



Town of Warrenton

Municipal Separate Storm Sewer System

(Updated) Program Plan

for

General Permit No. VAR040124

Submitted: October 1, 2020

Revised: November 3, 2021

Municipal Separate Storm Sewer System (MS4) Program Plan

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A. Introduction

This plan and annual report were submitted in accordance with 4VAC50-60-1230 as part of registration statement for permit coverage to discharge stormwater to surface waters of the Commonwealth of Virginia consistent with the VAR04 General Permit. The initial permit was effective May 30, 2014-June 30, 2018. The current five-year permit term is July 01, 2018 through June 30, 2023.

This MS4 Program Plan (plan) documents how the Town of Warrenton will meet the requirements of 9VAC25-890-40 Virginia Pollutant Discharge Elimination System (VPDES) General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s). This plan updates and supersedes the plan dated October 1, 2019.

The Town was originally issued an MS4 permit effective May 30, 2014 (Permit No. VAR040124) through June 30th, 2018. The current five-year permit term is July 01, 2018 through June 30, 2023. Mandated by Congress under the Clean Water Act and implemented in Virginia by the Department of Environmental Quality (DEQ), the MS4 permit is designed to protect water quality from urban stormwater pollution. Stormwater runoff from urban areas may contain sediments, fertilizers, pesticides, bacteria, motor oil, and other pollutants generated by various land uses and human activities. When left uncontrolled, this pollution can result in the impairment or destruction of aquatic habitats, a loss in aesthetic value, and threats to public safety and health. To achieve these water quality goals, the MS4 permit requires the Town to control the discharge of pollutants to the maximum extent practicable (MEP) by addressing the following six minimum control measures (MCMs).

More information regarding Town's MS4 Permit Program plan and annual report can be found on the Town's website:

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

Six Minimum Control Measures

- | | |
|--|--|
| 1. Public Education and Outreach on Stormwater Impacts | 4. Construction Site Stormwater Runoff Control |
| 2. Public Involvement/Participation | 5. Post-Construction Stormwater Management |
| 3. Illicit Discharge Detection and Elimination | 6. Pollution Prevention/Good Housekeeping for Municipal Operations |

The Town's permit requires several changes and updates to the MS4 Program Plan and overall stormwater operations that must be achieved during the five-year permit cycle. The most challenging new condition is the requirement to develop action plans to address pollutants allocated to the Town in the approved Total Maximum Daily Loads (TMDLs). A TMDL Action Plan establishes the maximum

amount of a pollutant that can enter a water body without violating water quality standards. The TMDL Action Plans is part of the MS4 Program Plan since its submission to DEQ in March 2018.

Schedule of MS4 Program Plan Updates

Update Requirement	Due Date	Program Plan Reference	Status
Public Education Outreach Plan	June 30, 2015	MCM #1, "Public Education and Outreach Plan," BMPs 1.A, 1.B and 1.C	Complete
Illicit Discharge Procedures	June 30, 2015	MCM #3, BMP 3.C and Appendix x	Complete
Operator Owned Stormwater Management Inspection Procedures	June 30, 2015	MCM #5, "Post Construction Stormwater Management.	Complete
Single Family Stormwater Management Special Criteria	June 30, 2015	No action needed since the Town does not require special maintenance criteria for facilities serving only single-family residential lots	N/A
Stormwater Pollution Prevention Plan (SWPPP) Locations	June 30, 2015	MCM #6, BMP 6.B Town PW facility	Complete
Nutrient Management Plan (NMP) Locations	June 30, 2015	MCM #6, BMP 6.C	Complete
Training Schedule and Program	June 30, 2015	MCM #6, BMPs 6.D, 6.E and 6.F	Complete
Stormwater Management Compliance and Enforcement	June 30, 2015	MCM #4, "Construction Site Stormwater Runoff Control".	Ongoing
Daily Good Housekeeping Procedures	June 30, 2015	MCM #6, BMP 6.A.	Complete
Outfall Map Completed	June 30, 2017	Outfall Map Completed	Complete update as warranted

Full SWPPP Implementation	June 30, 2017	MCM #6, BMP 6.A	Complete
Full NMP Implementation	June 30, 2017	MCM #6, BMP 6.C	Complete
TMDL Action Plan	Due Date	Program Plan Reference	Status
Updated Chesapeake Bay TMDL Action Plan	March 30, 2018	Section D. Implemented July 01, 2018	Complete

The Town is constantly reviewing and assessing the review and assessment of existing stormwater management operations, ordinances, protocols, and programming against the MS4 permit compliance requirements. Based on that review and assessment, the Town develops appropriate and cost-effective best management practices (BMPs) with the goal of controlling pollution to the maximum extent practicable.

This plan update covers specific actions that were completed in Program Year PY1-5 and establishes general schedules for completing future updates required in the FY2019-2023. The Town will update the plan annually in accordance with permit requirements.

B. Community Profile

The Town of Warrenton occupies 4.5 square miles located in Northern Fauquier County Virginia. The Town’s the population is growing and was approximately 9,907 in 2010.

As the Town reaches build-out, the rate of growth has been more measured. Most of the Town’s land use is urban/residential, with mixed use commercial, community, and industrial areas.

There are three watershed areas, Cedar Run 1,442 acres, Great Run 861 acres, and Turkey Run 539 acres. Cedar Run discharges to the Potomac River, Great Run and Turkey Run discharge to the Rappahannock River which eventually reach the Chesapeake Bay.

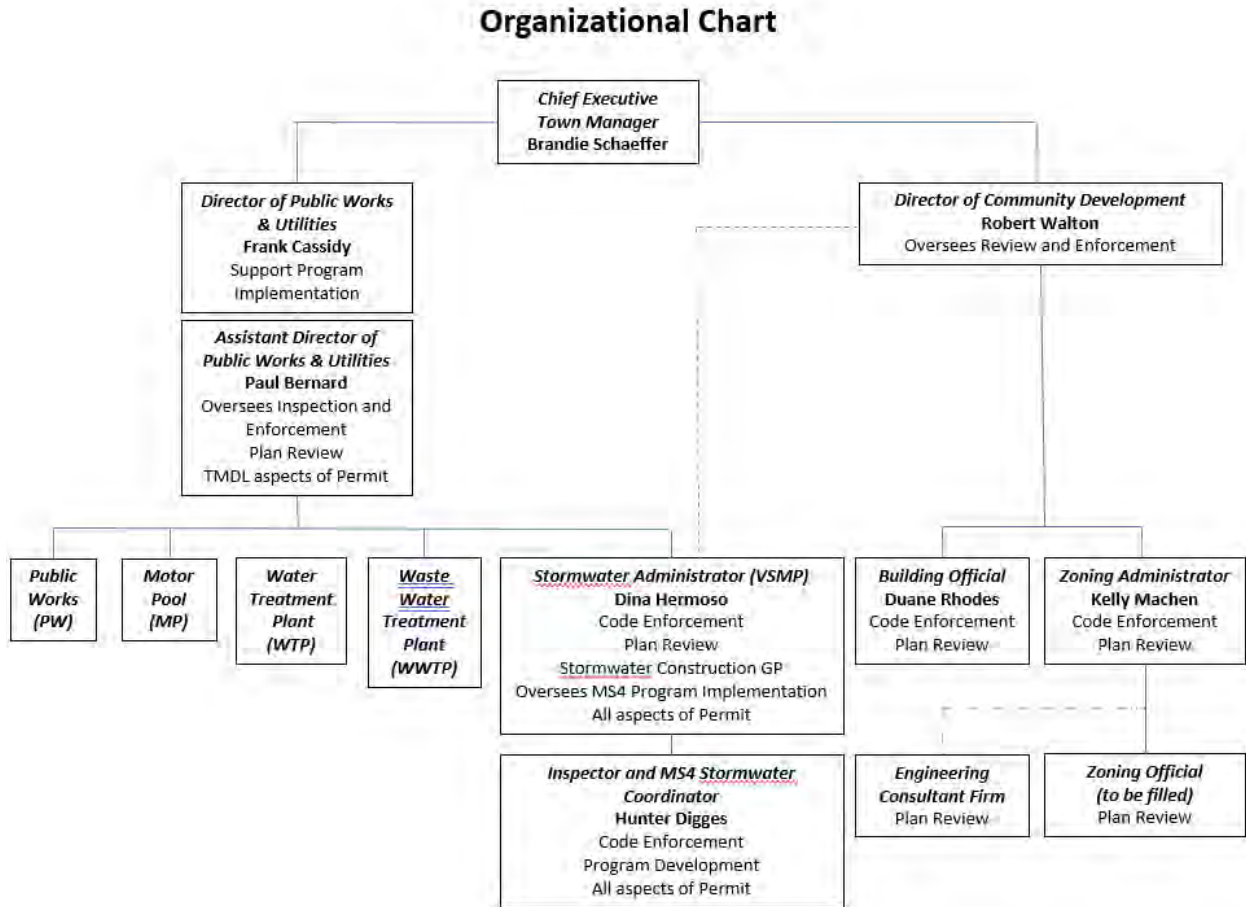
Since very little of the Town remains undeveloped, most future growth will be the result of redevelopment. Redevelopment presents an opportunity to improve stormwater management. Almost three-quarters of residential areas were developed before the Town originally adopted stormwater quality management requirements in 1991 under the Chesapeake Bay Preservation Act. More stringent quality and quantity management standards were adopted by the Town in 2014 under the Virginia Stormwater Management Regulations.

C. Town of Warrenton’s Stormwater Management Program

The Town seeks to maintain and enhance the implementation of a comprehensive stormwater management program that addresses stormwater quality and quantity, and protects aquatic habitats through positive action. The organization chart below shows the departments and divisions that perform stormwater related duties, define stormwater budgets, or make decisions that affect

stormwater management activities. The Department of Public Works (DPW) shares with Community Development responsibility for overall coordination of MS4 compliance.

Town Stormwater Management Organization Chart



Town Manager:

The Town Manager provides general oversight over all Town functions, including stormwater management. The Town Manager is also responsible for reviewing departmental budgets and submitting budgets and funding requests to the Town Council.

Stormwater Administrator:

The Stormwater Administrator provides stormwater management. Services performed include:

- ♣ Code Enforcement
- ♣ Plan Review
- ♣ Stormwater Construction GP
- ♣ Oversee MS4 Program Implementation

Inspector and MS4 Stormwater Program Coordinator:

The MS4 Stormwater Program Coordinator assures delivery of unified messages to the public that reflect the Town's goals and objectives. Services performed include:

- ♣ Preparation of news releases.
- ♣ Preparation of information for Town Crier for distribution to citizens.
- ♣ Distribution of "e-newsletter" to HOA's and private owners of stormwater management facilities located in Town limits.
- ♣ Coordinates and assembles information for reporting and program updates.

Department of Community Development:

The Department of Community Development is overall responsible for zoning enforcement, comprehensive planning, and urban management. Major stormwater related responsibilities within this department include site plan review and floodplain administration.

Building Inspections:

Community Development Building Inspections enforces the Building Code, and also serves as the Town's VSMP ESC inspector for SWPPP and pre and post construction stormwater compliance.

Department of Public Works:

The Department of Public Works (DPW) is responsible for the stormwater related administration, operations, and maintenance activities. DPW responsibilities relating to maintenance operations assistance to CD and TMDL program stormwater are discussed below. Major stormwater related responsibilities within DPW are VSMP Program, erosion and sediment control (ESC) programs, including ESC and SWM inspections, and administration of the Town's Chesapeake Bay Preservation Ordinance. Stormwater Administrator, MS4 Stormwater Coordinator and Public Works assists on a wide range of environmental projects, including stormwater. Examples include volunteer storm drain marking program coordination, educational and outreach programs, and coordination of community group stream and litter clean-ups.

Department of Public Works assists with site plan review and the Town's stormwater management including the Illicit Discharge Detection and Elimination (IDDE) program. The DPW also provides support to construction projects, capital improvement projects, major maintenance contracts, and Town planning activities. Drainage, flooding and stormwater complaints are usually received by DPW or the Emergency Response Center.

Sub areas of Public Works relating to Stormwater Management are as follows.

1. Program and Project Management:

In addition to project management, Program and Project Management coordinates the Town's GIS functions with Community developments support.

2. Grounds Maintenance:

Public Works maintenance crews maintain grounds surrounding all Town-owned facilities and assist Parks & Rec staff with parks and sports field maintenance.

Maintenance crews occasionally perform stormwater maintenance activities to supplement the Street Maintenance crews.

3. Street Maintenance:

Street Maintenance is responsible for maintenance and repair of the Town's road system, storm drainage system, special programs, and construction projects. While primarily concerned with street maintenance, staff in this area may also perform annual catch basin cleaning, storm drain cleaning, leaf collection, roadside ditch cleaning, and respond to citizen complaints. Street maintenance crews are responsible for maintaining the Town's stormwater management infrastructure including pipes, curb and gutter, and public stormwater management facilities and all together spend about five percent of their time on stormwater issues. Street sweeping is performed by Town employees with regenerative vacuum vector system sweeping.

4. Refuse and Recycling:

Public Works oversees the collection of residential and limited business refuse, yard waste, brush, and recyclables. Household hazardous waste (HHW) is accepted at the Fauquier County Corral Farm Recycling and Disposal Facility.

Department of Finance:

The Department of Finance oversees the financial structure and mechanisms used by the Town of Warrenton to deliver its programs and services. The primary funding mechanisms for service and program delivery in the Town are the Town's General Fund, largely made up of local tax revenue and fees.

Department of Parks and Recreation:

The Department of Parks and Recreation (DPR) along (DPW) provides oversight of several Town parks. DPR provides a variety of community environmental outreach and educational activities and coordinates with local organizations such as Master Gardeners and John Marshall Soil and Water Conservation District, to sponsor events such as nature walks, and rain garden planning that distribute educational brochures about proper household hazardous waste disposal and stormwater pollution prevention. DPR also advertises Town and nonprofit volunteer opportunities.

D. Special Conditions for Approved TMDLs:

The Town has developed a Chesapeake Bay TMDL Action Plan. This plan was submitted to DEQ with the FY2018 PY5 annual report. Pollutant reductions that are addressed in the Chesapeake Bay TMDL Action Plan include total nitrogen, total phosphorus, and sediment. The plan calculates baseline and target loads as provided in the MS4 permit and identifies the means and methods by which the target loads will be met. The Town must then implement stormwater management practices sufficient to meet the target loads of 40% by the end of the permit cycle (June 30, 2023). See Attachment 50.

