



TOWN OF BRIDGEWATER

Post Office Box 72

Bridgewater, Virginia 22812

MS4 Program Plan

VSMP General Permit Registration Statement for Stormwater Discharges
from Small Municipal Separate Storm Sewer Systems (MS4)

Permit Number: VAR040054

In compliance with the Virginia Pollutant Discharge Elimination System (VPDES) Regulations

Updated June 30, 2015

Report Prepared by:
Patrick Wilcox
Zoning Administrator
Department of Community Development
Town of Bridgewater, Virginia
201 Green Street
Bridgewater, VA 22812
(540) 828-2479
pwilcox@town.bridgewater.va.us

MS4 Program Plan

Town of Bridgewater, Virginia

The following is a list of the six program elements, or minimum control measures identified as BMP's proposed by the Town of Bridgewater to be implemented in conjunction with the MS4 program requirements.

MINIMUM CONTROL MEASURE #1 PUBLIC EDUCATION AND OUTREACH ON STORMWATER IMPACTS

Permit Requirements: The operator shall identify, schedule, implement, evaluate and modify, as necessary, BMPs to meet the following public education and outreach measurable goals:

- a. Increased individual and household knowledge about the steps that they can take to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns;*
- b. Increased public employee, business, and general public knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications;*
- c. Increased individual and group involvement in local water quality improvement initiatives including the promotion of local restoration and clean up projects, programs, groups, meetings and other opportunities for public involvement;*
- d. Diverse strategies to target audiences specific to the area serviced by the regulated small MS4;*
- e. Improved outreach program to address viewpoints and concerns of target audiences, with a recommended focus on minorities, disadvantaged audiences and minors; and*
- f. Targeted strategies towards local groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts.*

BMP 1.1: PET WASTE MANAGEMENT FOR PRIVATE PROPERTIES

As part of the annual licensing process, the Town of Bridgewater will continue to provide general education and outreach regarding how pet owners can help protect water quality by properly cleaning up after their animals in our newsletter each year. A handout has been provided entitled, "Pick up after Your Pet" at our Municipal Building.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to continue to implement the Pet Waste Management for Private Properties during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate pet owners as to the impacts of pet wastes from private property. The Town will propose any changes to this BMP as part of the next permit cycle's reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: "Pick up After Your Pet" handout is available at the Bridgewater Municipal Building.

MEASURABLE GOALS: The Town will complete one outreach effort to each licensed pet owner in the Town regarding pets and water quality during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure and Newsletter article.

BMP 1.2: LAWN CARE AND GARDEN TIPS

The Town of Bridgewater will provide general education and outreach regarding how homeowners can help protect water quality by properly maintaining their lawns and gardens in our newsletter each year. A handout has been provided entitled, "Lawn Care and Garden Tips" at our Municipal Building.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to continue to implement the Lawn Care and Garden Tips outreach program for Private Properties during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate homeowners as to the impacts of lawn care from private property. The Town will propose any changes to this BMP as part of the next permit cycle's reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: "Lawn Care and Garden Tips" handout is available at the Bridgewater Municipal Building.

MEASURABLE GOALS: The Town will complete one outreach effort to homeowners in the Town regarding their lawn care and garden maintenance practices during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure and Newsletter article.

BMP 1.3: VEHICLE MAINTENANCE

The Town of Bridgewater will provide general education and outreach regarding how vehicle owners can help protect water quality by properly maintaining their vehicles in our newsletter each year. A handout has been provided entitled, "Vehicle Maintenance" at our Municipal Building.

SCHEDULE AND EVALUATION:

The Town of Bridgewater proposes to continue to implement the Vehicle Maintenance outreach program for vehicle owners during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate vehicle owners as to the impacts of vehicle maintenance. The Town will propose any changes to this BMP as part of the next permit cycle's reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: "Vehicle Maintenance" handout is available at the Bridgewater Municipal Building.

MEASURABLE GOALS: The Town will complete one outreach effort to vehicle owners in the Town regarding their vehicle maintenance practices during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure and Newsletter article.

BMP 1.4: AUTOMOTIVE REPAIR SHOPS

The Town’s Education and Outreach Plan includes an outreach effort to automotive repair shops. By following best management practices, Automotive Repair Shops can reduce their impact on the storm water system and associated receiving water bodies. A brochure entitled “Best Management Practices for Automotive Repair Shops” has been created for this purpose.

SCHEDULE AND EVALUATION:

The Town of Bridgewater proposes to continue to implement the automotive repair shops outreach program during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate repair shops as to the impacts of their practices. The Town will propose any changes to this BMP as part of the next permit cycle's reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: “Best Management Practices for Automotive Repair Shops” brochure, available at the Municipal Building.

