing and updating your ordinance and program implementation to address the adequacy of provisions for: i) requiring runoff volume reduction on new and redevelopment sites, ii) plan review, iii) BMP construction and maintenance inspections, iv) enforcement, v) inventory and tracking, and vi) record keeping and reporting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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109. How many projects were reviewed during the reporting period?	4
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110. What types of projects were reviewed (residential, commercial, industrial, etc.)?  
(WV MS4 2009 General Permit, p. 18, #2)

Commercial

111. Provide a summary of the number and types of stormwater BMPs approved in new and redevelopment projects during the reporting period. Please list the BMPs according to the BMP specification number from the WV Stormwater Management Manual (2012). (WV MS4 2009 General Permit, p. 18, #3)

28 new BioCells have been installed

5 underground detention systems have been installed with pretreatment.

<p>112. Provide a summary of the number and type of projects that qualified for each of the development incentives described in the WV MS4 2009 General Permit (Part II Section C.5.a.ii.A.3) during the reporting period. Please indicate if you have attached additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>None</p>		
<p>113. Provide a summary of the number of projects that qualified for any offsite mitigation or payment in lieu options described in the WV MS4 2009 General Permit (Part II, Section C.b.5.a.ii.A.4) during the reporting period. Please indicate if you attach additional documentation. (WV MS4 2009 General Permit, p. 18, #3)</p> <p>None</p>		
<p>114. How many maintenance agreements were approved during the reporting period? (WV MS4 2009 General Permit, p. 18, #4)</p>	<p>0</p>	
<p>115. Were any maintenance agreements recorded at the county courthouse?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>116. Provide a summary of the number and type of stormwater BMP inspections conducted by MS4 personnel or contracted agents (construction as-built, ongoing operation and maintenance audits, complaint driven, etc.). Include (or attach) a summary of: i) the type and number of BMPs requiring maintenance or repair, ii) the number brought into compliance, and iii) the number of enforcement actions taken. (WV MS4 2009 General Permit, p. 18, #5)</p> <p>45 BioCell inspections</p>		
<p>117. Did you achieve all the goals that you identified in your SWMP related to developing and/or implementing and assessing a stormwater management program for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>118. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)</p>		



Performance Measure 5b: Long-term watershed protection elements			
119. Does a local ordinance or equivalent document incorporate the watershed protection elements described in WV MS4 2009 General Permit (Part II Section C.5.a.i.A)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Partially	<input type="checkbox"/> No
120. If yes, please describe how the permittee's legal authority addresses the following watershed protection elements: (WV MS4 2009 General Permit, p. 18, #1)			
121. Minimize impervious cover.	Looking into using permeable pavers, and pavements. Capturing the first 1 inch of runoff.		
122. Preserve, protect, create, and restore ecologically sensitive areas.	Creating wildlife habits through vegetative BioCells		
123. Implement practices that prevent or reduce thermal impacts to streams.	Planting of trees within parking lot area. Capturing the first 1 inch of runoff.		
124. Seek to avoid or prevent hydromodification of water bodies caused by development.	Capturing the first 1 inch of runoff.		
125. Minimize impacts to existing vegetation (especially trees).	Several trees are being removed to allow for construction, but will be replaced during final land scaping of area.		
126. Minimize impacts to native undisturbed soils.			
127. If the watershed protection elements have not yet been incorporated into a planning document or ordinance, please describe the actions to be taken to incorporate these elements. (WV MS4 2009 General Permit, p. 24, #1)			

Performance Measure 5c: Street and parking design assessments		
128. Were the proposed activities for assessing the current street design guidelines and parking requirements implemented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
129. If this is your third-year report, please attach your report assessing the current street and parking design requirements, and recommendations and proposed schedules for incorporating policies and standards to maximize vegetation and minimize impervious cover where possible. (WV MS4 2009 General Permit, p. 24, #8)		



**XI. MCM 6: Pollution Prevention & Good Housekeeping for Municipal Operations** (WV MS4 2009 General Permit, p. 19-21)

130. Did you complete all the required performance measures for this MCM for this reporting period?

☒ Yes☐ No

131. Contact: Brian Lemme

132. Phone: (304) 293-8742

**Performance Measures 6a and 6b:** Develop and implement an operation and maintenance program for all municipal facilities that includes prevents or reduces the discharge of polluted runoff

133. Were the proposed activities for developing a pollution prevention and good housekeeping program for municipal operations implemented?

☒ Yes☐ Partially☐ No

134. List and briefly describe the activities outlined in your SWMP for the development of a pollution prevention and good housekeeping program for municipal operations undertaken during this reporting period.

No specific milestones or measurable goals were required for this MCM during this reporting period.

135. Do you have a pollution prevention plan for each of your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?

☒ Yes☐ No

136. Do you have an inspection schedule for conducting inspections at your municipal facilities as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?

☒ Yes☐ No

137. Are you tracking and maintaining records of inspection and maintenance activities for each municipal facility as required by the WV MS4 2009 General Permit (Part II Section C.b.6.a)?

☒ Yes☐ No

138. If you answered no to any of the previous three questions, please indicate your proposed schedule for implementing the requirements of the WV MS4 2009 General Permit (Part II Section C.b.6.a).

139. How many inspections were conducted at each municipal facility during the reporting period?

0

140. List the top three problems that you have found while conducting inspections at municipal facilities.

No inspections were conducted during this reporting permit due to focus on other programs and areas. A major IDDE was discovered and eliminated. One of the main problems appears to be a lack of SOPs and O&Ms for specific duties at the facilities. This will be address with the new SWMP to better develop a more self sustaining monitoring program for each facility.

141. Were these problems corrected? (WV MS4 2009 General Permit, p. 24, #1)

☒ Yes☐ No

142. Did you achieve all the goals that you identified in your SWMP related to developing a pollution prevention and good housekeeping program for municipal operations for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
143. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)		

<b>Performance Measure 6c: Municipal employee good housekeeping training</b>			
144. Were the proposed activities for developing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
145. Were the proposed activities for implementing a pollution prevention and good housekeeping training program for municipal employees implemented as described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input type="checkbox"/> No
146. Did municipal employees receive training in accordance with the guidelines described in the WV MS4 2009 General Permit (Part II, Section C.b.6.c)?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	<input checked="" type="checkbox"/> No
147. How many employees received training during the reporting period? (WV MS4 2009 General Permit, p. 24, #1)	0		
148. Are you maintaining records of all municipal training activities (including training agendas, learning objectives, instructor qualifications, sign in sheets, etc.)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
149. Explain how the effectiveness of the training activities was evaluated (number of employees trained and/or certified in specific good housekeeping skills, measurable improvements in cost or performance of facility maintenance activities, or as outlined in your SWMP). (WV MS4 2009 General Permit, p. 24, #2)  Unknown at this time.			
150. Did you achieve all the goals that you identified in your SWMP related to training municipal employees on pollution prevention and good housekeeping for this reporting period? (WV MS4 2009 General Permit, p. 24, #3)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
151. If not, please describe the progress you did make towards achieving your goal(s), and any obstacles and possible solutions such as revised implementation schedules or revised measurable goals. If you are proposing any changes to your SWMP goals or schedule, please include them in Section V above. (WV MS4 2009 General Permit, p. 24, #4)			