E. Reliance on Other Government Entities

The MS4 permit requires that if the Town relies on other entities to implement portions of its MS4 program that the plan must include a description of each party's roles and responsibilities. The plan must also include copies of written agreements. The Town has entered into a Memorandum of Understanding (MOU) with Fauquier County and the Virginia department of Transportation to share pollutant reductions from jointly implemented projects. These reductions are used to meet Chesapeake Bay TMDL requirements. The MOU is included as Attachments 13 and 14.

F. Minimum Control Measures:

The following sections describe the Best Management Practices (BMPs) that the Town of Warrenton will utilize and implement to meet each of the six minimum control measures. Each MCM includes is a description of the specific BMPs that will be implemented along with the following:

- ♣ The objective and expected results of each BMP in meeting the measurable goals of the minimum control measure;
- ♣ The implementation schedule for the proposed BMP;
- ♣ The parties responsible for BMP implementation; and,
- ♣ The method that will be used to document BMP implementation, including policies, ordinances, schedules, inspection forms, and written procedures, and to determine the effectiveness of the BMP.

A table at the end of each section summarizes the schedule for implementing the MCMs.

MCM #1: Public Education and Outreach

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #1: Public Education and Outreach on Stormwater Impacts

Permit Reference: Section I I.B.1. Relevant Excerpts:

b. The public education and outreach program should be designed with consideration of the following goals:

(1) Increasing target audience knowledge about the steps that can be taken to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns;

(2) Increasing target audience knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications; and

(3) Implementing a diverse program with strategies that are targeted towards audiences most likely to have significant stormwater impacts.

c. The updated program shall be designed to:

(1) Identify, at a minimum, three high-priority water quality issues, that contribute to the discharge of stormwater (e.g., Chesapeake Bay nutrients, pet wastes and local bacteria TMDLs, high-quality receiving waters, and illicit discharges from commercial sites) and a rationale for the selection of the three high priority water quality issues;

(2) Identify and estimate the population size of the target audience or audiences who is most likely to have significant impacts for each high-priority water quality issue;

(3) Develop relevant message or messages and associated educational and outreach materials (e.g., various media such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, websites, and social media) for message distribution to the selected target audiences while considering the viewpoints and concerns of the target audiences including minorities, disadvantaged audiences, and minors;

(4) Provide for public participation during public education and outreach program development;

(5) Annually conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high-priority issue target audience. It shall not be considered noncompliance for failure to reach 20% of the target audience. However, it shall be a compliance issue if insufficient effort is made to annually reach a minimum of 20% of the target audience; and

(6) Provide for the adjustment of target audiences and messages including educational materials and delivery mechanisms to reach target audiences in order to address any observed weaknesses or shortcomings.

Public Education and Outreach Program Overview

The Town seeks to identify change pollution-causing behaviors through effective public education and outreach. In accordance with the MS4 permit, the section contains the Town's Public Education and Outreach Program. This program is integrated into the BMPs for MCM #1. The public education and outreach program is designed to provide general pollution prevention awareness and to target specific audiences to increase their knowledge about the steps that can be taken to reduce stormwater pollution and the hazards associated with illicit discharges and improper disposal of waste. The plan specifically focuses on reducing impacts to impaired waters and other local water pollution concerns.

High-Priority Water Quality Issues:

The MS4 permit requires the Town to identify a minimum of three high-priority water quality issues that contribute to stormwater pollution and provide a rationale for their selection. The program must be designed to annually reach approximately 20% of the target audience for each high-priority water quality issue in the Town of Warrenton MS4 Program Plan in PY3. This was accomplished by utilizing existing education in private and public-school curriculum where possible, and by creating new opportunities to reach the targeted audiences for each of the selected high priority issues. The Town has identified the following high-priority water quality issues for the focus of the public education program during the permit cycle:

- 1. Chesapeake Bay nutrients (phosphorus and nitrogen).*
- 2. Bacteria from pet waste.*
- 3. Illicit discharges and illegal dumping from households and commercial operations.*

Each of these high-priority water quality issues will be addressed through the Town's local efforts and participation in the Northern Virginia Regional Commission (NVRC) and planned enrollment Clean Water Partners program. The following rationale provides the basis of selecting the top three high-priority issues:

Assessment:

The Town has updated local education and outreach activities to address each of the three high-priority issues. Each year the Town will demonstrate that it has met the goal of reaching 20% of each target audience. The Town will also annually assess the effectiveness of each measure toward meeting MS4 permit goals. If the selected BMPs are determined to not be meeting these goals, the Town will document program changes and submit the documentation to DEQ annually to include:

- ♣ Appropriateness of the high-priority stormwater issues;

- ♣ Appropriateness of the selected target audiences for each high-priority stormwater issue;
- ♣ Effectiveness of the message or messages being delivered; and,
- ♣ Effectiveness of the mechanism or mechanisms of delivery employed in reaching the target audiences.

The Town will provide the results of the public education and outreach program evaluation with the annual report.

Chesapeake Bay Nutrients

The U.S. EPA developed the Chesapeake Bay TMDL in December 2010 to address nutrient and sediment contributions from the agricultural, wastewater, and urban stormwater sectors. Excess nutrients cause algae blooms, and when the algae die, they consume oxygen in the water, creating dead spots where aquatic life cannot survive. Sediment deposited in stream beds can smother aquatic life and harm fish. In response, Virginia has adopted a Watershed Implementation Plan (WIP) that identifies specific strategies for reducing these pollutants. The MS4 permit requires the Town to meet specific nutrient and sediment reductions. This will be achieved largely through stormwater retrofits and strong enforcement of stormwater management and erosion and sediment control regulations. However, public education can have a significant impact on nutrients by reducing the amount of fertilizers that are misapplied to urban lawns. The Town has identified approximately 2957 households with the potential to have lawns (single family homes and town homes) as the initial target audience for nutrient related public education.

Bacteria from Pet Waste Pollution Prevention

The Town has identified bacteria from pet waste as the second of the top three high-priority water quality issues to target for education and outreach activities. The urban bacteria load, which includes pet waste, and specifically dog waste, has been a focus of the Town's MS4 Program Plan since 2014. The County has access to the list of all residences in the County and Town that include (approximately 3600 Dog licenses as of June 2016). This list will serve as the Town's target audience for pet waste disposal education.

Illicit Discharges and Illegal Dumping from Households & Commercial/Industrial Operations (Updated)

The potential impacts of improper handling and disposal of waste materials from commercial operations (i.e., used cooking oils and waste grease, wash water, food waste and trash) will be the focus of the Town's efforts for the third of the top three identified high-priority water quality issue. This has been identified through previous reconnaissance efforts by the Town and a determination analysis conducted as part of the development of the Town's Illicit Discharge Detection and Elimination (IDDE) program. There are approximately 889 various commercial operations that will be targeted within the Town of Warrenton.

BMP 1.A – Chesapeake Bay Nutrients:

Objective and Expected Results: The over-application and misapplication of fertilizer in the urban landscape has the potential to impact stormwater runoff that is transported through the MS4 to local waters, the Potomac River, and the Chesapeake Bay. The purpose of this BMP is to provide education and outreach to inform property owners on ways to reduce the impact of nutrients through proper use and application of fertilizers.

Implementation and Schedule: The Town has identified approximately 2957 households and 889 businesses as the initial target audience for nutrient-related education. For ease of implementation, many of the strategies adopted by the Town will reach all residents. The Town will conduct the following in support of this BMP: 2957 households as the initial target audience for nutrient-related education. For ease of implementation, many of the strategies adopted by the Town will reach all residents. The Town will conduct the following in support of this BMP:

- ♣ Each PY, the Town will include a specific message addressing nutrients annually in the Spring E-Newsletter to HOA managed communities.
- ♣ The Town will include a relevant educational message in one of the monthly residential water bills as well the water quality report each year, for example: Nutrients found in fertilizer can cause “dead zones” in the Chesapeake Bay where fish, crabs and other aquatic life can’t survive. Test the soil first to see if your lawn needs fertilizer and avoid applying when rain is expected.” Similar language may be used in future years.
- ♣ The Town will continue to participate in the NVRC Clean Water Partners program regional efforts to reduce water quality impacts from nutrients in fertilizers.
- ♣ The Town will continue to maintain the stormwater web page and update the “Fertilizer/Lawn Care” topic with a link to the NVRC website at <http://www.onlyrain.org/>.

Responsible Parties: The Department of Public Works will coordinate this BMP with appropriate agencies, including the Stormwater Administrator and MS4 Program Coordinator. The Town is exploring the opportunity that NVRC Clean Water Partners and other common interest groups will act as the Town’s regional partners.

Documentation and Measure of Effectiveness: The Town will provide a summary of all activities, including examples of press releases, flyers, regional activities, etc. The following information will be reported and used to help document and assess the effectiveness of this BMP:

- ♣ An estimate of the number of residents exposed to the educational message through two press releases, “the Town Crier”, and the Town’s stormwater information page.
- ♣ A scan of the Town Calendar and Events Guide that is mailed to every household in the Town will be provided in each annual report.

- ♣ At least one Monthly water bill containing a relevant Stormwater educational message and an estimate of the number of residents receiving the message.

- ♣ A summary of activities conducted by the Town, such as local popular First Friday events, stormwater education walks, and storm drain marking events.

The total estimated number of individuals reached by all efforts will be compared to the size of the target audience and a percentage reached will be reported. If less than the 20% goal is reached, the annual report will include changes and updated to the MS4 program plan.

Strategy	Audience	Targeted Reach Annually
Press Releases on “Town Crier”	Town Residents	100%/9907 Residents
Website “Experience old Town Warrenton”	Town-wide	100%
Educational Message in Water Bills	Town-wide	100%

BMP 1.B – Bacteria from Pet Waste Pollution Prevention

Objective and Expected Results: The objective of the Town’s local and regional efforts is to reduce bacteria pollution by targeting pollution prevention materials to the Town’s dog owners and to make it convenient for dog owners to properly dispose of waste.

Implementation and Schedule: The Town’s dog owners, as determined by residents holding a Fauquier County Dog License, will be the target audience for bacteria related public information. The Town will conduct the following in support of this BMP:

- ♣ The Town will continue to distribute “Pet waste is pollution” Pamphlets through partnership with local Vets and pet daycare/boarding/grooming facilities:

- ♣ Starting PY5, the Town will send targeted pollution prevention information by mail to Town residents who hold a Fauquier County Dog License. The Town’s goal will be to reach 25% of the target audience per year to meet 100% by PY5.

- ♣ The Town has 5 parks and County maintained trail system where people are likely to walk their pet and has established pet waste stations in public spaces (trails and parks). In addition, the Town has is working with homeowner’s associations to install stations in private common areas. The Town will continue to assess and identify any potential gaps in coverage and install additional stations as necessary.

- ♣ Starting PY3, the Town has included a relevant educational message in at least one of the quarterly HOA Newsletters and water bills each year. For example, the following will be used for PY5 “Help Protect our Water - Did you know that pet waste contains harmful bacteria that can make people and animals sick? By picking up after your pet, you can help keep bacteria out of our streams.” Similar messages address water quality issue language may be used in future years.

- ♣ The Town will continue to maintain the stormwater webpage and update it with pet waste information in FY2018 with a link to the NVRC webpage at <http://www.onlyrain.org/>.

- ♣ The Town will continue to participate in the NVRC Clean Water Partners program to reach the Town’s pet owners.

Responsible Parties: The Department of Public Works will coordinate this BMP with the Department of Parks and Recreation and Fauquier County Animal Control. It is expected that NVRC Clean Water Partners will act as the Town’s regional partner.

Documentation and Measure of Effectiveness: The Town will summarize all activities and report on progress in developing and distributing public education materials aimed at dog owners. The following information will be reported and used to help assess the effectiveness of this BMP:

- ♣ The Town will report of the number of educational materials distributed at Veterinarian’s, Petco, and dog care and grooming facilities.

- ♣ The Town will report on the number of residents holding a Fauquier County Dog License reached annually by mail.

- ♣ The Town will continue to assess the effectiveness of pet waste stations and whether there are pet waste hotspots where new stations may be warranted. Annual reports will contain information on any new stations and a copy of the updated map, if applicable.

- ♣ A scan of the water bill containing the relevant educational message and an estimate of the number of residents receiving the message.

The total estimated number of individuals reached by all efforts will be compared to the size of the target audience and a percentage reached will be reported. If less than the 20% goal is reached, the annual report will include changes to address the shortfall and the MS4 Program Plan will be updated accordingly.

Strategy	Audience	Targeted Reach Annually
Educational Materials Distributed at Pet Stores and	Pet owners	Greenway Trail, Dog Park, and Park users to be determined.

animal care facilities

Educational Materials to Dog License Holders	Pet owners (Dog License holders).	25%
Educational Message in Annual Water Quality Report	Town-wide (including all target audience members).	100%
Attendance 1st Friday Event Dog Days Summer.	Town-wide (including all target audience members).	25%

BMP 1.C – Illicit Discharges and Illegal Dumping from Household and Commercial/Industrial Operations.

Objective and Expected Results: This BMP focuses on the potential impact on water quality that commercial operations may have if materials are not handled or stored in a responsible manner, or disposed of properly, including the possible legal ramifications enforceable through the Town Code. Implementation and Schedule: The Town’s approximately 643 commercial and 2957 Residential property owners will be the target audience. The Town will conduct the following in support of this BMP:

- ♣ The Town plans to participate in the NVRC Clean Water Partners program to reach the Town’s commercial owners. The program uses print and online media to reach the general public, including commercial owners across the region.
- ♣ Starting FY2018, the Town will send/email letters to businesses and HOA/private managed properties explaining their legal responsibilities and provide them with another copy of the quarterly email that was sent in the previous permit cycle. The Town’s goal will be to reach 25% of the target audience and a continued effort to meet 100% of goal.
- ♣ The Town will continue to maintain stormwater webpage and updated it in PY4/PY5 with a relevant message and a link to the www.onlyrain.org/.

Responsible Parties: The Department of Public Works will coordinate this BMP with the Stormwater Administrator and MS4 Program Coordinator. It is anticipated NVRC Clean Water Partners will coordinate the regional partnership.