MEASURABLE GOALS: The Town will complete one outreach effort to automotive repair shops in the Town regarding their vehicle maintenance practices during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure

BMP 1.5: RESTAURANTS WASTE MANAGEMENT

Restaurants have also been targeted as an important group whose practices affect water quality. Best Management Practices can help to reduce the impact restaurants have on the storm water system and associated receiving water bodies. A brochure entitled “Best Management Practices for Restaurants” has been created to help educate restaurants on these matters.

SCHEDULE AND EVALUATION:

The Town of Bridgewater proposes to continue to implement the restaurant outreach program during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate restaurants as to the impacts of their practices. The Town will propose any changes to this BMP as part of the next permit cycle’s reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: “Best Management Practices for Restaurants” brochure, available at the Municipal Building.

MEASURABLE GOALS: The Town will complete one outreach effort to restaurants in the Town regarding their practices during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure

BMP 1.6: VEHICLE FUELING FACILITIES

Vehicle fueling facilities can follow Best Management Practices to help reduce their impact on water quality. The Town has chosen to focus on these facilities as part of their outreach and education program. A brochure entitled “Best Management Practices for Vehicle Fueling Facilities” has been created to help educate vehicle fueling facilities about what they can do.

SCHEDULE AND EVALUATION:

The Town of Bridgewater proposes to continue to implement the vehicle fueling facilities outreach program during the next permit cycle. The Town proposes that during permit year 1 of this cycle, the Town will develop and conduct an evaluation of the effectiveness of this BMP to educate these facilities as to the impacts of their practices. The Town will propose any changes to this BMP as part of the next permit cycle’s reapplication process.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: “Best Management Practices for Vehicle Fueling Facilities” brochure

MEASURABLE GOALS: The Town will complete one outreach effort to Vehicle Fueling Facilities in the Town regarding their practices during all years of this permit.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Brochure

BMP 1.7: EDUCATIONAL OUTREACH ADDRESSING GOOD STORMWATER MANAGEMENT

The Town of Bridgewater has included educational articles in an existing newsletter distributed to Town citizens via mail, which addresses good storm water management practices for both private and commercial citizens. The Town also has a web page dedicated to environmental concerns and practices and will continue to add new material to educate the citizens of the Town as they become available.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to continue to implement educational outreach addressing good storm water management to the Town citizens via newsletter and Town sponsored website.

RESPONSIBLE PARTY: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Bridgewater Newsletter

MEASURABLE GOALS: The Town will gather informational/educational materials concerning good storm water management practices and advertise on the Town sponsored web site and in the local newsletter; maintain the environmental page for the Town sponsored website located at <http://town.bridgewater.va.us>.

MS4 Program Plan

Town of Bridgewater, Virginia

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Copies of articles advertised in the newsletter as well as print-offs from our website of storm water management practices.

BMP 1.8: INFORMATIONAL ASSISTANCE

The Town of Bridgewater has advertised on the Town sponsored website services and agencies available at the local, state, and national level to assist citizens with their storm water quality concerns and questions. The Town will advertise these agencies in future newsletters mailed to citizens.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to advertise the local, state and national agencies telephone numbers and addresses in the existing newsletters during the next cycle of the permit.

RESPONSIBLE PARTY: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Bridgewater Newsletter

MEASURABLE GOALS: The Town will complete one outreach effort to the citizens regarding local, state and national agencies available to contact with their storm water quality concerns and questions.

Items to be reported in the Annual Report: A copy of the newsletters documenting that the Town advertised the agencies names, addresses and telephone numbers.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A copy of the newsletters documenting that the Town advertised the agencies names, addresses and telephone numbers.

BMP 1.9: CONTACT CENTER

Town of Bridgewater has developed an e-mail address for the purpose of providing citizens an opportunity to express their concerns and questions with storm water quality issues. The e-mail address is environmental@town.bridgewater.va.us. A designated staff member is responsible for checking the e-mail address daily and responding in a timely manner to any questions/concerns. The Town will continue to keep this e-mail address active and make sure citizens are aware they can contact us via e-mail.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to advertise the e-mail address in the existing newsletter during the next cycle of the permit.

RESPONSIBLE PARTY: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: *Bridgewater Current* (Town Newsletter)

MEASURABLE GOALS: The Town will complete one outreach effort to the citizens regarding the environmental e-mail address to direct concerns of citizens in the Town by advertising in our newsletter.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A copy of the newsletter documenting that the Town advertised the agencies names, addresses, and telephone numbers.

