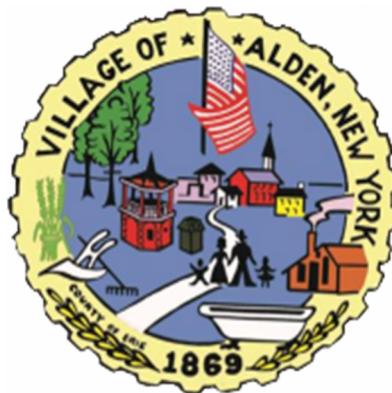


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# **Stormwater Management Program Plan (SWMP Plan)**

## **Village of Alden**



**SPDES General Permit for Stormwater Discharges from  
Municipal Separate Storm Sewer Systems (MS4s)  
Permit No. GP-0-24-001**

Effective Date: January 3, 2024  
Expiration Date: January 2, 2029

## **Table of Contents**

Stormwater Management Program Contacts .....	2
Alternative Implementation Agreements .....	4
Minimum Control Measure 1: Public Education and Outreach Program .....	5
Minimum Control Measure 2: Public Involvement/Participation .....	11
Minimum Control Measure 3: Illicit Discharge Detection and Elimination .....	13
Minimum Control Measure 4: Construction Site Stormwater Runoff Control .....	20
Minimum Control Measure 5: Post-Construction Stormwater Management .....	30
Minimum Control Measure 6: Pollution Prevention and Good Housekeeping .....	34

### **List of Appendices**

- Appendix A: Map of Erie and Niagara County MS4 Regulated Area
- Appendix B: SWMP Plan Compliance Documentation
- Appendix C: Monitoring Locations Inspection and Sampling Field Sheet
- Appendix D: Illicit Discharge Detection and Elimination Track Down Program
- Appendix E: Construction Activities that Require SWPPP
- Appendix F: SWPPP Review Checklist
- Appendix G: Construction Site Inspection Report Form
- Appendix H: No Exposure Certification
- Appendix I: Storm Event Data Form; Visual Monitoring Form
- Appendix J: Municipal Facility Assessment Form
- Appendix K: Notice of Intent
- Appendix L: Staffing Plan/Organizational Chart
- Appendix M: WNY Stormwater Coalition Online Mapper/SOP
- Appendix N: Resolution: Local Laws
- Appendix O: Enforcement Response Plan
- Appendix P: Part VIII: Enhanced Requirements for Impaired Waters

## **Village of Alden**

### **Stormwater Management Program Contacts**

**Stormwater Program Coordinator** oversees the development, implementation, and enforcement of the SWMP; coordinates all elements of the SWMP to ensure compliance with this SPDES general permit; and develops and submits the Annual Report.

Name: Nussbaumer & Clarke, inc.

Title: Retained Engineer

Phone: (716) – 827 – 8000

Email: voastormwater@nussclarke.com

**Stormwater Management Officer** for questions related to this Stormwater Management Program (SWMP) Plan, or to obtain compliance-related documentation cited throughout this document.

Name: Dan Czelusta

Title: Superintendent of Public Work

Phone: (716) – 937 – 7392

Email: dc1@villageofaldenny.gov

**Local point of contact** to receive and respond to public concerns/complaints regarding stormwater management and compliance with permit requirements:

Name: Dan Czelusta

Title: Superintendent of Public Work

Phone: (716) – 937 – 7392

Email: dc1@villageofaldenny.gov

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**To report illicit discharges in the Village of Alden contact:**

Name: Dan Czelusta

Title: Superintendent of Public Work

Phone: (716) – 937 – 7392

Email: dc1@villageofaldenny.gov

**To report stormwater complaints related to construction activity in the Village of Alden contact:**

Name: Dan Czelusta

Title: Superintendent of Public Work

Phone: (716) – 937 – 7392

Email: dc1@villageofaldenny.gov

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**Alternative Implementation Agreements**

**Inventory of Other Entities Assisting with Implementation of SWMP Plan**

List any entities assisting with any portion of the SWMP development, implementation, or enforcement.

Name of Entity	Permit Requirement
Nussbaumer & Clarke, Inc.	Assist with MCMs 3, 4, & 5
Western New York Stormwater Coalition	Assist with MCMs 1 & 2

Although not included as an Appendix, Alternative Implementation Agreements are considered part of this SWMP Plan, and are available by contacting the Stormwater Program Coordinator or Stormwater Management listed Officer on page 2 of this document.