Documentation and Measure of Effectiveness: The Town will summarize all activities and report on progress in developing and distributing public education materials aimed at commercial owners. The following information will be reported and used to help assess the effectiveness of this BMP:

♣ Annual reports will include a sample of the e-letter to commercial owners and the number of commercial and household owners reached. The total estimated number of individuals reached by all efforts will be compared to the size of the target audience and a percentage reached will be reported. If less than the 20% goal is reached, the annual report will include changes to address the shortfall and the MS4 Program Plan will be updated accordingly.

Strategy	Audience	Targeted Reach Annually
Pollution Prevention e-Letter	Residential/Commercial	100%
Tab on Town Website Illicit Discharge Information	Residential property owners	50%

BMP 1.D – General Stormwater Education

Objective and Expected Results: The MS4 permit requires the continuation of an outreach program to address the viewpoints and concerns of a diverse range of audiences. The Town plans to especially target general outreach toward youth since they encompass all economic and groups. Further, learning the importance of pollution prevention early will have a life-time impact.

Implementation and Schedule: The following activities will be implemented to deliver a general pollution prevention message to Town residents, with a focus on the youth population:

- ♣ The Town per agreement with Fauquier County will incorporate a stormwater pollution prevention/water quality message in curriculum to local schools.
- ♣ Staff will make presentations upon request to local school communities that connect environmental and water quality SOLs to the protection of Warrenton’s water resources.
- ♣ The Town will distribute US EPA and DEQ stormwater education brochures at one or more Town sponsored events and programs. Information will be available to the public at the Warrenton Library, Recycling Information Center, Town Hall, and the WARF Recreation facility.

Responsible Party: The MS4 Stormwater program Coordinator will coordinate this BMP with the assistance of the Department of Public Works, Community Development, and the Department of Parks and Recreation.

Documentation and Measure of Effectiveness: The Town will provide a summary of all activities, including the number of neighborhoods, classroom visits, and number of residents receiving the general water education message in their water bills per year.

MCM #1 Schedule updated annually

BMP	Task	Annual update Cycle 2					Responsibility
		PY1	PY2	P3	PY4	PY5	
1A	Prepare and distribute media releases, Town Crier and Quarterly E Newsletters.	>	>	>	>	>	DPW, Community Development, MS4 Coordinator
	Message addressing nutrients in HOA quarterly newsletters.	>>		>	>	>	DPW, Community Development, MS4 Coordinator
	Include nutrient related message in one residential water bill.	>>		>	>	>	DPW, Community Development, MS4 Coordinator
	Update the stormwater webpage with relevant message.	>>		>	>	>	DPW, Community Development, MS4 Coordinator
	Maintain Stormwater Webpage.	>>		>	>	>	DPW, Community Development, MS4 Coordinator
1.B	Distribute pet waste information cards.	>>				>	DPW, Community Development, MS4 Coordinator
	Distribute message to dog license holders.	>>				>	DPW, Community Development, MS4 Coordinator, Fauquier County, SPCA
	Include 1 bacteria related message in 1 water bill annually.	>>		>	>	>	DPW
	Install Pet waste stations as needed on Town owned property, update	>>				>	DPW, DPR, Fauquier County DPR

and map accordingly.

	Update stormwater management page with relevant message.	>>	>	>	>	DPW, Community Development, MS4 Coordinator
	Maintain stormwater management page.	>>		>	>	DPW, Community Development, MS4 Coordinator
1.C	Participation in NVRC Clean Waters Partner Regional Program.	>>			>	DPW
	Send illicit discharge and dumping information to commercial/industrial property owners.	>>			>	DPW, Community Development, MS4 Coordinator
	Update stormwater management webpage with relevant information.	>>			>	DPW, Community Development, MS4 Coordinator
	Maintain stormwater management webpage.	>>			>	DPW, Community Development, MS4 Coordinator
1.D	Stormwater pollution prevention/water quality material in curriculum to local schools.	>>	>	>	>	DPW, Community Development, MS4 Coordinator, FCPS
	Town staff will make presentations upon request to local schools and communities that connect environmental and water quality SOLs to the protection of Warrenton's water resources.	>>		>	>	DPW, Community Development, MS4 Coordinator

Town will distribute US EPA and DEQ stormwater education information at one or more Town sponsored events. >> > > > > DPW, MS4 Coordinator

General Permit No. VAR040124 – Permit period (November 1, 2018 to October 31, 2023)

MS4 Program Plan is a living document for the Department of Community Development (DCD). To be in compliance with the new permit period on the General Permit No. VAR040124 (November 1, 2018 to October 31, 2023), this MCM was updated on the previous section (General Permit No. V VAR040124 – Permit period (July 1, 2013 to June 30, 2018), adding a new section for further requirements (see below Part I.E.), and providing additional attachments (as needed):

Part I.E.1.f: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)

Permit Section	Topic Addressed	Page	Attachment
MCM #1 – Public Education and Outreach			
Part I.E.1.f (1)	A list of the high-priority stormwater issues the permittee will communicate to the public as part of the public educational and outreach program	16	
Part I.E.1.f (2)	The rationale for selection of each high-priority stormwater issue and an explanation how each education or outreach strategy is intended to have a positive impact on stormwater discharges	17	
Part I.E.1.f (3)	Identification of the public audience to receive each high-priority stormwater message	17	
Part I.E.1.f (4)	The strategies from Table 1 of Part I E 1 to be used to communicate each high-priority stormwater message	26	45-48
Part I.E.1.f (5)	The anticipated time periods the messages will be communicated or made available to the public	26	

High-priority stormwater issues list, strategies, and material used

High-Priority Stormwater issues	Strategies Used	Type of Material Used
1. Over and misapplication of Fertilizers. (Chesapeake bay Nutrients)	Traditional written material	Brochures
	Signage	Temporary Signage
	Media materials	Electronic media
	Speaking engagements	Presentations schools
	Curriculum materials	Materials for school
2. Bacteria from Pet Waste Pollution prevention	Traditional written material	Brochures
	Signage	Signage
	Media materials	Electronic media
	Speaking engagements	Presentations schools
	Curriculum materials	Materials for school
	Alternative materials	Pet waste dispensers
3. Illicit dumping of contaminants	Traditional written material	Brochures
	Signage	Signage
	Media materials	Electronic media
	Speaking engagements	Presentations schools
	Curriculum materials	Materials for school

Webpage to Address MS4 Program Requirements - Public Participation in Plan Development:

The Public Education and Outreach Program (consisting of MCM #1 from this MS4 Program Plan) were posted for public comment on the Town’s dedicated Stormwater Management webpage, which can be found at the following link:

<https://www.warrentonva.gov/240/Stormwater-Management>

MCM #2: Public Involvement / Participation

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #2: Public Involvement / Participation

Permit Requirement: Section II B. 2

Relevant Excerpts:

a. Public involvement.

(1) The operator shall comply with any applicable federal, state, and local public notice requirements.

(2) The operator shall:

(a) Maintain an updated MS4 Program Plan. Any required updates to the MS4 Program Plan shall be completed at a minimum of once a year and shall be updated in conjunction with the annual report. The operator shall post copies of each MS4 program plan on its webpage at a minimum of once a year and within 30 days of submittal of the annual report to the department.

(b) Post copies of each annual report on the operator's web page within 30 days of submittal to the department and retain copies of annual reports online for the duration of this state permit; and

(c) Prior to applying for coverage as required by Section III M, notify the public and provide for receipt of comment of the proposed MS4 Program Plan that will be submitted with the registration statement. As part of the reapplication, the operator shall address how it considered the comments received in the development of its MS4 Program Plan. The operator shall give public notice by a 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 solicit public participation.

b. Public participation. The operator shall participate, through promotion, sponsorship, or other involvement, in a minimum of four local activities annually e.g., stream cleanups; hazardous waste cleanup days; and meetings with watershed associations, environmental advisory committees, and other environmental organizations that operate within proximity to the operator's small MS4. The activities shall be aimed at increasing public participation to reduce stormwater pollutant loads; improve water quality; and support local restoration

and clean-up projects, programs, groups, meetings, or other opportunities for public involvement.

BMP 2.A – Public Notice and Participation

Objective and Expected Results: The Town is committed to meeting and exceeding all public notice requirements. Providing an opportunity for the public to have input in the MS4 Program Plan will make the Town’s program stronger and will allow the Town to take advantage of local expertise.

Implementation and Schedule:

- ♣ The Town will meet all legal obligations with respect to public notice and comment.
- ♣ The MS4 Program Plan will be posted for continual review on the Town’s stormwater webpage.
- ♣ The Town will post each update to the MS4 Program Plan to the stormwater web page within 30 days of the submittal of the annual report to DEQ.
- ♣ The Town will post the annual report to the stormwater web page within 30 days of submittal to DEQ and retain copies of each annual report online for the duration of the permit.
- ♣ Prior to reapplication for renewed permit coverage, the Town will notify the public and provide for receipt of comment for the proposed MS4 Program Plan that will be submitted with the registration statement.

Responsible Parties: The DPW, the Stormwater Administrator, the MS4 Coordinator, and the Town Clerk/Recorder will ensure compliance with all public notice requirements. The Department of Public Works will coordinate with the MS4 Coordinator and Information Technology to post the MS4 Program Plan and annual reports.

Documentation and Measure of Effectiveness: The Town will provide documentation of compliance with public participation requirements, including appropriate web links to the MS4 Program Plan and annual report.

BMP 2.B – Annual Program Update to the Town Council or Planning Commission

Objective and Expected Results: It is important for elected officials and those making decisions about land use in the Town to have a thorough understanding of the MS4 Program Plan and to provide feedback on the effectiveness of the program. These meetings also provide a way for citizens to learn about the program and provide input in a public forum.

Implementation and Schedule: The Department of Public Works will provide the Town Council (TC) or Planning Commission (PC) with an annual update on stormwater management program activities to coincide with the Town's annual report to DEQ.

There have been a number of briefings to the TC and PC on SWM/MS4. Some of them are listed below:

- Public Works & Utility Committee on September 11, 2017
- Town Council meeting on February 8th, 2018
- Planning Commission meeting on February 19th, 2019
- Planning Commission meeting on March 19th, 2019
- Council Work Session meeting on April 4th, 2019
- Council Regular meeting on April 9th, 2019

Responsible Parties: The Department of Public Works is responsible for coordinating this BMP with the assistance of the Town Clerk.

Documentation and Measure of Effectiveness: The Town will document the annual meeting and provide a summary of significant feedback, if any.

BMP 2.C – Promote and Support Local Activities

Objective and Expected Results:

The Town is fortunate to have active residents that are willing to engage in stream clean-ups and other efforts to improve water quality. Engaging residents in these activities not only results in a short-term improvement in water quality but also helps to bring greater awareness of the importance of pollution prevention in general.

Implementation Schedule:

- ♣ The Town participates in a minimum of one local activity annually through promotion or sponsorship. This may include, but is not limited to, the Warrenton Fishing Day, stream clean-ups, litter clean-ups, and storm drain markings.
- ♣ The Town's stormwater website continues to include guidelines for Town sponsorship and/or support of non-governmental volunteer opportunities. This information includes the types of activities the Town sponsors or supports, the resources available from the Town, and how to apply for Town sponsorship and/or support.

Responsible Parties: The Department of Public Works with assistance from the Department of Parks and Recreation, the Stormwater Administrator, and the MS4 Coordinator.

Documentation and Evaluation Criteria: Each annual report will provide a summary of the local activities promoted, supported, sponsored, and/or publicized by the Town. The summary will

include the name of the activity, the date, the number of volunteers, participating groups and a measure of the activity (i.e., bags of trash), as applicable.

MCM #2 Implementation Schedule

BMP	Task	Annual Update Cycle 2					Responsibility
		PY1	PY2	PY3	PY4	PY5	
2.A	Meet all legal public notice and comment obligations.	>	>	>	>	>	DPW, Community Development,
	Post each updated program plan within 30 days after submittal of the annual report.		>	>	>	>	DPW, Community Development, Town Clerk
	Post annual report online and retain copies of each annual report for duration of the permit.	>	>	>	>	>	DPW, Community Development
	Prior to reapplication for renewed coverage, provide for public comment period on proposed program plan.	>	>	>	>	>	DPW, Community Development, Town Clerk
2.B	Provide update to Town Council or Planning Commission.					>	DPW, Community Development

2.C	Promote a minimum of one local watershed activity annually.	>	>	>	>	>	DPW, Community Development
	Include guidelines for sponsorship on web page.	>	>	>	>	>	DPW, Community Development

General Permit No. VAR040124 - Permit period (November 1, 2018 to October 31, 2023)

MS4 Program Plan is a living document for the Department of Community Development (DCD). To be in compliance with the new permit period on the General Permit No. VAR040124 (November 1, 2018 to October 31, 2023), this MCM was updated on the previous section (General Permit No. V VAR040124 - Permit period (July 1, 2013 to June 30, 2018), adding a new section for further requirements (see below Part I.E.), and providing additional attachments (as needed):

Part I.E.2.e: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)			
Permit Section	Topic Addressed	Page	Attachment
MCM #2 – Public Involvement and Participation			
Part I.E.2.e (1)	The webpage address where mechanisms for the public to report (i) potential illicit discharges, improper disposal, or spills to the MS4, (ii) complaints regarding land disturbing activities, or (iii) other potential stormwater pollution concerns	34	11-48
Part I.E.2.e (2)	The webpage address that contains the methods for how the public can provide input on the permittee’s MS4 program	34	11-48
Part I.E.2.e(3)	A description of the public involvement activities to be implemented by the permittee, the anticipated time period the activities will occur, and a metric for each activity to weigh of trash collected from a stream cleanup, the number of participants in hazardous waste collection event, etc.	27 to 34	46-47-49