MINIMUM CONTROL MEASURE #2 PUBLIC INVOLVEMENT AND PARTICIPATION

Permit Requirements: The operator shall comply with applicable state, tribal, and local public notice requirements and identify, schedule, implement, evaluate and modify, as necessary, BMPs to meet the following public involvement/participation measurable goals:

- a. Promote the availability of the operator's MS4 Program Plan and any modifications for public review and comment. Public notice shall be given by any method reasonably calculated to give actual notice of the action in question to the persons potentially affected by it, including press releases or any other forum or medium to elicit public participation. Provide access to or copies of the MS4 Program Plan or any modifications upon request of interested parties in compliance with all applicable freedom of information regulations;*
- b. Provide access to or copies of the annual report upon request of interested parties in compliance with all applicable freedom of information regulations; and*
- c. Participate, through promotion, sponsorship, or other involvement, in local activities aimed at increasing public participation to reduce stormwater pollutant loads and improve water quality.*

2.1: PUBLIC EDUCATION AND OUTREACH PLAN (2015-2016)

As part of our MS4 program, the Town has developed a Public Education and Outreach Plan. This plan highlights six sub groups of the Bridgewater Population that we will focus on reaching through our Public Education and Outreach program. This plan is available as a separate document.

2.2: PUBLIC INVOLEMENT/PARTICIPATION

The Town of Bridgewater has participated in an annual Stream Clean-up and Monitoring Program sponsored by the Virginia Department of Environmental Quality for several years. This program has expanded to include voluntary public participation. The public will be invited to participate through advertising in an existing local newsletter and in the future on the Town sponsored website.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to invite the public to participate in the Stream Clean-up and Monitoring Program on an annual basis. The Town will report in each annual report the number of volunteers that participated, what they found in the stream clean-up, and documentation that the Town advertised in the newsletter as well as on the website.

RESPONSIBLE PARTY: Erosion and Sediment Control Administrator

MS4 Program Plan

Town of Bridgewater, Virginia

NECESSARY DOCUMENTS: Newsletter, print-outs from website, annual report of clean-up findings.

MEASURABLE GOALS: Schedule and coordinate at least one public participation to clean and monitor local waterways event per year. This event will be advertised in the local newsletter and the Town sponsored website. The Town will measure the success of advertising by tracking the number of participants attending the clean-up with the goal of increasing public participation.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Date of event, newsletter, website print-outs, number of attendees, and report of findings.

2.3: EDUCATIONAL OUTREACH FOR MINORS

The Town of Bridgewater has supported and participated in the annual Wildwood Days event held at Wildwood Park. This program has involved students ranging from pre-kindergarten to fifth grade and educated the children on a variety of topics.

SCHEDULE AND EVALUATION: The Town of Bridgewater proposes to continue involvement in the Wildwood Days event on an annual basis. This will provide stormwater and environmental education to young citizens and also to engage their interest in the health of our community and how they can help.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Bridgewater Newsletter

MEASURABLE GOALS: Schedule and coordinate with the local elementary school improvements to be made at Wildwood Park each year.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Date of event and newsletter article.

2.4: VEGETATION COLLECTION

The Town of Bridgewater collects grass, brush, hedge trimmings, garden waste, yard debris and leaves on a weekly schedule.

SCHEDULE AND EVALUATION: The Town of Bridgewater provides vegetation collection service to the community to help prevent flooding caused by leaves and other debris from clogging up stormdrains.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Bridgewater Newsletter

MEASURABLE GOALS: Large amounts of brush and organic material may disrupt the freshwater ecosystem by smothering the vegetation aquatic life and fisheries use for nutrients and deplete

oxygen during the decay process. By providing these services to the community, the Town can help keep excess nutrients out of our local streams.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Town sponsored website and in the local newsletter.

MINIMUM CONTROL MEASURE #3 ILLCIT DISCHARGE DETECTION AND ELIMINATION

Permit Requirements: The MS4 Program shall:

a. Develop, implement and enforce a program to detect and eliminate illicit discharges, as defined at [4VAC50-60-10](#), into the regulated small MS4. The department recommends that the operator review the publication entitled "Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessments," Environmental Protection Agency (EPA) cooperative agreement number X-82907801-0, for guidance in implementing and evaluating its illicit discharge detection and elimination program;

b. Develop, if not already completed, and maintain, an updated storm sewer system map, showing the location of all known outfalls of the regulated small MS4 including those physically interconnected to a regulated MS4, the associated surface waters and HUCs, and the names and locations of all impaired surface waters that receive discharges from those outfalls. The operator shall also estimate the acreage within the regulated small MS4 discharging to each HUC and impaired water;

c. To the extent allowable under state, tribal or local law or other regulatory mechanism, effectively prohibit, through ordinance, or other regulatory mechanism, nonstormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions;

The following categories of nonstormwater discharges or flows (i.e., illicit discharges) must be addressed only if they are identified by the operator, the State Water Control Board, or by the board as significant contributors of pollutants to the regulated small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, discharges or flows from fire fighting activities, and flows that have been identified in writing by the Department of Environmental Quality as de minimis discharges that are not significant sources of pollutants to state waters and not requiring a VPDES permit;

d. Develop and implement procedures to detect and address nonstormwater discharges, including illegal dumping, to the regulated small MS4;

e. Prevent or minimize to the maximum extent practicable, the discharge of hazardous substances or oil in the stormwater discharge(s) from the regulated small MS4. In addition, the MS4 Program must be reviewed to identify measures to prevent the recurrence of such releases and to respond to such releases, and the program must be modified where appropriate. This permit does not relieve the operator or the responsible party(ies) of any reporting requirements of 40 CFR Part 110 (2001), 40 CFR Part 117 (2001) and 40 CFR Part 302 (2001) or § [62.1-44.34:19](#) of the Code of Virginia;

f. Track the number of illicit discharges identified, provide narrative on how they were controlled or eliminated, and submit the information in accordance with Section II E 3; and

g. Notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.