## **SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) Permit No. GP-0-24-001**

### **A. MCM1 – Public Education and Outreach Program**

The MS4 Operator must develop and implement an education and outreach program to increase public awareness of pollutant generating activities and behaviors. This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and the steps the general public can take to reduce pollutants in stormwater runoff.

#### **1. Development**

Within three (3) years

##### **a. Focus Areas**

- i. Surface waters classified as Class A-S, A or B

Listed below are surface waters classified as Class A-S, A or B according to New York State's Part 701 Classifications--Surface Waters and Groundwaters. Areas discharging to these waters are focus areas for the education and outreach program. Because the Class A-S, Class A and Class B surface waters have nearly identical best uses, and because all MS4 Operators in Erie and Niagara County are in within the watershed of a Class A-S, Class A surface water (i.e. Lake Erie, Niagara River or Lake Ontario), the focus area for education and outreach will encompass the entire geographical area of GP-0-24-001 regulated MS4s as depicted in Appendix A. All education and outreach materials will approach water quality protection from the high standards inherent in Class A-S, A and B surface waters.

**Class A-S and Class A fresh surface waters** are a source of water supply for drinking, culinary or food processing purposes; primary and secondary contact recreation; and fishing. The waters are suitable for fish, shellfish and wildlife propagation and survival.

- Lake Erie Class A-S
- Niagara River Class A-S
- Lake Ontario Class A
- Eighteen Mile Creek, Middle, and trib (0104-0017): Class A
- Eighteenmile Creek, Upper, and trib (0104-0039): Class A
- Buffalo Creek, Lower, and trib (0103-0004): Class A
- Buffalo Creek, Upper, and minor trib (0103-0003): Class A

**Class B fresh surface waters** are primary and secondary contact recreation and fishing. These waters are suitable for fish, shellfish and wildlife propagation and survival.

- Cayuga Creek, Middle, and minor trib (0103-0017): Class B
- Eighteenmile Creek, Lower, minor trib (0104-0030): Class B
- S. Branch Eighteenmile, Lower, and trib (0104-0016): Class B
- Scajaquada Creek, Upper, and trib (0101-0034): Class B

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- Ellicott Creek, Lower, and trib (0102-0018): Class B
- Grand Island, all trib to Niagara R (0101-0011): Class B
- Hampton Brook and Tribs (0104-0041): Class B
- Hyde Park Lake (0101-0030): Class B
- Tonawanda Creek, Middle, Main Stem (0101-0006): Class B

ii. Sewersheds for impaired waters

N/A: For the Village of Alden, there are no surface waters identified as impaired in Appendix C of the MS4 General Permit (GP-0-24-001).

iii. TMDL watersheds:

N/A: there are no TMDL watersheds in Erie County or Niagara County.

iv. Areas with construction activities:

Education will be targeted to specific construction sites/operators that are identified during Construction General Permit oversight and/or inspections as impacting water quality/generating stormwater pollutants. In addition, construction-related activities are an education and outreach topic for the following target audiences: contractors, developers, design professionals, and Village of Alden municipal staff.

v. Areas with on-site wastewater systems:

Education will be targeted to specific sewersheds that are identified during illicit discharge detection monitoring as discharging pathogens/fecal coliform. In addition, on-site wastewater treatment systems (i.e. septic systems) are an education and outreach topic for the residential target audience.

vi. Residential, commercial, and industrial areas

Education will take a variety of forms for these audiences. Residential/household education will include tabling at community and regional events, stormwater displays in the main municipal building, school-based programming such as the annual rain barrel painting contest, and classroom presentations. Commercial audiences will be targeted for education on topics most relevant to their primary operation (i.e. restaurants, landscaping and lawn care, mobile washers); industrial areas will be targeted for education on outdoor materials storage and other issues as they are discovered.

vii. Stormwater hotspots; and

Stormwater hotspots targeted for education: commercial container nurseries, vehicle fueling stations, and vehicle service and maintenance facilities.

viii. Areas with illicit discharges.

Education will be targeted to specific sewersheds that are identified during illicit discharge detection monitoring as discharging stormwater pollutants, specifically related to discharges from activities such as landscaping and lawn care, dog waste; household hazardous waste disposal, vehicle washing.