Public Involvement and Participation Events

Time Period	Event Name	Description	Category	Metrics	Example of metrics
First Friday event September	Dog Days of Summer	First Friday event September Dog Days of Summer	Educational event	Participation	Attendance 6000 reached 10%
April and November (2 times per year)	Bohler Adopt a Stream	Bohler Adopt a Stream Clean up	Pollution Prevention	Participation	14 attended
April and October (2 times per year)	Fall Clean Up	The Town offers pick up of Debris cleaned up from Private Stormwater BMPs	Collection Event	Tons	Metal: 1.84 tons Tires: 21 items Brush: 34.69 tons
April and November (2 times per year)	St James Episcopal Adopt a stream Clean up	St James Episcopal School Adopt a stream Clean up	Pollution Prevention	Participation	27 attended
4 times per year	Posted information	Posted information at WARF, Library, Visitor center, town hall, and Greenway Trail; Visited local vets, Pet Stores, Dog Groomers	Educational event	Annual event	1 sign 40 pamphlets
Fridays weekly events (April to November)	Distributed education material and information	Distributed Pet waste education material and information to put in document packets	Educational event	Weekly events (pamphlets, waste dispensers)	10 pamphlets per week 6 waste dispensers per week average
April and November (2 times per year)	WARF Adopt a Stream Clean up	WARF Adopt a Stream Clean up	Pollution Prevention	Participation	7 attended

April and November (2 times per year)	WWCI Warrenton Crossroads Clean up	WWCI Warrenton Crossroads Clean up	Pollution Prevention	Participation	9 attended
Starting in February and ending in May (annually)	Poster contest open to elementary school children	Announcement of annual water quality and Stormwater pollution prevention Poster contest open to elementary school children in Town and Fauquier County	Educational event	Participation	2500 attended
April (annually)	Spring Clean Up	Spring Clean up The Town offers pick up of Debris cleaned up from Private Stormwater BMPs	Collection Event	Tons	Metal: 8.53 tons Tires: 14 items Freon: 1 item Brush: 41.02 tons
April (per request)	Presentation at Highland school 9th grade	Presentation at Highland school 9th grade on community stewardship and Stormwater quality Projects in the Town of Warrenton	Educational event	Participation	24 attended
2 o 3 times (per request)	WWCI Earth Day event	WWCI earth day event with Highland school Stream clean up Wawa Cemetery Run	Educational event	Participation	27 attended
At least 1 a year (per request)	Boys and Girls Club presentation	Boys and Girls Club presentation on Stormwater quality and pollution prevention	Educational event	Participation	28 attended
At least 1 a year (per request)	WWCI event with St. James	WWCI event with St. James	Pollution Prevention	Participation	11 attended

At least 1 a year (per request)	Eco team visit	Eco team visit to C Hunter Ritchie Elementary by JMSWCD on Water sheds Stormwater pollution	Educational event	Participation	35 attended
From April to October to be scheduled every Friday	WWCI Greenway Awareness Walks	11/01/2018, 04/22/19, and scheduled every Friday thru October WWCI Greenway Awareness Walks Discuss Stormwater and stewardship activities with residents during trail walk, Hand out Dog waste dispensers' and program promo material	Educational event	Participation	30 average attendance every Friday
Year round	Display Water quality Promo Banners premiering	Display Water quality Promo Banners premiering 2019 Stormwater contest winners at Warrenton town limits event	Educational event	Participation	8000-9000 students/families

Webpage to Address MS4 Program Requirements - Public Involvement / Participation

The Public Involvement and Participation Program (consisting of MCM #2 from this MS4 Program Plan) were posted for the public to report potential illicit discharges, improper disposal or spills to the MS4, complaints regarding land disturbing activities, other potential stormwater pollution concerns, to provide inputs on the permittee’s MS4 program and the public involvement and participation activities implemented by the permittee. This information is located on the Town’s dedicated Stormwater Management webpage, which can be found at the following link:

- <https://www.warrentonva.gov/240/Stormwater-Management>
- <https://www.warrentonva.gov/241/Adopt-a-Stream>
- <https://www.warrentonva.gov/242/Community-Outreach>
- <https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>
- <https://www.warrentonva.gov/244/Stormwater-Medallion-Program>
- <https://www.warrentonva.gov/245/Stormwater-Utility-Fee>

MCM #3: Illicit Discharge Detection and Elimination

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #3: Illicit Discharge Detection and Elimination

Permit Reference: Section II B. 3

Relevant Excerpts:

- a. The operator shall maintain an accurate storm sewer system map and information table and shall update it in accordance with the schedule set out in Table 1 of this section.
- b. The operator shall effectively prohibit, through ordinance or other legal mechanism, nonstormwater discharges into the storm sewer system to the extent allowable under federal, state, or local law, regulation, or ordinance. Categories of nonstormwater discharges or flows (i.e., illicit discharges) identified in 4VAC50-60-400 D 2 c (3) must be addressed only if they are identified by the operator as significant contributors of pollutants to the small MS4. Flows that have been identified in writing by the Department of Environmental Quality (DEQ) as minimal discharges are not significant sources of pollutants to surface water and do not require a VPDES permit.
- c. The operator shall develop, implement, and update, when appropriate, written procedures to detect, identify, and address unauthorized nonstormwater discharges, including illegal dumping, to the small MS4. These procedures shall include:
 - (1) Written dry weather field screening methodologies to detect and eliminate illicit discharges to the MS4 that include field observations and field screening monitoring and that provide:
 - (a) A prioritized schedule of field screening activities determined by the operator based on such criteria as age of the infrastructure, land use, historical illegal discharges, dumping or cross connections.
 - (b) The minimum number of field screening activities the operator shall complete annually to be determined as follows: (i) if the total number of outfalls in the small MS4 is less than 50, all outfalls shall be screened annually or (ii) if the small MS4 has 50 or more total outfalls, a minimum of 50 outfalls shall be screened annually.
 - (c) Methodologies to collect the general information such as time since the last rain, the quantity of the last rain, site descriptions (e.g., conveyance type and dominant watershed land uses), estimated discharge rate (e.g., width of water surface, approximate depth of water, approximate flow velocity, and flow rate), and visual observations (e.g., odor, color, clarity, floatables, deposits or stains, vegetation condition, structural condition, and biology);
 - (d) A time frame upon which to conduct an investigation or investigations to identify and locate the source of any observed continuous or intermittent nonstormwater discharge prioritized as follows: (i) illicit discharges suspected of being sanitary sewage or significantly contaminated must be investigated first and (ii) investigations of illicit discharges suspected of being less hazardous to human health and safety such as noncontact cooling water or wash water may be delayed until after all suspected sanitary sewage or significantly contaminated discharges have been investigated, eliminated, or identified. Discharges authorized under a separate VPDES or state permit require no further action under this

- permit.
- (e) Methodologies to determine the source of all illicit discharges shall be conducted. If an illicit discharge is found, but within six months of the beginning of the investigation neither the source nor the same nonstormwater discharge has been identified, then the operator shall document such in accordance with Section II B 3 f. If the observed discharge is intermittent, the operator must document that a minimum of three separate investigations were made in an attempt to observe the discharge when it was flowing. If these attempts are unsuccessful, the operator shall document such in accordance with Section II B 3 f.
 - (f) Mechanisms to eliminate identified sources of illicit discharges including a description of the policies and procedures for when and how to use legal authorities.
 - (g) Methods for conducting a follow-up investigation in order to verify that the discharge has been eliminated.
 - (h) A mechanism to track all investigations to document: (i) the date or dates that the illicit discharge was observed and reported; (ii) the results of the investigation; (iii) any follow-up to the investigation; (iv) resolution of the investigation; and (v) the date that the investigation was closed.
- d. The operator shall promote, publicize, and facilitate public reporting of illicit discharges into or from MS4s. The operator shall conduct inspections in response to complaints and follow-up inspections as needed to ensure that corrective measures have been implemented by the responsible party.
 - e. (e) The MS4 Program Plan shall include all procedures developed by the operator to detect, identify, and address nonstormwater discharges to the MS4 in accordance with the schedule in Table 1 in this section. In the interim, the operator shall continue to implement the program as included as part of the registration statement until the program is updated to meet the conditions of this permit. Operators, who have not previously held MS4 permit coverage, shall implement this program in accordance with the schedule provided with the completed registration statement.

Illicit Discharge Detection and Elimination

Mapping: The Town must have an accurate storm sewer system map that meets the requirements of Section II.B.3.a of the permit no later than the end of PY4. The schedule for meeting this requirement is found in BMP 3.A.

Illicit Discharge Detection and Elimination Plan: The Town has developed an IDDE Program Plan in accordance with the requirements of Section II.B.3.c of the permit. The IDDE Program Plan is included as Appendix B and implemented through BMP 3.C.

BMP 3.A – Storm Sewer System Map

Objective and Expected Results: An accurate storm sewer map ensures that the Town has a full understanding of the system so that the Town can quickly track and correct illicit discharges. The MS4 permit requires specific information to be included in the map product.

Implementation and Schedule: The Town's storm sewer system and outfall map are being updated during the current permit and includes all information per drainage area by MS4 outfall. The Town will conduct the following activities in support of this BMP:

- ♣ Periodic quality assurance and quality control will take place as needed to incorporate new development additions, redevelopment changes, inspection data, and field observations as they occur.

- ♣ Letters were previously sent to adjacent MS4s noting physical interconnections. Neighboring MS4s will be notified of any new physical interconnections as applicable.

- ♣ The Town will submit the updated outfall information table with the PY5 annual report.

Responsible Party: The Department of Public Works will coordinate this BMP.

Documentation and Measure of Effectiveness: The Town will continue to update the storm sewer system map and include any updates or notifications of interconnections during the requisite annual report. The updated outfall information table will be included in the PY4 annual report.

BMP 3.B – Prohibition on Illicit Discharges

Objective and Expected Results: This BMP ensures that the legal tools are in place to effectively prohibit illicit discharges to the storm sewer system and to conduct necessary enforcement in the case of an illicit discharge. The Town originally included a prohibition of illicit discharges in Chapter 17 Article IV, Division 6 Code of Ordinances Section 17-218 of the Warrenton Town Code. In 2014 the Town Council adopted a comprehensive update a new Section Ord. No. 2014-05, 12-9-14 with strengthened language to prohibit non-stormwater discharges and to provide appropriate enforcement and right-of-entry tools.

https://library.municode.com/VA/Warrenton/codes/code_of_ordinances?nodeId=PTIITHCO_CH17WASE_ARTIVSE_DIV6ILDI_S17-218DISTDRSTSESY (See attachment 51)

Implementation and Schedule: The prohibition on illicit discharges is continuously implemented, and section language will be updated accordingly.

Responsible Parties: Community Development is responsible for this BMP with support provided by the Department of Public Works, and the Police Department with enforcement.

Documentation and Measure of Effectiveness: The Town will document any changes in the appropriate annual report.

BMP 3.C – Written Procedures for Illicit Discharges and Illegal Dumping

Objective and Expected Results: This BMP requires written procedures to detect, identify and address unauthorized nonstormwater discharges and illegal dumping to the storm sewer system. These standard procedures provide an added level of consistency to effectively prohibit illicit discharges and illegal dumping to the storm sewer system, and to conduct enforcement actions as necessary.

Implementation and Schedule: The Town has developed written procedures, creating an outfall screening database, and established the IDDE in 2014 based on outfall reconnaissance in the current permit. The Town is revising the procedures as necessary to incorporate the new requirements into this updated program plan. The Town's current procedures with projected revised procedures are captured in the IDDE Program Plan provided in Appendix B.

- ♣ The IDDE Program Plan was implemented for PY3 and continues through PY5 and reporting will include the new requirements.

- ♣ Training of field personnel on IDDE recognition and reporting in BMP 6.D will incorporate applicable portions of the IDDE Program Plan.

Responsible Parties: The Department of Public Works is responsible for this BMP, with input from Community Development.

Documentation and Measure of Effectiveness: The Town will document any changes to the written procedures during the reporting period in the associated annual reports.

BMP 3.D – Dry Weather Outfall Screening and Complaint Response

Objective and Expected Results: The goal of this BMP is to identify and eliminate illicit discharges as soon as possible to minimize impacts to water quality. The Town periodically updated IDDE program includes a dry weather outfall inspection procedure and schedule, written inspection and investigation protocols, and remedies for discovered discharges. The Town is performing an initial outfall reconnaissance of all identified outfalls during the current permit cycle and is performing dry weather screening. In addition, the Department of Public Works accepts and processes complaints about potential illicit discharges and coordinates the response. Dry weather screening observations, illicit discharge compliant investigations, and follow up activities are tracked manually and will soon be entered in a database being developed by the Town.

Implementation Schedule:

- ♣ In PY4, the Town dry weather screened 38 outfalls. In PY5, the Town will perform dry weather screening of at least 50 outfalls, with 25 outfalls screened prior to December 31, 2017.

Beginning in PY5, the Town will annually perform dry weather screening of at least 50 outfalls. The outfalls will be inspected based on the prioritization criteria developed in the IDDE Program Plan. The results and any follow-up activities are tracked in the database.

- ♣ The Town continues to operate the “Citizen Relations Response” contact information via the Town website which gives residents the ability to create a non-emergency service request to report suspected dumping or illicit discharges through the Town’s hotline. Staff investigates the reports and performs follow up inspections as needed to eliminate confirmed illicit discharges.

- ♣ The Town uses manual tracking and is establishing a database to record illicit discharges identified during dry weather outfall screening, complaint investigations, and emergency response to spills.

Responsible Party: The Department of Public Works MS4 Program Coordinator will coordinate this BMP.

Documentation and Measure of Effectiveness: The Town will annually summarize all dry weather outfall monitoring activities including the total number of outfalls screened, the screening results, and detail of any follow up actions. For outfalls exhibiting dry weather flow and responses to complaints of suspected illicit discharge, a summary of each investigation conducted for any suspected illicit discharge will be included in each annual report, as applicable. The summary will include: the date the discharge was observed, reported, or both; follow up activities; measures to resolve the investigation and the closure date.

BMP 3.E – Storm Drain Marking Program

Objective and Expected Results: The Town’s comprehensive storm drain marking program is designed to educate residents about the impacts of illicit discharges and illegal dumping, and to remind them that storm drains connect directly to local streams and eventually the Chesapeake Bay. The long-term goal of the Town is to mark all storm drain inlets, while leveraging the activity as an opportunity to educate volunteer groups and the general public.

Implementation and Schedule: The Town will continue to work with volunteer groups to implement the storm drain marking program.

Responsible Parties: Department of Public Works will coordinate this BMP.

Documentation and Measure of Effectiveness: The Town will annually report the number of new storm drain inlets marked, if any, and the number of volunteers participating in the marking program. Such efforts will also be reported as a sponsored volunteer activity under BMP 2.C.