3.1: STORM SEWER SYSTEM MAP

The Town of Bridgewater has utilized its land surveying capabilities to locate and verify all storm sewer structures, pipes, and ditches contained within the Town's boundaries and compiled a storm sewer system map. The Town will maintain the storm sewer system map and update it as necessary.

SCHEDULE AND EVALUATION: The Town proposes to evaluate all storm sewer structures, pipes, and ditches contained within the Town's boundaries on an annual basis and update the storm sewer system map as necessary.

RESPONSIBLE PARTIES: GIS Manager

NECESSARY DOCUMENTS: Storm Sewer System Map

MEASURABLE GOAL: On an annual basis complete field inspections of storm sewer structures and update the storm sewer system map.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: An update of any changes to the storm sewer system and map. If no changes, the Town will include the existing map.

3.2: ILLEGAL DISCHARGE ORDINANCE

Currently the Town of Bridgewater has an ordinance that prohibits refuse or other unsightly or dangerous materials in the Town's public property, streets, roads, or alleys. The Police Department regulates this ordinance, which should allow the Town to prevent any illegal discharges to the Town's dedicated storm sewer system. Although the Town already has an ordinance that addresses this issue, the Town will adopt another ordinance that will specifically prohibit any illegal discharges into the Town's dedicated storm sewer system.

SCHEDULE AND EVALUATION: The Town will proceed with the process of adopting the illegal discharge ordinance. A draft ordinance has been completed.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Illegal Discharge Ordinance

MEASURABLE GOAL: Proceed with the process of adopting an illegal discharge ordinance stating its prohibition from the MS4 and penalties for violations.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A draft copy of the illegal discharge ordinance.

3.3: IDD&E PROGRAM

The Town will react proactively to any detection of illicit discharges into storm sewer system by soliciting and implementing the recommendations of appropriate local, state and federal agencies.

SCHEDULE AND EVALUATION: The Town will use its own maintenance force to detect illicit discharges into the storm sewer system through periodic visual inspections, as the routine maintenance of storm structures and facilities are performed. The Town will also respond to any citizen input and/or complaint concerning potential illicit discharges.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Report of illicit discharge findings.

MEASURABLE GOAL: Become more proactive with the Department of Environmental Quality to identify the need of tracing illicit discharges back to their sources.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Annual reports of illicit discharge findings.

3.4: TRACKING AND INVESTIGATION OF ILLICIT DISCHARGES

The Town will develop an Operating and Procedure Manual for investigating Illicit Discharges, as well as implement an Illicit Discharge Hotline Incident Tracking Sheet and a Pollutant Cleanup Documentation form.

SCHEDULE AND EVALUATION: The Town will develop these documents during the first year of this permit cycle, and continue to utilize them for all years of this permit cycle.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Operating and Procedure Manual, Illicit Discharge Hotline Incident Tracking Sheet, Pollutant Cleanup Documentation

MEASURABLE GOALS: Keep of track of incidents reported to ensure that procedures are being followed appropriately.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Summary of reported illicit discharges from the previous year.

3.5: OUTFALL RECONNAISSANCE PROGRAM

The Town's MS4 contains multiple outfalls, which need inspection regularly. In total, 32 stormwater outfalls are recorded at the beginning of this permit cycle. This includes ditch lines, conveyance channels, and storm drains.

SCHEDULE AND EVALUATION: The Town will develop inspection forms for storm drain outfalls and catch basin structures during the first year of this permit cycle. All 32 outfalls are to be screened during each year of the reporting period.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Inspection Forms

MEASURABLE GOALS: Each year, the Town will inspect all 32 outfalls using the designated inspection form.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The Town will report on the last year's number of stormwater outfall screenings in each year's annual report.

3.6: NOTIFICATION OF INTERCONNECTED MS4S

The Town is currently only connected to the VDOT MS4. They will notify this and any future interconnected MS4s of their interconnected status.