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### **b. Target Audiences and Associated Pollutant Generating Activities**

Within three (3) years

- i. Residents: landscaping and lawn care; dog waste; household hazardous waste disposal; vehicle washing
- ii. Commercial: Business owners and staff: landscaping and lawn care; vehicle fueling; vehicle service and maintenance; uncovered materials exposure/storage
- iii. Institutions: Managers, staff, and students: uncovered materials exposure/storage (institutions not subject to SPDES MS4 Stormwater Permit)
- iv. Construction: Developers, contractors, and design professionals: soil disturbance (erosion and sediment control); uncontained construction waste
- v. Industrial: Owners and staff: uncovered materials exposure/storage (ONLY industry not subject to SPDES MSGP Stormwater Permit)
- vi. MS4 Operator's municipal staff: uncovered materials exposure; preventative maintenance; spill prevention and response; erosion and sediment controls; managing vegetated areas and open space; salt storage; waste, garbage and floatable debris.

### **c. Education and Outreach Topics**

Within three (3) years

The table below summarizes the education and outreach topics, target audience(s), and how the education and outreach topics reduce the potential for pollutants to be generated by the target audience(s) for the focus area(s).

<b>Topic</b>	<b>Target Audience</b>	<b>How Topic Reduces Potential for Pollutants to be Generated by Target Audience(s)</b>
Household Guide	Residents	Addresses common household activities that contaminate stormwater and how to prevent
Rain Garden How-To-Guide	Residents	Reduces stormwater runoff and potential to carry pollutants to the MS4
Your Septic System	Residents, MS4 staff	Addresses proper use and maintenance of septic systems to ensure they are functioning as designed
Pet Waste	Residents, MS4 staff	Addresses the importance of cleaning up and proper disposal of

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		pet waste to ensure pathogens are not exposed to runoff
Illicit Discharge Citizen's Guide	Residents, MS4 staff	Provides information on storm sewers, illicit discharges, how to recognize them and where to report the incident
Stormwater Ponds	Residents, MS4 staff, Commercial sites, HOAs	Provides information on stormwater ponds, their purpose and maintenance.
DIY Rain Barrel & Home Composting	Residents	Reduces stormwater runoff, use of lawn care chemicals and potential to carry pollutants to the MS4
Rain Barrel Use/Installation	Residents	Reduces stormwater runoff and potential to carry pollutants to the MS4
Litter in Waterways	Residents, MS4 staff	Addresses how litter pollutes and impacts local waterways
Moving Dirt/Soil Disturbance/Construction General Permit	Contractors, developers, MS4 staff	Addresses soil disturbance, the CGP, and importance of erosion and sediment control

### **d. Illicit Discharge Education**

Within six (6) months

The brochure entitled: *Illicit Discharge Detection and Elimination: A Citizen's Guide to Identifying and Preventing Stormwater Pollution* will be made available to municipal employees, businesses, and the public as follows:

- i. Municipal employees: email announcement
- ii. Businesses: municipal web page; public library
- iii. Public: municipal web page; public library

## **2. Implementation and Frequency**

### **a. Distribution Method of Educational Messages**

A variety of the following methods of distribution will be utilized:

- Printed materials (e.g., mail inserts, brochures, and newsletters);
- Electronic materials (e.g., websites, email listservs);
- Mass media (e.g., newspapers, public service announcements on radio or cable);
- Workshops or focus groups;
- Displays in public areas (e.g., town halls, library, parks); or
- Social Media (e.g., Facebook, Twitter, blogs).

**b. Frequency**

Once every 5 years, the **Village of Alden** directs an educational message to each target audience(s) for each focus area(s) based on the defined education and outreach topic(s) listed in this Stormwater Management Program Plan; and, documents the date of completion and method of distribution for each message.

**Compliance documentation is listed in Appendix B.**

**c. Updates to the Public Education and Outreach Program**

Annually, by April 1: The **Village of Alden** reviews and updates, if necessary, the focus areas, target audiences, and/or education and outreach topics.

**Compliance documentation is listed in Appendix B.**

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### **B. MCM 2 - Public Involvement/Participation**

The MS4 Operator must provide opportunities to involve the public in the development, review, and implementation of the SWMP. This MCM is designed to give the public the opportunity to include their opinions in the implementation of this SPDES general permit.

#### **1. Public Involvement/Participation**

Public involvement/participation in the development and implementation of the Village of Alden Stormwater Management Program includes opportunities to: review the SWMP Plan; submit comments; ask questions; and, become involved in the SWMP.