BMP 3.F – Promote Household Hazardous Waste (HHW) Disposal Options

Objective and Expected Results: Household hazardous waste, including used oil, oil filters, and antifreeze, can be a potential source of illicit discharges to the storm sewer system. By providing residents with an opportunity to properly dispose of hazardous household waste materials, the Town seeks to reduce illegal dumping and protect water quality.

Implementation and Schedule:

HHW is collected through the Fauquier County Corral Farm facility. To promote this service, the Town will conduct the following activities:

- The Town will promote Fauquier County’s HHW information on its website/Town events.
- The Town will publicize the availability of HHW disposal options through a message in the Town Crier and on the Town’s Website/Public Works trash collection schedule Tab.

Responsible Party: The Department of Public Works will coordinate this BMP.

Documentation and Measure of Effectiveness: The Town will document all efforts to publicize the Town’s and Fauquier County HHW disposal program.

MCM #3 Annual update Schedule

BMP	Task	Annual Update					Responsibility
		PY1	PY2	PY3	PY4	PY5	
3.A	Maintain an updated storm sewer system map.	>>	>	>	>		DPW
	Identify any new physical interconnections and notify the connected MS4.	>>	>				DPW
	Update the stormwater outfall information table.	>>	>	>	>	>	DPW
3.B	Continue to implement prohibition on illicit discharges.	>>	>	>	>	>	DPW, DCD, Town Attorney
3.C	Revise written IDDE procedures.	>>		>	>	>	DPW, DCD,

	Implement revised written procedures.	>>	>	>	>	DPW, DCD
3.D	Perform annual dry weather screening of at least 50 outfalls.	>>			>	DPW
3.E	Implement storm drain marking program.	>>	>	>	>	DPW, MS4 Coordinator
3.F	Promote Town/Fauquier County HHW collection information.	>>	>	>	>	DPW, MS4 coordinator
	Publicize HHW disposal options.	>>	>	>	>	DPW, MS4 Coordinator

General Permit No. VAR040124 - Permit period (November 1, 2018 to October 31, 2023)

MS4 Program Plan is a living document for the Department of Community Development (DCD). To be in compliance with the new permit period on the General Permit No. VAR040124 (November 1, 2018 to October 31, 2023), this MCM was updated on the previous section (General Permit No. V VAR040124 - Permit period (July 1, 2013 to June 30, 2018), adding a new section for further requirements (see below Part I.E.), and providing additional attachments (as needed):

Part I.E.3.d: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)			
Permit Section	Topic Addressed	Page	Attachment
MCM #3 – Illicit Discharge Detention Elimination			
Part I.E.3.d (1)	The MS4 map and information table required by Part I E 3 a. The map and information table may be incorporated into the MS4 program plan by reference. The map shall be available to the department within 14 days upon request		10
Part I.E.3.d (2)	Copies of written notifications of new physical interconnections given by the permittee to other MS4s		20-21
Part I.E.3.d (3)	The IDDE procedures described in Part I E 3 c		3-4-5-8-9-51

Webpage to Address MS4 Program Requirements - Illicit Discharge Detention Elimination

The Illicit Discharge Detention Elimination elements (consisting of MCM #3 from this MS4 Program Plan) are located on the Town's dedicated Stormwater Management webpage, which can be found at the following links:

<https://www.warrentonva.gov/240/Stormwater-Management>

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

<https://www.warrentonva.gov/169/Maps-Geographic-Information-System-GIS>

MCM #4: Construction Site Stormwater Runoff Control

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #4: Construction Site Stormwater Runoff Control

Permit Reference: Section II B. 4

Relevant Excerpt:

e. MS4 Program requirements. The operator's MS4 Program Plan shall include:

- (1) A description of the legal authorities utilized to ensure compliance with the minimum control measure in Section II related to construction site stormwater runoff control such as ordinances, permits, orders, specific contract language, and interjurisdictional agreements;
- (2) Written plan review procedures and all associated documents utilized in plan review;
- (3) For the MS4 operators who obtain department-approved standards and specifications, a copy of the current standards and specifications;
- (4) Written inspection procedures and all associated documents utilized during inspection including the inspection schedule;
- (5) Written procedures for compliance and enforcement, including a progressive compliance and enforcement strategy, where appropriate; and
- (6) The roles and responsibilities of each of the operator's departments, divisions, or subdivisions in implementing the minimum control measure in Section II related to construction site stormwater runoff control. If the operator utilizes another entity to implement portions of the MS4 Program Plan, a copy of the written agreement must be retained in the MS4 Program Plan. The description of each party's roles and responsibilities, including any written agreements with third parties, shall be updated as necessary.

Reference may be made to any listed requirements in this subdivision provided the location of where the reference material can be found is included and the reference material is made available to the public upon request.

f. Reporting requirements. The operator shall track regulated land-disturbing activities and submit the following information in all annual reports:

- (1) Total number of regulated land-disturbing activities;
- (2) Total number of acres disturbed;

(3) Total number of inspections conducted; and

(4) A summary of the enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.

Construction Site Stormwater Runoff Control:

The Town seeks to ensure that construction activities minimize impacts to water quality and meet all applicable local, state, and federal requirements. The MS4 Program Plan must include the following in accordance with Section II.B.4 of the MS4 permit.

Description of Legal Authorities:

The Town’s construction site stormwater runoff control program includes Ordinance Article 4 - Erosion and Sediment Control. 5-8.1.2. implements the requirements of the Virginia Erosion and Sediment Control Law and attendant regulations while Article VIII implements the requirements of the Virginia Stormwater Management Act and attendant regulations. The Town was approved as a VSMP authority by DEQ on May 30, 2014.

Written Plan Review Procedures:

The Department of Community Development (DCD) Administrator or the Public Works Director is the Plan Approving Authority. The CDC Stormwater Administrator maintains certification as a Program Administrator. The Town reviews erosion and sediment control plans and stormwater management plans for proposed land-disturbing activities for development projects that disturb 2,000 square feet or greater. Proposed land disturbing activities must receive plan approval or secure the appropriate agreement in lieu prior to the commencement of land-disturbing activities.

♣ The Town utilizes the “Review and Submittal of Stormwater Management and Erosion and Sediment Control Plans” SOP to ensure plans meet the requirements adopted in the Town Code.

♣ The Town utilizes the “Site Plan Checklist” or “Subdivision Site Plan Checklist,” as appropriate, for overall plan review. Both checklists contain specific requirements related to construction site stormwater runoff control compliance.

Written Inspection and Enforcement Procedures:

The Town’s inspectors maintain the required qualified personnel designation for erosion and sediment control, and the appropriate staff is receiving DEQ Stormwater Inspector Training, so that staff can perform comprehensive onsite SWPPP inspections. The inspector will complete the appropriate inspection report and note any applicable corrective actions, and changes to the SWPPP if necessary, along with a timetable for completing the corrective action. If there is a failure to comply with such measures within the time specified, the plan or revision may be

revoked and the responsible party shall be deemed to be in violation and upon conviction shall be subject to the penalties provided in Town Code Section 5-15.

The following written inspection and enforcement documents are used by Staff:

- ♣ The Town's SOP for "Stormwater Management Construction Inspection and Enforcement".
- ♣ The Town's checklist for Construction Inspection reporting and Notices to Comply.

During PY5, the Town is assessing the option of developing and implementing a progressive compliance and enforcement strategy consistent with Section II.B.4.c (8) of the MS4 permit. The Town has determined that the existing enforcement strategy described above meets the needs of the Town.

Roles and Responsibilities:

Review of development plans for projects within the Town is handled by the DCD Administrator and Asst. Director of DPW. Official approval of the plans is provided by the DCD Administrator Director of Community Development with additional oversight of the Director/or Asst. Director of DPW if required. Other plans required under the VSMP will be reviewed by the DPW Director/Asst. Director as part of their construction oversight inspection process as well. Stormwater Inspectors will monitor active construction projects for compliance with applicable requirements through periodic site inspections. The site inspections will ensure compliance with the approved, project-specific plans for which the Town has oversight. These include the erosion and sediment control plan, stormwater management plan, pollution prevention plan, and SWPPP. Enforcement will be handled by the Stormwater Administrator and Director of Community Development in coordination with the Town Attorney.

Public Reporting Mechanism:

Section II.B.4.c (4) of the permit requires that the Town maintain and promote a public mechanism for the receipt of complaints about land disturbing activities. The Town's "Public Works Response Line", described in BMP 4.B.

BMP 4.A – Maintain Local Program Consistency

Objective and Expected Results:

The Town's program was recently evaluated by the DEQ and is waiting a determination to be fully consistent with the Virginia Erosion and Sediment Control Regulations.

Implementation and Schedule:

- ♣ The Town revised and adopted in PY2 an Ordinance consistent with the Virginia Erosion and Sediment Control Program and the Virginia Stormwater Management Program.

- ♣ The Towns’ program is consistent with the Virginia Erosion and Sediment Control Program and the Virginia Stormwater Management Program.

- ♣ Appropriate staff will be trained as required to implement the VESCP and the VSMP.

Responsible Party:

The Director of Planning and Community development is the Plan Approving Authority and the Stormwater Administrator the Program administrator. The CDC Administrator reviews the development plans for projects and Public Works Director/Assistant Public Works Director assists in Plan review.

Documentation and Measure of Effectiveness:

The effectiveness of the Town’s program is measured by consistency with the state regulations as determined by DEQ. According to 9VAC25-870-144, DEQ will review each approved VSMP at least once every five years. Should discrepancies be identified, the Town will take action to address those issues.

BMP 4.B – Public Compliant Reporting Mechanism

Objective and Expected Result:

Residents of the Town can serve as an additional set of eyes for Town staff when it comes to ensuring that land disturbing activities meet regulatory requirements for stormwater discharges. The Town has a phone number for calling in complaints; 540-347-1101.

Implementation and Schedule:

The Town will continue to maintain its Citizen Relations Management (CRM) response number and provide instructions in reporting complaints related to construction site runoff; 540-347-1101.

Responsible Party:

The Department of Community development / Public Works coordinate this BMP with the assistance of Information Technology, Stormwater Administrator, and MS4 Program Coordinator.

Documentation and Measure of Effectiveness:

The Town will provide a snapshot of the stormwater web page showing the reporting response mechanism. Enforcement or follow up actions performed for a permitted land disturbing activity will be included in the annual report.

BMP 4.C – Land Disturbing Activities Tracking System

Objective and Expected Result:

Tracking land-disturbing activities assists in the inspection of these activities, which is key in the process of ensuring that erosion and sediment control measures are properly installed and maintained. Land disturbing activities are tracked by the Department of Community Development with DPW assistance through the plan review process.

Implementation and Schedule:

♣ The Town will continue tracking the number of inspections and enforcement actions taken on an annual basis in accordance with permit requirements.

♣ Annually, the Town will track the number of inspections and enforcement actions taken annually in accordance with permit requirements.

Responsible Party:

The Department of Public Works with assistance from Department of Community Development will coordinate this BMP.

Documentation and Measure of Effectiveness:

The Town will provide a summary with each annual report containing: total number of regulated land-disturbing activities; total number of disturbed areas; total number of inspections conducted; and a summary of enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.

MCM #4 Implementation Schedule

BMP	Task	Year(s) to Update					Responsibility
		PY1	PY2	PY3	PY4	PY5	
4.A	Adopt consistent ordinance.						> Town Council, DCD,

	Continue implementing consistent construction site stormwater runoff control program.	>	>	DCD, DPW
	Ensure training and certification of appropriate staff.	>	>	DCD, DPW
4.B	Maintain public reporting mechanism.	>	>	DCD, DPW
4.C	Track and report annually on land-disturbing activities.	>	>	DCD, DPW
	Capture inspection and enforcement action data for reporting.	>	>	DPW

General Permit No. VAR040124 - Permit period (November 1, 2018 to October 31, 2023)

MS4 Program Plan is a living document for the Department of Community Development (DCD). To be in compliance with the new permit period on the General Permit No. VAR040124 (November 1, 2018 to October 31, 2023), this MCM was updated on the previous section (General Permit No. V VAR040124 - Permit period (July 1, 2013 to June 30, 2018), adding a new section for further requirements (see below Part I.E.), and providing additional attachments (as needed):

Part I.E.4.c: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)				
Permit Section	Topic Addressed		Page	Attachment
MCM #4: Construction Site Stormwater Runoff Control				
Part I.E.4.c (1)	If the permittee implements a construction site stormwater runoff control program in accordance with Part I E 4 a (1), the local ordinance citations for the VESC program			11-12
Part I.E.4.c (2)	If the permittee implements a construction site stormwater runoff control program in accordance with Part I E 4 a (3)		N/A	N/A
	(a) The most recently approved standards and specifications or if incorporated by reference, the location where the standards and specifications can be viewed			
	(b) A copy of the most recent standards and specifications approval letter from the department			

Part I.E.4.c (3)	A description of the legal authorities utilized to ensure compliance with Part I E 4 a to control construction site stormwater run of control such as ordinances, permits, orders, specific contract language, policies, and interjurisdictional agreement		11-12-13-17-18-19-20-21
Part I.E.4.c (4)	Written inspection procedures to ensure the erosion and sediment controls are properly and all associated documents utilized during inspections including inspection schedule	38 to 42	11-12-13-22-23-52
Part I.E.4.c (5)	Written procedures for requiring compliance through corrective action or enforcement action to the extent allowable under federal, state, or local law, regulation, ordinance, or other legal mechanisms	38 to 42	11-12
Part I.E.4.c (6)	The roles and responsibilities of each of the permittee’s departments, division, or subdivisions in implementing the construction site stormwater runoff control requirement in Part I E 4	38 to 42	

Webpage to Address MS4 Program Requirements - Construction Site Stormwater Runoff Control

The Construction Site Stormwater Runoff Control Program (consisting of MCM #4 from this MS4 Program Plan) were posted on the Town’s dedicated Community Development and Public Works webpage for the public to find ordinances, permits, orders, specific contract language, policies, and interjurisdictional agreement regarding the VSMP Program, which can be found at the following link:

- <https://www.warrentonva.gov/233/Public-Facilities-Manual>
- <https://www.warrentonva.gov/165/Applications-Permits>
- <https://www.warrentonva.gov/166/Zoning>

MCM #5: Post-Construction Stormwater Management

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #5: Post-Construction Stormwater Management

Permit Reference: Section II B. 5

Relevant Excerpt: d. MS4 Program Plan requirements. The operator's MS4 Program Plan shall be updated in accordance with Table 1 in this section to include:

- (1) A list of the applicable legal authorities such as ordinance, state and other permits, orders, specific contract language, and interjurisdictional agreements to ensure compliance with the minimum control measure in Section II related to post-construction stormwater management in new development and development on prior developed lands;
- (2) Written policies and procedures utilized to ensure that stormwater management facilities are designed and installed in accordance with Section II B 5 b;
- (3) Written inspection policies and procedures utilized in conducting inspections;
- (4) Written procedures for inspection, compliance and enforcement to ensure maintenance is conducted on private stormwater facilities to ensure long-term operation in accordance with approved design;
- (5) Written procedures for inspection and maintenance of operator-owned stormwater management facilities;
- (6) The roles and responsibilities of each of the operator's departments, divisions, or subdivisions in implementing the minimum control measure in Section II related to post-construction stormwater management in new development and development on prior developed lands. If the operator utilizes another entity to implement portions of the MS4 Program Plan, a copy of the written agreement must be retained in the MS4 Program Plan. Roles and responsibilities shall be updated as necessary.

e. Stormwater management facility tracking and reporting requirements. The operator shall maintain an updated electronic database of all known operator-owned and privately-owned stormwater management facilities that discharge into the MS4. The database shall include the following:

- (1) The stormwater management facility type;
- (2) A general description of the facility's location, including the address or latitude and

longitude;

3) The acres treated by the facility, including total acres, as well as the breakdown of pervious and impervious acres;

(4) The date the facility was brought online (MM/YYYY). If the date is not known, the operator shall use June 30, 2005, as the date brought online for all previously existing stormwater management facilities;

(5) The sixth order hydrologic unit code (HUC) in which the stormwater management facility is located;

(6) The name of any impaired water segments within each HUC listed in the 2010 § 305(b)/303(d) Water Quality Assessment Integrated Report to which the stormwater management facility discharges;

(7) Whether the stormwater management facility is operator-owned or privately-owned;

(8) Whether a maintenance agreement exists if the stormwater management facility is privately owned; and

(9) The date of the operator's most recent inspection of the stormwater management facility.