SCHEDULE AND EVALUATION: During the first year of the permit cycle, notify any existing interconnected MS4s. During each year of the permit cycle, notify any new interconnected MS4s.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Interconnection Letter

MEASURABLE GOALS: Each year, an interconnection letter will be sent for each new MS4.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Copy of interconnection letter

MINIMUM CONTROL MEASURE #4 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Permits Requirements:

a. The operator shall develop, implement, and enforce procedures to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Additionally, reduction of stormwater discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

The procedures must include the development and implementation of, at a minimum:

(1) An ordinance or other mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance with the Erosion and Sediment Control Law and attendant regulations, to the extent allowable under state, tribal, or local law. Such ordinances and other mechanisms shall be updated as necessary;

(2) Requirements for construction site owners and operators to implement appropriate erosion and sediment control best management practices as part of an erosion and sediment control plan that is consistent with the Erosion and Sediment Control Law and attendant regulations and other applicable requirements of state, tribal, or local law. Where determined appropriate by the operator, the operator shall encourage the use of structural and nonstructural design techniques to create a design that has the goal of maintaining or replicating predevelopment runoff characteristics and site hydrology;

(3) Requirements for construction site owners and operators to secure authorization to discharge stormwater from construction activities under a permit for construction activities that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Additionally, stormwater discharges from construction activity disturbing less than one acre must secure authorization to discharge under a state permit if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;

(4) Procedures for receipt and consideration of information submitted by the public; and

(5) Procedures for site inspection and enforcement of control measures.

b. The operator shall ensure that plan reviewers, inspectors, program administrators and construction site owners and operators obtain the appropriate certifications as required under the Erosion and Sediment Control Law;

c. The operator shall track regulated land-disturbing activities and submit the following information in accordance with Section II E 3:

(1) Total number of regulated land-disturbing activities; and

(2) Total disturbed acreage.

4.1: EROSION AND SEDIMENT CONTROL LEGAL AUTHORITY AND SCHEDULES

The Town of Bridgewater relies on its erosion and sediment control program as regulated under the Virginia Erosion and Sediment Control Law (ESCL) and attendant regulations. The ESCL requires plan review, inspection and enforcement down to projects disturbing areas greater than 10,000 square feet. Plan review, inspection, enforcement requirements of this program are specified under this law. The Town of Bridgewater requires that all plans include the 19 minimum standards outlined in the ESCL and attendant regulations. Town Code Title 15 Chapter 3 Erosion and Sedimentation Controls are used by the Town in the administration of this program.

MS4 Program Plan

Town of Bridgewater, Virginia

SCHEDULE AND EVALUATION: The Town of Bridgewater will implement the program according to the schedules listed above during all years of this permit. The Town administers its own Erosion and Sediment Control Program and is responsible for ensuring consistency and compliance with the Virginia Erosion and Sediment Control Law and attendant regulations.

RESPONSIBLE PARTIES: The ESC program is administered through the Erosion and Sediment Control Administrator.

NECESSARY DOCUMENTS: Land Disturbance Permit Application, Plan Review Checklist, Site Inspection Checklist, Compliance and Enforcement Policy

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Number of Plans Approved, Total Number of Disturbed Acres

4.2: CONSTRUCTION SITE OPERATOR TRAINING

Prior to the issuance of a land disturbing permit, the Town requires documentation from the applicant that they have obtained a VSMP permit from the Department of Conservation and Recreation. The Town also requires that all land disturbing projects except single-family residences provide the name and phone number of the project's responsible land developer (RLD) as certified by the VA Department of Conservation and Recreation. RLD's name and phone number are provided with the land disturbing permit application. A land disturbance permit is not issued unless RLD information is provided.

SCHEDULE AND EVALUATION: This BMP is implemented at the time of plan review during all years of this permit.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: RLD Name and Phone Number must be placed on the approved plans and entered into the database.

MEASURABLE GOAL: All approved plans will have an RLD.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The number of VSMP permits issued during the permit cycle.

4.3: STAFF TRAINING

The Town of Bridgewater requires that its Program Administrator maintain certification as a Combined Administrator as part of employment conditions. The Town also requires that the plan reviewers and inspectors also maintain appropriate DEQ certification.

Copies of all staff certifications for the ESC program are available upon request.

SCHEDULE AND EVALUATION: The Town of Bridgewater's Human Resources Department maintains a database of all certifications required by Town employees. This database includes the

type of certification (OSHA, Pesticide Applicator, ESC Inspector, etc.), the name of the employee, the expiration date of the current certification and whether the Town will pay for recertification.

RESPONSIBLE PARTIES: Division of Human Resources and Certified Staff Necessary Documents: Copies of DCR Certifications

MEASURABLE GOAL: All appropriate staff will remain certified as required by the Virginia ESCL

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Total Number of Certified ESC Program Administrators, Inspectors, Plan Reviewers and Combined Administrators.

4.4: CURRENT ADOPTED E&S LAWS

The Town of Bridgewater has ordinances in place that has adopted the Virginia State laws regulating erosion and sediment control during construction and development activities.

SCHEDULE AND EVALUATION: The Town is proactive in enforcing the ordinances.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Erosion and Sediment Ordinance.

MEASURABLE GOAL: Enforce at all times the adopted erosion and sediment ordinance.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A copy of our erosion and sediment ordinance.