The Village of Alden informs the public of the opportunity they have to review the SWMP Plan; submit comments; ask questions; and, become involved in the SWMP via the following avenues of communication:

- Coordination with other pre-existing public involvement/participation opportunities
- Available at Village Hall and on Village Website

Methods of distribution used to inform public of opportunity:

- Printed materials (e.g., mail inserts, brochures, and newsletters);
- Displays in public areas (e.g., town halls, library, parks); or

**Compliance documentation is listed in Appendix B.**

a. **Local point of contact** to receive and respond to public concerns regarding stormwater management and compliance with permit requirements:

Name: Dan Czelusta

Title: Superintendent of Public Work

Phone: (716) – 937 – 7392

Email: dc1@villageofaldenney.gov

**The name or title of this individual, with contact information, will be published on public outreach and public participation materials.**

#### **2. Public Notice and Input Requirements**

##### **a. Public Notice and Input Requirements for SWMP Plan**

This requirement is included above in B.1 Public Involvement/Participation

##### **b. Public Notice and Input Requirements for Draft Annual Report**

Annually, provide an opportunity for the public to review and comment on the draft Annual Report. Document the opportunity below.

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1. For public review and comment, the draft Annual Report will be posted on the Village of Alden website: [https://www4.erie.gov/village\\_alden/](https://www4.erie.gov/village_alden/). The website includes information on the timeframes and procedures to submit comments and/or request a meeting. If a public meeting is requested by two or more persons, the MS4 Operator must hold such a meeting.

**Compliance documentation is listed in Appendix B.**

**c. Consideration of Public Input**

Annually, the Village of Alden documents a summary of comments received on the SWMP Plan and draft Annual Report.

**Compliance documentation is listed in Appendix B.**

### **C. MCM 3 - Illicit Discharge Detection and Elimination**

The Village of Alden has a program to systematically detect illicit discharges to its municipal separate storm sewer system (MS4), track down the source of the illicit discharge, and eliminate it. This program is designed to manage the MS4 so it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff. The Village of Alden Illicit Discharge Detection and Elimination Program is supported by Local law, L.L. No. 2-2007: [https://www4.erie.gov/village\\_alden/sites/www4.erie.gov.village\\_alden/files/2023-05/chapter\\_175.pdf](https://www4.erie.gov/village_alden/sites/www4.erie.gov.village_alden/files/2023-05/chapter_175.pdf)

#### **1. Illicit Discharge Detection**

##### **a. Public Reporting of Illicit Discharges**

i. To report illicit discharges in the Village of Alden contact:

Contact: Department of Public Works

Phone: (716) – 937 - 7392

Email: dc1@villageofaldenny.gov

ii. Within thirty (30) days of an illicit discharge, each report of an illicit discharge is documented in the Village of Alden SWMP Plan.

**Compliance documentation is listed in Appendix B.**

##### **b. Monitoring Locations**

The three types of monitoring locations used to detect illicit discharges are identified as follows:

- i. **MS4 outfalls:** Any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, to surface waters of New York State from the Village of Alden municipal separate storm sewer system (MS4).
- ii. **Interconnections:** Any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, to another MS4 or private storm sewer system.
- iii. Municipal facility **intraconnections:** Any point where stormwater is conveyed from a municipal facility property to its own MS4. This is the most down-drainage end of the MS4 infrastructure located on the municipal facility prior to discharge to the MS4.

##### **c. Monitoring Locations Inventory**

The Village of Alden maintains an inventory of monitoring locations that are within the boundaries of its MS4 Regulated area (see Appendix A). The inventory is available for public review and comment as follows:

- Upon request: contact the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document

- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

For each monitoring location, the following information is included:

- a) Inventory information for MS4 outfalls
  - ID;
  - Prioritization (high or low);
  - Type of monitoring location;
  - Name of MS4 Operator's municipal facility, if located at a municipal facility;
  - Receiving waterbody name and class;
  - Receiving waterbody WI/PWL Segment ID;
  - Land use in drainage area;
  - Type of conveyance (open drainage or closed pipe);
  - Material;
  - Shape;
  - Dimensions;
  - Submerged in water; and
  - Submerged in sediment.
- b) Inventory information for interconnections
  - ID;
  - Prioritization (high or low);
  - Type of monitoring location;
  - Name of MS4 Operator receiving discharge or private storm system;
  - Name of MS4 Operator's municipal facility, if located at a municipal facility; and
  - Receiving waterbody name and class.
- c) Inventory information for municipal facility intraconnections
  - ID;
  - Prioritization (high or low);
  - Type of monitoring location;
  - Name of MS4 Operator's municipal facility; and
  - Receiving waterbody name and class.

ii. Annually, the **Village of Alden** updates the inventory if monitoring locations are constructed or discovered; or if information for existing monitoring locations change. Prioritization determinations and updates, as noted below, are also addressed in the update.