In addition, the operator shall annually track and report the total number of inspections completed and, when applicable, the number of enforcement actions taken to ensure long-term maintenance. The operator shall submit an electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year with the appropriate annual report. Upon such time as the department provides the operators access to a statewide web-based reporting electronic database or spreadsheet, the operator shall utilize such database to complete the pertinent reporting requirements of this state permit.

Post Construction Stormwater Management:

The Town seeks to ensure that post-construction controls minimize the long-term impacts to water quality caused by development and redevelopment and that the Town meets all applicable local, state, and federal requirements. The MS4 Program Plan must include the following in accordance with Section II.B.5 of the MS4 permit.

Description of Legal Authorities:

The Town's post-construction stormwater management requirements are included in 1.1 (§62.1-44.15:24 et seq.) of Chapter 6 of Title 62.1 of the Code of Virginia. Virginia Stormwater Management Act and attendant regulations. The Town was approved as a VSMP authority by DEQ on May 30, 2014.

Written Stormwater Facility Design and Installation Procedures:

Stormwater management facilities must be designed and installed properly to ensure that pollutant reduction requirements are met, and that the facility provides long-term water quality benefits. The Town reviews project development plans as a component of site plan approvals to ensure the project is meeting the appropriate water quality and water quantity design criteria contained in the VSMP regulations, DEQ-approved annual standards and specifications, the Virginia BMP Clearinghouse, Virginia Stormwater Management Handbook, and the Town of Warrenton Public Facilities Manual, as applicable. As-Built stormwater management plans must contain the signature and stamp of the licensed professional consultant and owner certification. The following written stormwater facility design and installation procedures are available upon request:

- ♣ “Site Plan and Subdivision Site Plan” and any supplemental review materials in the Virginia Stormwater Management BMP Handbook to review the stormwater management plans.
- ♣ The Virginia Stormwater BMP Clearinghouse or the Town of Warrenton Facilities Manual (PFM), whichever is more stringent, unless waived by the Director of Public Works in accordance with Town of Warrenton site conservation manual (1)., to review stormwater management facility design.

Written Inspection, Compliance, and Enforcement Procedures:

Maintenance of both public and private BMPs is essential to ensuring that these investments continue to provide their intended water quality benefits. BMP owners are required to provide an annual inspection and maintenance report to the Town, as required in the maintenance agreement, or at a frequency determined by the Town but no less than once every five years. The inspection program is designed to ensure that stormwater management facilities continue to operate to design specifications.

♣ The Town requires the execution of a “Stormwater Facility Maintenance Agreement” for all new private BMP facilities that must contain all components required in the following:

- ACT regulation title.
- 62.1-44.15:25 9VAC25-870-20 et seq. Stormwater Management.
- Article 5 Stormwater management regulations of the Town of Warrenton Zoning ordinance.
- Town of Warrenton Site Conservation Manual.

* The executed agreement is recorded into the land records of Fauquier County for the associated property. The facility owner is responsible for facility maintenance.

♣ The “Stormwater Facility Maintenance and Inspection” SOP governs private BMP inspections.

♣ Public facilities are inspected by staff annually using the attached “Practical Guide for Private Owners of Stormwater Facilities” in the Town of Warrenton, Virginia and “Municipal Storm Water Toolbox for Maintenance Practices”.

Roles and Responsibilities:

The DCD Administrator and DPW Stormwater Administrator is responsible for ensuring compliance with all post-construction stormwater management facility design, inspection, and maintenance requirements. The Town Attorney assists with enforcement protocols as necessary and agreement review. The Department of Community Development and the Town Clerk are responsible for coordinating the entry of maintenance agreements into the land records.

BMP 5.A – Maintain Local Program Consistency

Objective and Expected Results:

The Town has in place a program and procedures to address stormwater quality and quantity in accordance with the Virginia Stormwater Management Program (VSMP) Regulations contained in 9VAC25-870 et. seq.

Implementation Schedule:

- ♣ The Town revised and adopted in PY1 an Ordinance consistent with the Virginia Stormwater Management Program.
- ♣ The Town program is consistent with the Virginia Stormwater Management Program.
- ♣ Appropriate staff will be trained as required to implement the VSMP.

Responsible Party:

The DPW is responsible for this BMP with assistance from the DPW.

Documentation and Evaluation Criteria:

The Town will provide a summary of any changes in the status of the Town’s program, as well as actions taken to maintain consistency, if necessary. According to 9VAC25-870-144, DEQ will review each approved VSMP at least once every five years. Should discrepancies be identified, the Town will take action to address those issues.

BMP 5.B – Long Term Operation and Maintenance of BMP Facilities

Objective and Expected Results:

Maintenance of both public and private BMPs is essential to ensuring that these investments continue to provide their intended water quality benefits.

Implementation and Schedule:

- ♣ In accordance with the Stormwater Ordinance and VSMP, the Town will continue to require the execution of a “Stormwater Facility Maintenance Agreement” for all new private BMP facilities.
- ♣ The Town requires annual inspection or requires proof of maintenance and inspection for all private BMP facilities once annually or as specified by the manufacturer in the case of proprietary BMPs.
- ♣ Public facilities will be inspected annually by the Town.

Responsible Parties:

The Department of Public Works coordinates this BMP. The Department of Community Development and the Town Clerk are responsible for ensuring that maintenance agreements are filed with the appropriate land records. To be Discussed

Documentation and Measure of Evaluation:

The Town will report on the number of stormwater management facilities inspected each year in the annual report and the number and type of enforcement actions taken, if applicable.

BMP 5.C – Stormwater Facility BMP Tracking Database

Objective and Expected Results:

The Town has developed a stormwater management facility tracking database to ensure that all public and private facilities will be maintained in accordance with permit requirements. The database also maintains an inspection schedule and records public and private stormwater management facility inspections.

Implementation and Schedule:

- ♣ All new stormwater management facilities are entered into the Town’s stormwater facility database when they become functional. The tracking database records inspections on both public and private property.
- ♣ The current permit requires the database to provide total acres treated and a breakdown of impervious and pervious area treated. The Town will begin the process of revising the current database to include a breakdown of impervious and pervious treated area for each facility with a target completion at the end of PY5.

Responsible Party:

The Department of Public Works will coordinate this BMP.

Documentation and Evaluation Criteria:

The Town will submit an electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year with the appropriate annual report. The database will include: BMP type, location, acres treated (total acres and breakdown of pervious and impervious acres), date brought online, sixth order HUC, if applicable name of impaired segment, whether public or private, existence of maintenance agreement, date of the most recent inspection, and when applicable, the number of enforcement actions.

MCM #5 Annual Update Schedule

BMP	Task	Update Annually					Responsibility
		PY1	PY2	PY3	PY4	PY5	
5.A	Review local ordinance for consistency with VSMP requirements.				>	>	Town Council, DPW
	Continue implementing consistent post-construction stormwater management program.			>	>	>	DCD
	Ensure training and certification of appropriate staff.			>	>	>	DPW
5.B	All private stormwater management facilities must have a Maintenance Agreement recorded in the Town land records.	>	>	>	>	>	DCD, DPW Town Clerk
	Inspect or require proof of inspection and maintenance of private stormwater management facilities annually and record inspections in tracking database.				>	>	DPW
	Inspect public stormwater management facilities annually and record inspections in tracking				>	>	DPW

	database.			
5.C	New stormwater management facilities are entered into the database.	>	>	DPW
	Update stormwater management facility database to include information on pervious and impervious surface area treated.		>	DPW

General Permit No. VAR040124 - Permit period (November 1, 2018 to October 31, 2023)

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Part I.E.5.h: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)				
Permit Section	Topic Addressed		Page	Attachment
MCM #5: Post-Construction Stormwater Management				
Part I.E.5.h (1)	If the permittee implements a VSMP in accordance with Part I E 5 a (1) and (2):		50	1-2-12-24 to 41
	(a) A copy of the VSMP approval letter issued by the department			42-44
	(b) Written inspection procedures and all associated documents utilized in the inspection of privately owner stormwater management facilities			
	(c) Written procedures for compliance and enforcement of inspection and maintenance requirements for privately owned BMPs			
Part I.E.5.h (2)	If the permittee implements a pro-development stormwater		N/A	N/A

runoff control program in accordance with Part I E a (2):

- (a) The most recently approved standards and specifications or if incorporated by reference, the location where the standards and specifications can be viewed
- (b) A copy of the most recent standards and specifications approval letter from the department

Part I.E.5.h (3)	A description of the legal authorities utilized to ensure compliance with Part I E 5 a for post-construction stormwater runoff control such as ordinances (provide citation as appropriate), permits, orders, specific contract language, policies, and interjurisdictional agreement	50	12-13-20-21
Part I.E.5.h (4)	Written inspection procedures and all associates documents utilized during inspection of stormwater management facilities owned or operated by the permittee	50	24 to 41, 58
Part I.E.5.h (5)	The roles and responsibilities of each of the permittee’s departments, division, or subdivisions in implementing the post-construction stormwater runoff control program	54	
Part I.E.5.h (6)	The stormwater management facility spreadsheet or data base incorporated by reference and the location or webpage address where the spreadsheet or database can be reviewed		6-7

Webpage to Address MS4 Program Requirements - Post-Construction Stormwater Management

The Post-Construction Stormwater Management Program (consisting of MCM #5 from this MS4 Program Plan) were posted on the Town’s dedicated Stormwater Management webpage for the public to utilized written inspection procedures and all associated documents of privately owner stormwater management facilities, which can be found at the following link:

<https://www.warrentonva.gov/240/Stormwater-Management>

MCM #6: Pollution Prevention / Good Housekeeping for Municipal Operations

General Permit No. VAR040124 - Permit period (July 2013 to June 30, 2018)

Updates in this section of the MS4 Program Plan were required to be in compliance with the new permit period (November 1, 2018 to October 31, 2023):

MCM #6: Pollution Prevention / Good Housekeeping for Municipal Operations

Permit Requirement: Section II B. 6

Relevant Excerpt:

f. At a minimum, the MS4 Program Plan shall contain:

- (1) The written protocols being used to satisfy the daily operations and maintenance requirements;
- (2) A list of all municipal high-priority facilities that identifies those facilities that have a high potential for chemicals or other materials to be discharged in stormwater and a schedule that identifies the year in which an individual SWPPP will be developed for those facilities required to have a SWPPP. Upon completion of a SWPPP, the SWPPP shall be part of the MS4 Program Plan. The MS4 Program Plan shall include the location in which the individual SWPPP is located
- (3) A list of lands where nutrients are applied to a contiguous area of more than one acre. Upon completion of a Turf and Landscape Nutrient Management Plan, the Turf and Landscape Nutrient Management Plan shall be part of the MS4 Program Plan. The MS4 Program Plan shall include the location in which the individual Turf and Landscape Nutrient Management Plan is located; and
- (4) The annual written training plan for the next reporting cycle.

Pollution Prevention and Good Housekeeping

Good Housekeeping Procedures:

The Town has developed and adopted daily good housekeeping standard operating procedures (SOPs) in accordance with the requirements of Section II.B.6.f.(1) of the permit. The SOPs are included in Appendix E and are further described in BMP 6.A.

Stormwater Pollution Prevention Plans (SWPPP):

The permit requires the identification of locations designated as high-priority facilities due to the high potential for pollutant discharges, and the development and implementation of SWPPPs for these facilities. High-priority facilities may include composting, equipment storage and maintenance, recycling, solid waste handling and transfer, salt and materials storage, pesticide storage, public works yards, and vehicle storage and maintenance yards. The Town has

identified two affected facilities and developed a schedule for SWPPP development and implementation in BMP 6.B.

Nutrient Management Plans:

The permit requires the identification of properties where nutrients are applied to more than one contiguous acre. The Town must then develop a schedule for implementing Nutrient Management Plans (NMPs) for these properties. One Town owned property has been identified. The schedule for meeting this requirement is described in BMP 6.C. In PY2, the DPR outsourced a NMP for Athey Fields at the WARF facility, which consists of 33 acres. This equals 70% or (23) acres of Soccer Fields of the area required.

Emergency Spill Response Training:

In accordance with permit Section II.B.6.d (8), the Town must include a summary of the training or certification program provided to emergency response employees. Two Fire and Rescue personnel are employees of the Town of Warrenton/Fauquier County and are subject to the County's training requirements. Town Police are provided initial training through the Fairfax County Criminal Justice Training Academy. Refresher training will be provided in accordance with BMP 6.F.