MINIMUM CONTROL MEASURE #5 POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT & REDEVELOPMENT

Permit Requirements:

a. The operator shall develop, implement, and enforce procedures to address stormwater runoff to the regulated small MS4 from new development and redevelopment projects that disturb greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the regulated small MS4. The procedures must ensure that controls are in place that would prevent or minimize water quality and quantity impacts in accordance with this section.

b. The operator shall:

(1) Develop and implement strategies which include a combination of structural and/or nonstructural best management practices (BMPs) appropriate for the operator's community. Where determined appropriate by the operator, the operator shall encourage the use of structural and nonstructural design techniques to create a design that has the goal of maintaining or replicating predevelopment runoff characteristics and site hydrology;

MS4 Program Plan

Town of Bridgewater, Virginia

(2) Use an ordinance, regulation, or other mechanism to address post-construction runoff from new development and redevelopment projects to ensure compliance with the Virginia Stormwater Management Act (§ [10.1-603.1](#) et seq. of the Code of Virginia) and attendant regulations, and to the extent allowable under state, tribal or local law. Such ordinances and other mechanisms shall be updated as necessary;

(3) Require construction site owners and operators to secure authorization to discharge stormwater from construction activities under a permit for new development and redevelopment projects that result in a land disturbance of greater than or equal to one acre or equal to or greater than 2,500 square feet in all areas of the jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations adopted pursuant to the Chesapeake Bay Preservation Act. Additionally, stormwater discharges from construction activity disturbing less than one acre must secure authorization to discharge under a state permit if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more;

(4) Require adequate long-term operation and maintenance by the owner of structural stormwater management facilities through requiring the owner to develop a recorded inspection schedule and maintenance agreement to the extent allowable under state, tribal or local law or other legal mechanism. The operator shall additionally develop, through the maintenance agreement or other method, a mechanism for enforcement of maintenance responsibilities by the operator if they are neglected by the owner;

(5) Conduct site inspection and enforcement measures consistent with the Virginia Stormwater Management Act and attendant regulations; and

(6) Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the following information in accordance with Section II E 3:

(a) Type of structural stormwater management facility installed as defined in the Virginia Stormwater Management Handbook;

(b) Geographic location (HUC);

(c) Where applicable, the impaired surface water that the stormwater management facility is discharging into; and

(d) Number of acres treated.

5.1: ENFORCEMENT OF CURRENT ADOPTED E&S LAWS

The Town of Bridgewater has ordinances in place that has adopted the Virginia State laws regulating erosion and sediment control during construction and development activities and also restricts post construction and development runoff from the sites. The Town also has a policy of using the Virginia Stormwater Management Handbook in reviewing development plans submitted to the Town.

SCHEDULE AND EVALUATION: The Town is proactive in enforcing the ordinances.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Erosion and Sediment Ordinance.

MEASURABLE GOAL: Enforce at all times the adopted erosion and sediment ordinance.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A copy of our erosion and sediment ordinance.

5.2: POST CONSTRUCTION STORM WATER MANAGEMENT CONTROLS ORDINANCE

The Town of Bridgewater has a policy of using the Virginia Stormwater Management Handbook in reviewing development plans and also requires documentation from the applicant that they have obtained a VSMP permit prior to issuing any permits. Apart of the approval process this includes the creation of a Stormwater Maintenance Agreement signed by both the Town and the property owner and the instrument shall be recorded in the local land records. The Town is also in the process of adopting an ordinance regarding the maintenance and repair of storm water management controls needed, according to Virginia State law, in post construction and development.

SCHEDULE AND EVALUATION: The Town will proceed with the process of adopting the illegal discharge ordinance.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Post construction storm water management controls ordinance

MEASURABLE GOAL: Proceed with the process of adopting a post construction storm water management controls ordinance regulating erosion and sediment control during construction and development activities. It also restricts post construction and development runoff from the sites.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: A copy of the post construction storm water management controls ordinance.

5.3: VIRGINIA STORMWATER MANAGEMENT PROGRAM

The Town has integrated the Town's Stormwater management requirements with the Town's erosion and sediment control and flood plain management program into a more unified Stormwater Program. The Town adopted a Stormwater Management Ordinance that became effective on July 1, 2014.

SCHEDULE AND EVALUATION: For all years of this permit cycle, the Town will enforce and regulate the newly adopted ordinance.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Stormwater Management Ordinance, §15-5 of the Town Code of Ordinances

MEASURABLE GOALS: Keep records of enforcement of Stormwater Ordinance for all years of this permit cycle.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Report detailing instances of enforcement for the previous year in each year's annual report.

MS4 Program Plan

Town of Bridgewater, Virginia

5.4: INSPECTIONS, OPERATIONS, AND MAINTENANCE AGREEMENTS

The Town's recordkeeping database management system for privately owned stormwater management facilities was created to help regulate these facilities. Our process include an inspection, as well as operation and maintenance agreements.