**Compliance documentation pertaining to updating the monitoring locations inventory is listed in Appendix B.**

**d. Monitoring Locations Prioritization**

- i. The Village of Alden prioritizes its monitoring locations which are included in the monitoring locations inventory as follows:
  - a) High priority monitoring locations are as follows:
    - At a high priority municipal facility, defined as a municipal facility that has one or more of the following on site and exposed to stormwater:
      - Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
      - Fueling stations; and/or
      - Vehicle or equipment maintenance/repair.
    - Discharging to impaired waters;
    - Discharging within a TMDL watershed (Not applicable in the Village of Alden);
    - Directly discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB; and/or
    - Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
  - b) All other monitoring locations are considered low priority.
- ii. Monitoring locations that are newly constructed, or discovered, will be prioritized within 30 days; and
- iii. Annually, the Village of Alden updates the monitoring location prioritization in the inventory based on information gathered as part of the monitoring location inspection and sampling program.

**Compliance documentation pertaining to updating prioritization for monitoring locations in the inventory is listed in Appendix B. The inventory is available for public review and comment as indicated above.**

**e. Monitoring Locations Inspection and Sampling Program**

The Village of Alden has a program to inspect monitoring locations and sample dry weather flow discharging from the MS4.

- i. The monitoring locations inspection and sampling procedures are as follows:
  - a) During dry weather, one (1) inspection of each monitoring location identified in the inventory every five (5) years;
  - b) Inspections and sampling results (if flowing during dry weather) are documented with a Monitoring Locations Inspection and Sampling Field Sheet (Appendix C). Although not included as an appendix, all completed forms for

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inspection and sampling are considered part of this SWMP Plan and are available for public review and comment as follows:

- Upon request: contact the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

c) Following a monitoring location inspection, all inspections which resulted in a “suspect” or “obvious” illicit discharge characterization are subject to sampling unless the source of the illicit discharge is clear and discernable (e.g., sewage), in which case sampling is not necessary;

d) Sampling is conducted using field test strips and/or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used. As per the MS4 General Permit (Part VI.C.d), analytical methods are not subject to New York State’s 40 CFR Part 136 requirements for approved methods and certified laboratories;

e) Source track down is initiated for monitoring locations that are characterized as “suspect” or “obvious” illicit discharge, or that exceed any sampling action level used;

f) All monitoring locations are re-inspected within thirty (30) days of the initial inspection, if there is a physical indicator not related to flow, that is indicative of an intermittent or transitory discharges. In layman’s terms, a monitoring location may not be flowing at the time of the dry weather inspection, but there may be evidence (i.e. physical indicators) of an illicit discharge such as oil stains or toilet paper. If those same physical indicators persist, the **Village of Alden** will initiate illicit discharge track down procedures.

ii. The **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing Illicit Discharge Detection and Elimination procedures. This training engages employees in a classroom setting as well as in hands-on monitoring location Inspection, sampling, results interpretation, and source track down and elimination.

a) All new staff that are charged with performing monitoring location inspections and sampling procedures will receive training on procedures prior to doing so;

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- b) All existing staff, that are charged with performing monitoring location inspections and sampling procedures will receive training on procedures prior to doing so, and, once every five (5) years, thereafter; and
- c) If the monitoring locations inspection and sampling procedures are updated, all staff will receive training on the updates prior to conducting monitoring locations inspections and sampling.

iii. The names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling procedures training is updated annually; and

iv. Annually, by April 1, the Village of Alden reviews and updates its monitoring location inspection and sampling procedures based on results (e.g., trends, patterns, areas with illicit discharges, and common problems).

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received monitoring location inspection and sampling procedures training; and,**
- **Updates to the monitoring location inspection and sampling procedures.**

## **2. Illicit Discharge Track Down Program**

Within two (2) years

The Village of Alden has an illicit discharge track down program to identify the source of illicit discharges and the responsible party.