BMP 6.A – Good Housekeeping Standard Operating Procedures for Daily Operations

Objective and Expected Results:

Municipal employees engage in a variety of daily activities that have the potential to influence water quality. The development and implementation of written procedures designed to minimize or prevent the discharge of pollution from daily operations can have a positive impact on water quality.

Implementation Schedule:

The Town developed written standard operation procedures (SOPs) for daily operations in accordance with MS4 permit requirements. These are located in Stormwater Toolbox for Maintenance Practices - Town of Warrenton, Appendix E and include: road, street and parking lot maintenance; equipment maintenance; and the application, storage, transport and disposal of pesticides, herbicides and fertilizers. The Town will complete the following additional activities in support of this BMP:

- ♣ Town implemented the SOPs in PY5 and will update annually.
- ♣ Updates to the written SOPs for daily operations will be incorporated into the pollution prevention and good housekeeping training in BMP 6.E.

Responsible Party:

The Department of Public Works will provide overall coordination, with departments and divisions providing coordination for their respective personnel.

Documentation and Evaluation Criteria:

The Town included the written SOPs for daily operations with the PY5 annual report.

BMP 6.B – Stormwater Pollution Prevention Plans for High-Priority Facilities

Objective and Expected Results:

Town facilities have the potential to impact water quality unless certain pollution prevention and good housekeeping practices are developed and implemented. The current permit requires the identification of municipally owned high-priority facilities that have a high potential of discharging pollutants, and the development and implementation of stormwater pollution prevention plans (SWPPPs) to for specific materials or activities that are expected to be exposed to stormwater runoff.

Implementation Schedule:

The Town has identified two high-priority facilities for SWPPP development based on the permit criteria and a field assessment conducted on July 22, 2017. These facilities include the Public Works Maintenance Facility (Town Shop). The Town has developed a voluntary SWPPP for the Town Shop for the current permit and is developing a SWPPP for the Wastewater Treatment Plant that has a planned expansion in 2019. The Town has also developed a pollution prevention checklist for the Town Shop. The Town will update or develop SWPPP(s) in accordance with the following schedule.

Facility	Responsible Agency	Location	Annual Update Schedule
Public Works Maintenance Facility (Town Shop)	DPW	360 Falmouth St Warrenton, VA 20186	PY4 update as warranted
Town of Warrenton Wastewater Treatment Plant	DPW	731 Frost Ave Warrenton, VA 20186	Implement for Expansion in 2019 under permit VA0021172

Responsible Party:

The Department of Public Works will provide overall coordination, with personnel from the Public Utilities Department.

Documentation and Evaluation Criteria:

The Town will provide a summary report on the development and implementation of the required SWPPPs with each annual report.

BMP 6.C – Turf and Landscape Nutrient Management Plans

Objective and Expected Results:

Nutrients applied to turf and landscape areas have the potential to impact water quality if not applied in accordance with a nutrient management plan (NMP). Implementation of turf and landscape NMPs developed by a certified nutrient management planner in accordance with § 10.1-104.2 of the Code of Virginia will help reduce possible impacts to local water quality from stormwater runoff from these areas.

Implementation Schedule:

The Town has identified the following properties where nutrients are applied to a contiguous area greater than one acre for which NMPs must be developed: Athey field, Highland School, and properties owned by Fauquier County Public Schools in the Town Jurisdiction to include, Warrenton Middle School, Brumfield, and Fauquier High School. Properties owned by Fauquier County per agreement are available for viewing electronically per request is included in their Annual MS4 reporting.

Based on the MS4 permit, NMPs must be developed for no less than 15% of identified acres within 24 months, no less than 40% of identified acres within 36 months, no less than 75% of identified acres within 48 months, and 100% of identified acres within 60 months. The Town will update or develop NMPs in accordance with the following schedule:

Facility	Location	Lat/Long	Total Acreage	Required SF	Planned SF	Implement
Town WARF	800 Waterloo Rd.	<u>38.717127, -77.818457</u>	991,200SF	991,200	1,423,800	FY15
Athey Field facility	Rd. Warrenton, Va 20186		23 Acres	23 Acres	33 Acres	3/1/16-2/27/19
	NAD83					
FCPS						
Brumfield	N/A	See Taylor				
Bradley	674 Hastings	<u>38.734683, -</u>	127,206sf	127,206sf	415265sf	FY17

	Ln,	<u>77.799708</u>	2.92	2.92	9.53	6/01/2017-
	Warrenton,		Acres	Acres		12/31/20
	VA 20186				Acres	
Warrenton	244		86,974sf	86,974sf	204,000sf	FY17
Middle	Waterloo	<u>38.715486, -</u>	1.9966	1.9966	4.68	11/13/17-
	St.	<u>77.803993</u>	Acres			12/31/20
	Warrenton,			Acres	Acres	
	Va 20186					
	NAD83					
Fauquier	705	<u>38.719636, -</u>	89723sf	89723sf	293100sf	FY17
High	Waterloo	<u>77.814755</u>				
School	Rd,		2.059	2.059	6.73	6/1/2017-
	Warrenton,		Acres		Acres	12/31/20
	VA 20186			Acres		
Taylor	350 East	<u>38.701967, -</u>	67,363sf	67,363sf	130,300sf	FY17
Middle	Shirley Ave.	<u>77.791780</u>				
			1.546	1.546	2.991	11/13/17-
	Warrenton,		Acres	Acres	Acres	12/31/20
	VA 20186					
	NAD83					

Responsible Party:

The Department of Public Works will provide overall coordination, with personnel from the WARF and the Department of Parks and Recreation and Fauquier County Public Schools providing support for their specific locations.

Documentation and Evaluation Criteria:

The Town will provide a summary report on the development and implementation of the required NMPs with each annual report that includes: total acreage required to have an NMP and total acreage for which NMPs have been implemented. N

BMP 6.D – Training on Recognition and Reporting Illicit Discharges by Field Personnel

Objectives and Expected Results:

Field personnel serve as the Town’s “eyes and ears” in spotting potential illicit discharges and reporting them to the appropriate staff for further investigation. Appropriate training will

provide staff with the tools to recognize a potential discharge, record relevant observations, and report it to the proper Town staff for follow up.

Implementation Schedule:

The Town will provide biennial training in recognizing and reporting illicit discharges to the field personnel positions listed below in accordance with permit requirements. Training tools may include, but are not limited to, presentations, videos, booklets, manuals, and field instructions, as appropriate. Training may be coordinated with SWPPP training. Multiple training sessions utilizing different media may be provided as appropriate to minimize impact to workloads. Training in recognizing and reporting illicit discharges will be provided a total of two times during the permit cycle in accordance with the following schedule: .3

Public Works		
Department/ Subject	Date /# Attended	Training Due
DPW		2nd & 4th Qtr. of PY
DPR WARF		2nd & 4th Qtr. of PY
DCD Community Development		2nd & 4th Qtr. of PY

*fte= Full Time Equivalent

Responsible Party:

The Department of Public Works will provide overall coordination, with departments and divisions providing coordination for their respective personnel.

Documentation and Evaluation Criteria:

The Town will provide a list of training events held, the training date, the number of employees attending the training and the objective of the training in each annual report for the corresponding reporting period. Sign-in sheets and materials will be retained for a minimum of three years.

BMP 6.E – Training on Good Housekeeping and Pollution Prevention for Maintenance, Public Works, and Recreation Facility

Staff Objectives and Expected Results:

Town staff engages in a number of activities that have the potential to influence water quality. Training on good housekeeping and pollution prevention practices can decrease the possible impact of these activities on water quality.

Implementation Schedule:

The Town will provide biennial training in pollution prevention for staff performing road, street and parking lot maintenance, staff working in and around maintenance and public works facilities, and staff working in and around recreational facilities. Training tools utilized may include, but are not limited to, presentations, videos, booklets, manuals, and field instructions, as appropriate. Training may be coordinated with SWPPP training. Multiple training sessions utilizing different media may be provided as appropriate to minimize impact to workloads.

Training in Pollution Prevention will be provided a total of two times during the permit cycle in accordance with the following schedule:

Department or Division	Training Due 2 nd & 4 th Qtr. PY
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Department of Public Works

Subject	# Attendance	Date
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Parks and Recreation

Department /Subject	#Attendance/Date	Training Due 2 nd & 4 th Qtr. of PY
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*Full Time Equivalent based on adopted FY19 Adopted Budget

Responsible Party:

The MS4 Stormwater Maintenance Coordinator will provide overall coordination, with departments and divisions providing coordination for their respective personnel.

Documentation and Evaluation Criteria:

The Town will provide a list of training events held, the training date, the number of employees attending the training and the objective of the training in each annual report for the corresponding reporting period. Sign-in sheets and materials will be retained for a minimum of three years.

Implementation Schedule:

- ♣ The Town will ensure that all new emergency response personnel, primarily the Town Police, have initial training in basic spill response.
- ♣ By the end of PY2019 the Town will implement a strategy for refresher training for emergency response personnel. This may include one or a combination of the following: presentations, field exercises, discussions, or videos.

Responsible Party:

The Department of Public Works will coordinate this BMP with the Operations and Emergency Response Center.

Documentation and Evaluation Criteria:

The Town will include in the PY5 annual report the strategy for providing refresher training to emergency response personnel. Subsequent annual reports will include information about the implementation of the strategy.

BMP 6.F – Spill Response Training for Emergency Personnel

Objective and Expected Results:

Accidental spills of materials occurring near entry points into the storm sewer system create the potential for impacts to receiving streams. Training emergency response personnel in responding to spills will provide the right tools to keep these materials from entering the MS4.

Implementation Schedule:

- ♣ The Town will ensure that Public Works and all new Town emergency response personnel, primarily the Town Police, have annual initial training in basic spill response.
- ♣ By the end of FY2019 PY1, the Town will update refresher training for emergency response personnel. This may include one or a combination of the following: presentations, field exercises, discussions, or videos.

Responsible Party:

The Department of Public Works will coordinate this BMP with the Operations and Emergency Response Center.

Documentation and Evaluation Criteria:

The Town included in the FY2018 PY5 annual report the strategy for providing refresher training to emergency response personnel. Subsequent annual reports will include information about the implementation of the strategy.

BMP 6.G – Certification for Pesticide and Herbicide Applicators

Objective and Expected Results:

When misapplied, pesticides and herbicides can be a source of stormwater pollution. Ensuring that applicators are certified according to Virginia law in proper handling, application and disposal best practices will help to reduce the likelihood of potential impacts to water quality.

Implementation Schedule:

♣ The Town will strive to ensure that all appropriate staff who apply pesticides or herbicides to Town-owned property receive the proper training or certification in accordance with the Virginia Pest Control Act (§3.2-3900 et seq. of the Code of Virginia).

*Due to small staff and turnover the above criteria is difficult to maintain.

♣ The Town will require through contract language or written certification that contractor applicators have completed the proper training and certification prior to applying on Town property during FY19 and provide this documentation upon request.

Responsible Parties:

Department of Public Works is responsible for this BMP.

Documentation and Evaluation Criteria:

The Town will strive to comply that all employees that handle or apply pesticides and herbicides are certified by the Virginia Department of Agriculture and Consumer Services. The Town will continue to retain the training and certification records and report this information in the annual report.

BMP 6.H – Proper State Certification for Erosion and Sediment Control

Objective and Expected Results:

The Town will ensure that staff serving as plan reviewers, inspectors, program administrators, and construction site operators obtain the appropriate certifications required under the Virginia Erosion and Sediment Control Law and attendant regulations.

Implementation Schedule:

♣ The Town will continue to require staff to obtain and maintain the required state erosion and sediment control certification.

♣ In accordance with Section II.C of the permit, applicable staff will continue current progress towards getting DEQ certification and approval for stormwater management basic, inspector, plan reviewer, and combined administrator, as applicable, upon availability.

Responsible Party:

The Department of Public Works and Department of Community Development is responsible for this BMP.

Documentation and Evaluation Criteria:

Staff certification will be kept on file and employee supervisors will ensure that certification remains current. Documentation of certification or progress towards achieving certification through DEQ’s stormwater training program will be available upon request.

BMP 6.I –Contractor Oversight Procedures

Objective and Expected Results:

The Town will ensure that contractors use appropriate control measures and procedures for stormwater discharges to the MS4. Contractors must follow the appropriate laws and regulations, and secure appropriate permits commensurate to the type of activities being performed on behalf of the Town. In addition to meeting appropriate state and federal requirements, contractors must, at a minimum, adhere to the Town’s standard daily operating procedures for addressing potential water quality impacts.

Implementation Schedule:

The Town updated its standard contract to require contractors to abide by Town SOPs and all local, state, and federal stormwater management requirements.

BMP 6.J – Street Sweeping Program

Objective and Expected Results:

Street sweeping plays an important role in pollution prevention by keeping trash and particulates from entering the storm sewer system.

Implementation and Schedule:

The Town will continue to operate a street sweeping program.

Responsible Party:

The Department of Public Works is responsible for this BMP.

Documentation and Evaluation Criteria:

The Town will provide a summary of street sweeping activities in each annual report, including an estimate of the total lane miles swept and an estimate of the amount of debris removed.