SCHEDULE AND EVALUATION: For all years of this permit cycle, the Town will continue to use a recordkeeping database management system for all privately owned stormwater management facilities.

RESPONSIBLE PARTY: Department of Public Works.

NECESSARY DOCUMENTS: Database, inspection forms maintenance agreement.

MEASURABLE GOALS: The Town will continually perform inspections and update its database to reflect the current status of existing and any new facilities.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Inspection forms, copy of maintenance agreement.

5.5: INSPECTIONS, OPERATIONS, AND MAINTENANCE OF MS4 FACILITIES

Town owned stormwater management facilities will be managed using a separate recordkeeping database. This will include long-term maintenance and inspection procedures.

SCHEDULE AND EVALUATION: For all years of this permit cycle, the Town will continue to use a recordkeeping database management system for all Town owned stormwater management facilities.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Database, inspection forms

MEASURABLE GOALS: The Town will continually update its database to reflect the current status of existing and any new facilities.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Inspection forms

5.6: TRACKING STORMWATER MANAGEMENT FACILITIES

The Town will maintain an updated electronic database of all known town owned and privately owned stormwater management facilities.

SCHEDULE AND EVALUATION: For all years of this permit cycle, the Town will develop and maintain a database management system for town owned and privately owned stormwater management facilities.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Database

MEASURABLE GOALS: The Town will continually maintain and update its database with all pertinent reporting requirements.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Copy of table summarizing information regarding stormwater management facilities.

5.7: VSMP

The Town operates its own Virginia Stormwater Management Program in accordance with the Virginia Stormwater Management Act and is consistent with the VSMP regulation and the General VPDES Permit for Discharges of Stormwater from Construction Activities.

SCHEDULE AND EVALUATION: For all years of this permit cycle, the Town of Bridgewater will operate its Virginia Stormwater Management Program (VSMP), beginning July 1, 2014.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: VSMP regulations and General VPDES Permit

MEASURABLE GOALS: The Town will implement and maintain its VSMP.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The Town will report on the progress of its VSMP program in each year's annual report.

MINIMUM CONTROL MEASURE #6 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Permit Requirements: Develop and implement an operation and maintenance program consistent with the MS4 Program Plan that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials including those available from EPA, state, tribe, or other organizations, the program shall include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and MS4 maintenance. The operator is encouraged to review the Environmental Protection Agency's (EPA's) National Menu of Stormwater Best Management Practices for ideas and strategies to incorporate into its program. The menu can be accessed at <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>.

The operator shall identify, implement, evaluate and modify, as necessary, BMPs to meet the following pollution prevention/good housekeeping for municipal operations measurable goals:

- a. Operation and maintenance programs including activities, schedules, and inspection procedures shall include provisions and controls to reduce pollutant discharges into the regulated small MS4 and receiving surface waters;*
- b. Illicit discharges shall be eliminated from storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities;*
- c. Waste materials shall be disposed of properly;*
- d. Materials that are soluble or erodible shall be protected from exposure to precipitation;*
- e. Materials, including but not limited to fertilizers and pesticides, that have the potential to pollute receiving surface waters shall be applied according to manufacturer's recommendations; and*
- f. For state agencies with lands where nutrients are applied, nutrient management plans shall be developed and implemented in accordance with the requirements of § [10.1-104.4](#) of the Code of Virginia.*

6.1: EMPLOYEE TRAINING

The Town of Bridgewater established an employee training program designed to educate and inform town personnel in good storm water management practices as it relates to their specific tasks and assignments.

SCHEDULE AND EVALUATION: On an annual basis a training program will be included to educate and inform town personnel relating to good stormwater management. After each training session the staff will fill out an evaluation form to determine if the training is effective to perform the duties of his/her position.

RESPONSIBLE PARTIES: Erosion and Sediment Control Administrator

NECESSARY DOCUMENTS: Training materials, sign-in sheet and evaluation forms.

MEASURABLE GOAL: Maintain on an annual basis the employee training program for good storm water management.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The number of personnel in attendance and the dates the training sessions were held.

6.2: ROADWAY MAINTENANCE AND CLEANING SCHEDULE

The Town of Bridgewater has developed and implemented maintenance and cleaning schedule for all public roadways and parking areas.

SCHEDULE AND EVALUATION: Maintain the maintenance and cleaning schedule on a weekly basis.

RESPONSIBLE PARTIES: Public Works Department

NECESSARY DOCUMENTS: Cleaning schedule.

MEASURABLE GOAL: Maintain on a weekly basis the maintenance and cleaning schedule for public roadways and parking areas.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Documentation of the Town's cleaning schedule.

6.3: STORM WATER MANAGEMENT CONTROLS MAINTENANCE SCHEDULE

The Town of Bridgewater has developed and implemented a maintenance and repair schedule for all storm water management controls associated with the Town's storm sewer system.