- a. The illicit discharge track down program includes the following:
  - i. The illicit discharge track down program is part of the Illicit Discharge Detection and Elimination Track Down Program detailed in Appendix D. It includes procedures and steps to take for illicit discharge track down;
  - ii. Timeframes to initiate illicit discharge track down are as follows:
    - a) Within twenty-four (24) hours of discovery, or 72 hours of dry weather conditions, the Village of Alden will initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharges;
    - b) Within two (2) hours of discovery, the Village of Alden will initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the NYSDEC Regional Water Engineer and local health department; and

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- c) Within five (5) days of discovery, or 72 hours of dry weather conditions, the **Village of Alden** will initiate track down procedures for suspect illicit discharges.
- b. As noted above, the **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing Illicit Discharge Detection and Elimination procedures. This training includes source track down. Requirements pertaining to employee training for existing staff, new staff and updates to the illicit discharge source track down procedures are identical.
- c. The names, titles, and contact information for the individuals who have received illicit discharge track down procedures training is updated annually; and
- d. Annually, by April 1, the **Village of Alden** reviews and updates its illicit discharge track down procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received illicit discharge track down procedures training; and,**
- **Updates to the illicit discharge track down procedures.**

### **3. Illicit Discharge Elimination Program**

Within two (2) years

The **Village of Alden** has an illicit discharge elimination program. Once an illicit discharge is track downed and a source identified, steps are taken to eliminate the source/discharge. As noted previously, the **Village of Alden** Illicit Discharge Detection and Elimination Program is supported by Local law, L.L. No. 2-2007:

[https://www4.erie.gov/village\\_alden/sites/www4.erie.gov.village\\_alden/files/2023-05/chapter\\_175.pdf](https://www4.erie.gov/village_alden/sites/www4.erie.gov.village_alden/files/2023-05/chapter_175.pdf)

- Although not included in this SWMP Plan, documentation of enforcement measures to eliminate illicit discharges is available upon request by contacting the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document.
- a. The illicit discharge elimination procedures including
  - i. Provisions for escalating enforcement and tracking enforcement actions are in the **Village of Alden** Enforcement Response Plan detailed in Appendix O;
  - ii. To confirm the corrective actions have been taken, the monitoring location will be inspected, and sampled if flowing, within 30 days of receiving notice that the source of contamination has been eliminated;

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iii. Steps taken for illicit discharge elimination procedures; and

iv. Timeframes for illicit discharge elimination are as follows:

- Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the **Village of Alden** will eliminate the illicit discharge;
- Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the **Village of Alden** will eliminate the illicit discharge; and
- Where elimination of an illicit discharge within the specified timeframes above is not possible, the **Village of Alden** will notify the NYSDEC Regional Water Engineer.

b. As noted above, the **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing Illicit Discharge Detection and Elimination procedures. This training includes illicit discharge elimination procedures. General requirements pertaining to employee training for existing staff, new staff and updates to the illicit discharge elimination are identical.

c. The names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training is updated annually; and

d. Annually, by April 1, the **Village of Alden** reviews and updates the illicit discharge elimination procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received illicit discharge elimination procedures training; and,**
- **Updates to the illicit discharge elimination procedures.**

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### **D. MCM 4 - Construction Site Stormwater Runoff Control**

The Village of Alden has a program to ensure construction sites subject to the NYSDEC General Permit for Stormwater Discharges from Construction Activity (CGP) are effectively controlled. This program is designed to prevent pollution from construction related activities, as well as ensure for proper planning and installation of post-construction SMPs. The Village of Alden Construction Site Stormwater Runoff Control Program is supported by Local law, L.L. No. 2-2007: [https://www4.erie.gov/village\\_alden/sites/www4.erie.gov.village\\_alden/files/2023-05/chapter\\_175.pdf](https://www4.erie.gov/village_alden/sites/www4.erie.gov.village_alden/files/2023-05/chapter_175.pdf)

#### **1. Applicable Construction Activities/Projects/Sites**

- a. The construction site stormwater runoff control program addresses stormwater runoff to the MS4 from sites with construction activities that:
  - i. Result in a total land disturbance of greater than or equal to one acre; or
  - ii. Disturb less than one acre if part of a larger common plan of development or sale (even if additional development/phase is years away).
- b. For construction activities where the Village of Alden is listed as the owner/operator on the Notice of Intent for coverage under the CGP. The Village of Alden will ensure its own compliance with the CGP. The additional requirements for Section 3: Construction Oversight; Section 6: SWPPP Review; Section 7: Pre-Construction Meeting; Section 8: Construction Site Inspection; and Section 9: Construction Close-Out below are not required.