MCM #6 Implementation Schedule

BMP	Task	Years to Implement					Responsibility
		PY1	PY2	PY3	PY4	PY5	
6.A	Develop good housekeeping SOP's for daily operations.	>		>	>	>	DPW, DPR
	Implement good housekeeping SOPs for daily operations.	>	>	>	>	>	DPW, DPR
	Incorporate good housekeeping SOPs into training in BMP 6.E.	>	>	>	>	>	<u>DPW, DPR</u>
6.B	Develop list of high-priority facilities requiring SWPPP development.	>	>	>	>	>	DPW
	Develop SWPPPs for all high priority facilities.	>	>		>	>	DPW
6.C	Develop list of (lands) requiring NMPs.	>	>	>	>	>	DPW, DPR, FCPS
	Develop NMPs.	>	>		>	>	DPW, DPR, FCPS

MCM #6 Implementation Schedule

6.D	Provide biennial training to field personnel on recognizing and reporting illicit discharges.	>>	>>	>	>	>	DPW
6.E	Provide biennial training to the appropriate staff on good housekeeping and pollution prevention practices.	>>	>>	>	>	>	DPW
6.F	Require spill response training for all new emergency response personnel.	>>	>>	>>	>	>	DPW, PD
	Develop and implement emergency response personnel refresher training	>>	>>	>>	>	>	DPW, PD
6.G	Maintain certifications for all employees handling fertilizer and pesticides.	>>	>>	>	>	>	DPW, DPR
6.H	Maintain certifications for all employees engaged in erosion and sediment control.	>>	>>	>	>	>	DPW, DCD
6.I	Require through contract language or written certification that contractors will abide by all SOPs.	>>	>>			>	DCD, Finance
6.J	Continue to operate a street sweeping program.	>>	>	>	>	>	DPW

General Permit No. VAR040124 - Permit period (November 1, 2018 to October 31, 2023)

MS4 Program Plan is a living document for the Department of Community Development (DCD). To be in compliance with the new permit period on the General Permit No. VAR040124 (November 1, 2018 to October 31, 2023), this MCM was updated on the previous section (General Permit No. V VAR040124 - Permit period (July 1, 2013 to June 30, 2018), adding a new section for further requirements (see below Part I.E.), and providing additional attachments (as needed):

Part I.E.6.p: The MS4 Program Plan

MS4 Program Plan (2018-2023 MS4 General Permit)			
Permit Section	Topic Addressed	Page	Attachment
MCM #6: Pollution Prevention / Good Housekeeping for Municipal Operations			
Part I.E.6.p (1)	The written procedures for the operations and maintenance activities as required by Part I E 6 a		43-59-60-61
Part I.E.6.p (2)	A list of high priority facilities owned or operated by the permittee required in accordance with Part E 6 c, and whether or not the facility has a high potential to discharge	60	15-62
Part I.E.6.h (3)	A list of lands for which turf and landscape nutrient management plans are required in accordance with Part I E 6 l and j, including the following information: <ul style="list-style-type: none"> (a) The total acreage in which nutrients are applied (b) The date of the most recently approved nutrient management plan for the property (c) The location in which the individual turf and landscape nutrient management plan is located 	1	
Part I.E.6.p (4)	A summary of mechanisms the permittee uses to ensure contractors working on behalf of the permittees implement the necessary good housekeeping and pollution prevention procedures, and stormwater pollution plans as appropriate		43
Part I.E.6.p (5)	The writing training plan as required in Part I E 6 m	62	

Webpage to Address MS4 Program Requirements - Pollution Prevention / Good Housekeeping for Municipal Operations

The Pollution Prevention / Good Housekeeping for Municipal Operations Program (consisting of MCM #6 from this MS4 Program Plan) were posted on the Town’s dedicated Stormwater Management webpage, which can be found at the following link:

<https://www.warrentonva.gov/240/Stormwater-Management>

G. Annual Report and Program Evaluation

Annual Report:

The Town will submit annual reports to the Department of Environmental Quality each year covering the period of July 1st through June 30th. The reports will be submitted to DEQ no later than October 1st of each year. The information provided to DEQ will be in accordance with the provisions of 9VAC25-890-40 Section II.E.3, which includes the following:

- a) Background information:
 - i) The name and state permit number of the program submitting the annual report.
 - ii) The annual report permit year.
 - iii) Modifications to any Town roles and responsibilities.
 - iv) Number of new MS4 outfalls and associated acreage by HUC added during the permit year.
 - v) Signed certification.

- b) The status of compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, and progress towards achieving the identified measurable goals for each Minimum Control Measure (MCM).

- c) Results of information collected and analyzed, including monitoring data, if any, during the reporting period.

- d) A summary of the activities the Town plans to undertake during the next reporting cycle.

- e) Any changes in identified BMPs or measurable goals for any of the MCMs, including steps to be taken to address any deficiencies.

- f) Notice that the Town is relying on another government entity to satisfy some of the state permit obligations (if applicable).

- g) The approval status of any programs pursuant to Section II C (if appropriate), or the progress toward achieving full approval of these programs.

- h) Information (If) required for any applicable TMDL special condition.

The following MCM-specific items will be included in the annual report, if applicable:

- ♣ A list of the educational and outreach activities conducted during the reporting period for each high-priority water quality issue, the estimated number of people reached, and an estimated percentage of the target audience or audiences that was reached.

- ♣ A list of the education and outreach activities that will be conducted during the next reporting period for each high-priority water quality issue, the estimated number of people that will be reached, and an estimated percentage of the target audience or audiences that will be reached.
- ♣ A web link to the MS4 Program Plan and Annual Report.
- ♣ Documentation of compliance with public participation requirements.
- ♣ A list of any written notifications of physical interconnections given by the operator to other MS4s.
- ♣ The total number of outfalls screened during the reporting period, the screening results, and detail of any follow-up actions necessitated by the screening results.
- ♣ A summary of each investigation conducted by the operator of any suspected illicit discharge.
- ♣ The total number of regulated land-disturbing activities.
- ♣ The total number of acres disturbed.
- ♣ The total number of inspections conducted.
- ♣ A summary of enforcement actions taken, including the total number and type of enforcement actions taken during the reporting period.
- ♣ An electronic database or spreadsheet of all stormwater management facilities brought online during each reporting year.
- ♣ The total number of stormwater management facility inspections completed.
- ♣ A summary report on the development and implementation of the daily operational procedures.
- ♣ A summary report on the development and implementation of the required SWPPPs.
- ♣ A summary report on the development and implementation of the turf and landscape nutrient management plans.

Evaluation of Effectiveness:

The Town will also provide an annual evaluation of the effectiveness of BMPs during the annual reporting process.

Record Keeping:

The Town will keep records required by the MS4 permit for at least three years and make them available to the Virginia Department of Environmental Quality and the public on request.

H. Attachments

- **ATTACHMENT 1 VAR040124 2018 GP Package**

<https://www.warrentonva.gov/DocumentCenter/View/358/2018-2023-MS4-General-Permit-PDF>

- **ATTACHMENT 2 VAR040124 2014 GP Package**

<https://www.warrentonva.gov/DocumentCenter/View/611/General-Permit--VAR040124>

- **ATTACHMENT 3 Cedar Run Dryscreens**

This document can be found can be found at the following link (most updated MS4 Annual Report):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 4 Great Run Outfalls DryScr**

This document can be found can be found at the following link (most updated MS4 Annual Report):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 5 Turkey Run Outfalls Attribute Table Dryscreen**

This document can be found can be found at the following link (most updated MS4 Annual Report):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 6 Town Owned BMP**

This document can be found can be found at the following link (most updated MS4 Annual Report):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 7 BMP Credited BMP**

This document can be found can be found at the following link (most updated MS4 Annual Report-Attachment 11):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 8 IDDE Tracking**

This document can be found can be found at the following link (most updated MS4 Annual Report-Attachment 2):

<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>

- **ATTACHMENT 9 Illicit Discharge Detection Elimination IDDE Plan**
 This document can be found can be found at the following link (most updated MS4 Annual Report-Attachment 12):
<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>
- **ATTACHMENT 10 DEQ Outfalls and sub basins Oct21**
 This document can be found can be found at the following link (most updated MS4 Annual Report-Attachment 20):
<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>
- **ATTACHMENT 11 Article 4 Site Conservation Manual 12.10.19**
<https://www.warrentonva.gov/DocumentCenter/View/224/Article-4--Site-Conservation-Manual-PDF>
- **ATTACHMENT 12 Article 5 Stormwater Management 12.10.19**
<https://www.warrentonva.gov/DocumentCenter/View/223/Article-5---Stormwater-Management-PDF>
- **ATTACHMENT 13 Approved PFM February 14 2006**
<https://www.warrentonva.gov/233/Public-Facilities-Manual>
- **ATTACHMENT 14 Signed Registration Statement 2018**
<https://www.warrentonva.gov/DocumentCenter/View/359/2018-2023-Registration-Statement-PDF>
- **ATTACHMENT 15 TOW SWPPP VAR05 for PW Facility Sep2019-0226**
 The document shall be available to the department within 14 days upon request.
- **ATTACHMENT 16 Stormwater CGP Database Access Form April 2019**
 This document can be found can be found at the following link (most updated MS4 Annual Report-Attachment 21):
<https://www.warrentonva.gov/243/Municipal-Separate-Storm-Sewer-System-MS>
- **ATTACHMENT 17 LandDisturbanceAgreement-SFD_Fillable**
<https://www.warrentonva.gov/DocumentCenter/View/171/Agreement-in-Lieu-of-an-Erosion-and-Sediment-Control-Plan-PDF?bidId=>
- **ATTACHMENT 18 LDPpackageforlessthan1acre_Fillable**
<https://www.warrentonva.gov/DocumentCenter/View/158/Land-Disturbance-Permit-less-than-1-acre-PDF?bidId=>

- **ATTACHMENT 19 LDPpackageformorethan1acre_Fillable**
<https://www.warrentonva.gov/DocumentCenter/View/157/Land-Disturbance-Permit-more-than-1-acre-PDF?bidId=>

- **ATTACHMENT 20 Executed MS4 Joint Implementation Agreement-CountyTown**
 See attached.

- **ATTACHMENT 21 Town - VDOT - MS4 interconnections Letters**
 See attached.

- **ATTACHMENT 22 TOW ESC Inspection Report Form**
 See attached.

- **ATTACHMENT 23 TOW ESC Town to DEQ Inspection Report Form**
 See attached.

- **ATTACHMENT 24 Biofilter-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/340/BioFilter-PDF?bidId=>

- **ATTACHMENT 25 Conservation_openspace-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/339/Conservation-Open-Space-PDF?bidId=>

- **ATTACHMENT 26 Constructed_wetland-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/338/Constructed-Wetland-PDF?bidId=>

- **ATTACHMENT 27 Dry_pond-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/337/Dry-Pond-PDF?bidId=>

- **ATTACHMENT 28 Dry_swale-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/336/Dry-Swale-PDF?bidId=>

- **ATTACHMENT 29 Extended_detention-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/335/Extended-Detention-PDF?bidId=>

- **ATTACHMENT 30 Filtering practices-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/334/Filtering-Practices-PDF?bidId=>

- **ATTACHMENT 31 Grass_swale-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/333/Grass-Swale-PDF?bidId=>

- **ATTACHMENT 32 Infiltration-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/332/Infiltration-PDF?bidId=>
- **ATTACHMENT 33 Level-Spreader-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/331/Level-Spreader-PDF?bidId=>
- **ATTACHMENT 34 Manufacturer-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/330/Manufacturer-PDF?bidId=>
- **ATTACHMENT 35 Permeable pavement-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/329/Permeable-Pavement-PDF?bidId=>
- **ATTACHMENT 36 Rainwater harvesting-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/328/Rainwater-Harvesting-PDF?bidId=>
- **ATTACHMENT 37 Rooftop-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/327/Rooftop-PDF?bidId=>
- **ATTACHMENT 38 Soil amendment-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/344/Soil-Amendment-PDF?bidId=>
- **ATTACHMENT 39 Vegetated roof-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/343/Vegetated-Roof-PDF?bidId=>
- **ATTACHMENT 40 Wet_pond-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/342/Wet-Pond-PDF?bidId=>
- **ATTACHMENT 41 Wet_swale-TOW**
<https://www.warrentonva.gov/DocumentCenter/View/341/Wet-Swale-PDF?bidId=>
- **ATTACHMENT 42 MaintainingYourStormwaterPondorBMPFinal rev. Apr21**
<https://www.warrentonva.gov/DocumentCenter/View/348/Maintaining-Your-Stormwater-Pond-or-BMP-PDF?bidId=>
- **ATTACHMENT 43 MunicipalSWToolboxMaint.PracticesFinal06/2016**
<https://www.warrentonva.gov/DocumentCenter/View/349/Municipal-Stormwater-Toolbox-for-Maintenance-Practices-PDF?bidId=>
- **ATTACHMENT 44 MS4 Program Property Owner's Guide 022416**
<https://www.warrentonva.gov/DocumentCenter/View/350/MS4-Program-Property-Owners-Guide-PDF?bidId=>

- **ATTACHMENT 45 Tips for Pet Owners**
<https://www.warrentonva.gov/DocumentCenter/View/351/Tips-for-Pet-Owners-PDF?bidId=>
- **ATTACHMENT 46 Adopt a Stream**
<https://www.warrentonva.gov/DocumentCenter/View/352/Adopt-a-Stream-Program-PDF?bidId=>
- **ATTACHMENT 47 Adopt-A-Stream Application Form 041416**
<https://www.warrentonva.gov/DocumentCenter/View/345/Adopt-a-Stream-Program-Application-PDF?bidId=>
- **ATTACHMENT 48 NoDumpingDrainstoBayMedallionPlaceProg051216**
<https://www.warrentonva.gov/DocumentCenter/View/346/Storm-Drain-Medallion-Program-PDF?bidId=>
- **ATTACHMENT 49 WWCI Event Registration Form**
<https://www.warrentonva.gov/DocumentCenter/View/347/Warrenton-Waterways-Cleanup-Initiative-PDF?bidId=>
- **ATTACHMENT 50 Warrenton Chesapeake Bay TMDL Studyrevised11_1**
 See attached.
- **ATTACHMENT 51 Division 6.-Illicit Discharge**
 See attached.
- **ATTACHMENT 52 Soil Offsite Tracking Form**
 See attached.
- **ATTACHMENT 53 Frequently Asked Questions (FAQ)-Stormwater Fee**
<https://www.warrentonva.gov/245/Stormwater-Utility-Fee>
- **ATTACHMENT 54 SW Utility Fee Ordinance**
https://library.municode.com/va/warrenton/ordinances/code_of_ordinances?nodId=1036823
- **ATTACHMENT 55 Fauquier MOB_Site Plan BMP**
 See attached.
- **ATTACHMENT 56 Outfalls and sub basins Map Oct21**
 See attached.
- **ATTACHMENT 57 Construction Site Run Off Inspections Plan**
 See attached.

- **ATTACHMENT 58 Post-construction BMP Plan**
See attached.
- **ATTACHMENT 59 Housekeeping Program - Street Sweeping Guide & Map**
See attached.
- **ATTACHMENT 60 Housekeeping Program - Storm Drain Cleaning Guide**
See attached.
- **ATTACHMENT 61 Housekeeping Program - Leaf Collection Guide & Schedule**
See attached.
- **ATTACHMENT 62 Nutrient Management Plan-WARF-Sportsfields Oct21**
See attached.