SCHEDULE AND EVALUATION: Maintain the maintenance and cleaning schedule. Currently, maintenance is done on a periodic basis.

RESPONSIBLE PARTIES: Public Works Department

NECESSARY DOCUMENTS: Cleaning schedule.

MEASURABLE GOAL: Maintain the maintenance and cleaning schedule.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Documentation of the Town's cleaning schedule.

6.4: PESTICIDE, HERBICIDE, AND FERTILIZER APPLICATION AND MANAGEMENT

The Town of Bridgewater requires Town personnel to be properly trained and maintain certification from the Virginia Department of Agriculture and Consumer Services (VDACS) to be certified as commercial applicators and technicians to apply pesticides, herbicides and fertilizer on public right-of-ways or Town owned and operated facilities.

SCHEDULE AND EVALUATION: The Town of Bridgewater's Human Resources Department maintains a database of all certifications required by Town employees. This database includes the type of certification, the name of the employee, and the expiration date of the current certification.

MS4 Program Plan

Town of Bridgewater, Virginia

RESPONSIBLE PARTIES: Public Works Department

NECESSARY DOCUMENTS: Division of Human Resources and Certified Staff Necessary Documents: Copies of VDACS Certifications.

MEASURABLE GOAL: All appropriate staff will remain certified as required by VDACS.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The total number of Certified Commercial Applicators and Technicians.

6.5: SALT STORAGE AND USE

Town staff apply salt on the Town's streets to reduce the amount of ice during winter storm events. The Town maintains equipment and salt storage in an enclosed structure. Town employees undergo annual training and inspect and calibrate equipment used in the process. The Town also creates an annual Snow Removal Plan. These actions minimize the unnecessary use of salting products.

SCHEDULE AND EVALUATION: For each permit year of this cycle, the Town will follow these procedures and will include a copy of the annual Snow Removal Plan with each year's MS4 Annual Report.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Snow Removal Plan

MEASURABLE GOALS: The Snow Removal Plan will be updated annually.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Snow Removal Plan

6.6: PARKS OPERATION AND MAINTENANCE

Town maintenance staff inspect each Town Park on a daily basis from March through November and systematically during the winter months to keep litter and other pollutants from entering the storm drain system.

SCHEDULE AND EVALUATION: The Town will continue its program of park maintenance for all years of this permit cycle.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: N/A

MEASURABLE GOALS: Town staff will visit each park on a daily basis from March through November and systematically during the winter months.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: N/A

6.7: NUTRIENT MANAGEMENT PLAN

The Town has identified all areas of Town-owned lands where nutrients are applied and will implement a turf and landscape management plan to all the lands where nutrients are applied to a contiguous area greater than one acre.

SCHEDULE AND EVALUATION: The Town will follow the following schedule for covering all areas of Town where a Nutrient Management Plan is required: Year 1: 15%, Year 2: 40%, Year 3: 75%, Year 4: 100%.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Nutrient Management Plans

MEASURABLE GOALS: Implement the required acreage for each year in the permit cycle.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Table showing areas of Town where Nutrient Management Plans will be required.

6.8: SWPPP DEVELOPMENT FOR HIGH PRIORITY/HIGH POTENTIAL FACILITIES

The Town will develop and implement SWPPPs (as scheduled in state permit) for all high-priority facilities identified as (i) composting facilities, (ii) equipment storage and maintenance facilities, (iii) materials storage yards, (iv) pesticide storage facilities, (v) public works yards, (vi) recycling facilities, (vii) solid waste handling and transfer facilities, and (ix) vehicle storage and maintenance yards.

SCHEDULE AND EVALUATION: For each year of this permit cycle, the Town will identify high priority/high potential for stormwater facilities and develop and implement SWPPPs for these facilities.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: SWPPPs

MEASURABLE GOALS: Identify facilities each year, and develop and implement SWPPPs based on these findings.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: The Town will report those facilities which have SWPPPs in each year's annual report.

MS4 Program Plan

Town of Bridgewater, Virginia

6.9: DAILY OPERATIONAL PROCEDURES

The Town of Bridgewater will develop and implement written procedures designed to minimize or prevent pollutant discharge from: (i) daily operations such as road, street, and parking lot maintenance; (ii) equipment maintenance; and (iii) the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers. These procedures will be covered as part of regular employee stormwater training sessions.

SCHEDULE AND EVALUATION: The Town will develop the written procedures in the first year of this permit cycle, and proceed to implement and update the document for the remainder of the cycle.

RESPONSIBLE PARTY: Department of Public Works

NECESSARY DOCUMENTS: Daily Operational Procedures

MEASURABLE GOALS: The Town will develop the document by the end of year one, and proceed to implement it during year two.

ITEMS TO BE REPORTED IN THE ANNUAL REPORT: Report on the progress on the development and implementation of these procedures.