#### **2. Public Reporting of Construction Site Complaints**

- a. To report stormwater complaints related to construction in the Village of Alden contact:

Contact: Department of Public Works  
Phone: (716) – 937 - 7392  
Email: dc1@villageofaldenny.gov

- b. The Village of Alden documents reports of construction site complaints with the following information:
  - i. Date of the report;
  - ii. Location of the construction site;
  - iii. Nature of complaint;
  - iv. Follow up actions taken or needed; and
  - v. Inspection outcomes and any enforcement taken.

Although not included as an appendix, this documentation is considered part of the **Village of Alden** SWMP Plan. It is available for public review upon request; contact the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document.

### **3. Construction Oversight Program**

Within one (1) year of the EDC

The **Village of Alden** has a construction oversight program. It is important to note that the program encompasses the entire municipality, within and beyond the MS4 regulated area.

a. Construction oversight procedures in the **Village of Alden** are as follows:

i. The construction site stormwater control program applies to all construction sites that are subject to the NYSDEC General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001);

ii. As per the NYSDEC General Permit for Stormwater Discharges from Construction Activity (GP-0-20-001), construction activities that require a Stormwater Pollution Prevention Plan (SWPPP) are listed in Appendix E;

iii. Procedures for submitting SWPPPs to the **Village of Alden** are as follows:

1. Submission of a Building Permit request to the Building Department/Code Enforcement Officer, include with this submission:
  - a. A Stormwater Pollution Prevention Plan (SWPPP), prepared in accordance with the local and state laws
  - b. All construction drawings applicable to the SWPPP
  - c. All other applicable environmental permits that have been or will be acquired for the land development activity, as needed.
2. SWPPP and Stormwater related items will be reviewed by the DWP and retained engineer prior to sign off on the Building Permit request.

iv. The **Village of Alden** reviews Stormwater Pollution Prevention Plans (SWPPPs) for all CGP-regulated constructed projects for conformance with NYS standards (Detailed below in Part 6: SWPPP Review);

v. Prior to commencement of CGP-regulated construction activity, the **Village of Alden** requires a pre-construction meeting (Detailed below in Part 7: Pre-Construction Meeting);

vi. The **Village of Alden** inspects CGP-regulated construction sites to ensure compliance with the conditions of the CGP and is authorized to escalate enforcement actions as is necessary by Local law, L.L. No. 2-2007:

[https://www4.erie.gov/village\\_alden/sites/www4.erie.gov.village\\_alden/files/2023-05/chapter\\_175.pdf](https://www4.erie.gov/village_alden/sites/www4.erie.gov.village_alden/files/2023-05/chapter_175.pdf)

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(Detailed below in Part 8: Construction Site Inspections);

vii. All CGP-regulated construction projects in the **Village of Alden** are subject to construction site close-out requirements in conformance with the CGP (Detailed below in Part 9: Construction site close-out);

viii. The **Village of Alden** follows an enforcement process that includes expectations for compliance for CGP-regulated construction sites that fail to comply with the conditions of the CGP and their SWPPP. See Appendix O for the Enforcement Response Plan. For information on enforcement actions pertaining to specific construction sites in the **Village of Alden** contact:

Contact: Department of Public Works

Phone: (716) – 937 - 7392

Email: dc1@villageofaldenny.gov

ix. Although not included in this SWMP Plan, documentation of enforcement measures addressing non-compliance with the Construction General Permit (GP-0-20-001) is available upon request by contacting the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document.

x. Other procedures associated with the control of stormwater runoff from applicable construction activities.

N/A

b. The **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing its Construction Site Stormwater Runoff Control Program. This training engages employees in a classroom setting, and as appropriate, a SWPPP compliance inspection at a construction site.

i) All new staff that are charged with conducting any construction oversight activities will receive training on procedures prior to doing so;

ii) All existing staff, that are charged with conducting any construction oversight activities will receive training on procedures prior to doing so, and, once every five (5) years, thereafter; and

iii) If the construction oversight procedures are updated, all staff will receive training on the updates prior to conducting construction oversight.

c. The names, titles, and contact information for the individuals who have received construction oversight training are updated annually;

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d. All individuals involved in construction activity in the **Village of Alden** (e.g., contractor, subcontractor, qualified inspector, SWPPP reviewers) will be certified and maintain four (4) hours of NYSDEC endorsed training in proper erosion and sediment control principles by attending the NYSDEC 4-Hour Erosion and Sediment Control Training. This training is offered annually by Erie and Niagara County Soil and Water Conservation Districts, as well as online by other Soil and Water Conservation Districts across the state.

i) Individuals responsible for reviewing SWPPPs on behalf of the **Village of Alden** will maintain certification.

ii) In conformance with the NYS CGP, contractors, subcontractors and qualified inspectors will maintain certification throughout the project. Contractors and subcontractors will include a current copy of their NYS certification in the on-site SWPPP.

e. Annually, by April 1, the **Village of Alden** reviews and updates its construction oversight procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received construction oversight training;**
- **Updates to the construction oversight procedures; and,**
- **NYSDEC 4-Hour Erosion and Sediment Control Training for individuals involved in construction activity.**

### **4. Construction Site Inventory & Inspection Tracking**

Within six (6) months of the EDC

a. The **Village of Alden** maintains an inventory of CGP-regulated construction sites that encompasses the entire municipality, within and beyond the MS4 regulated area. Although not included as an appendix, the inventory is considered part of the **Village of Alden** SWMP Plan. The inventory is available for public review and comment as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

The following information is included in the inventory:

- Location of the construction site;
- Owner/operator contact information, if other than the MS4 Operator;
- Receiving waterbody name and class;

## DRAFT

- Receiving waterbody WI/PWL Segment ID;
- Prioritization (high or low);
- Construction project SPDES identification number;
- SWPPP approval date;
- Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and
- Current status of the construction site/project (i.e., active, temporarily shut down, complete).

b. Annually, the Village of Alden updates the inventory if construction projects are approved or completed.

### **5. Construction Site Prioritization**

Within one (1) year

a. The Village of Alden prioritizes all CGP-regulated construction sites which are included in the construction site inventory as follows:

- i. High priority construction sites include construction sites:
  - a) With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State:
    - i) Classified as impaired by silt/sediment, phosphorus, or nitrogen as the Pollutant of Concern;  
N/A for the Village of Alden.
    - ii) Classified as AA-S, AA, or A; or  
N/A for the Village of Alden.
    - iii) Classified with a trout (T) or trout spawning (TS) designation  
N/A for the Village of Alden.
  - b) With greater than five (5) acres of disturbed earth at any one time;
  - c) With earth disturbance within one hundred (100) feet of any lake or pond; and/or
  - d) Within fifty (50) feet of any rivers or streams.
- ii. All other construction sites are considered low priority.

b. All CGP-regulated construction sites are prioritized within thirty (30) days of becoming active; and

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c. Annually, after the initial prioritization, the **Village of Alden** updates the construction site prioritization in the inventory based on information gathered as part of the construction oversight.

- i. If the prioritization of the construction site changes priority based on information gathered as part of the construction oversight program, the MS4 Operator must comply with the requirements that apply to that prioritization.

As noted above, the CGP-regulated construction sites inventory is available for public review and comment as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

### **6. SWPPP Review**

a. All individual(s) responsible for reviewing SWPPPs for acceptance will complete four (4) hours of NYSDEC endorsed training in proper erosion and sediment control principles by attending the NYSDEC 4-Hour Erosion and Sediment Control Training. This training is offered annually by Erie and Niagara County Soil and Water Conservation Districts, as well as online by other Soil and Water Conservation Districts across the state. This training will be completed within three (3) years of the EDC and every three (3) years thereafter to maintain active certification.

b. SWPPP reviewers for the **Village of Alden** receive this training prior to conducting SWPPP reviews for acceptance.

- i. Individuals without these trainings cannot review SWPPPs for acceptance.
- ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

c. To ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable construction activities and for conformance with the requirements of the CGP, the NYSDEC SWPPP Review Checklist will be utilized (Appendix F). SWPPP reviews will include the following:

- i. Erosion and sediment controls will be reviewed for conformance with the NYS Standards and Specifications for Erosion and Sediment Control 2016, or equivalent;
- ii. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and
- iii. Post-construction SMPs must be reviewed for conformance with the NYS

## **DRAFT**

Stormwater Management Design Manual (NYS SWMDM) 2015 or equivalent, including:

- All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.
- Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
- The SWPPP must include an Operation & Maintenance Plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

**Compliance documentation is listed in Appendix B for:**

- **Staff involved in SWPPP reviews that have received NYSDEC 4-Hour Erosion and Sediment Control Training**

d. Although not included as an appendix, SWPPP reviews, as documented by the NYSDEC SWPPP Review Checklist, are considered part of the **Village of Alden** SWMP Plan. The SWPPP reviews are available for public review and comment as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

e. As new construction activities are added to the construction site inventory, they will be prioritized as noted previously; and

f. The **Village of Alden** will notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form created by the Department and required by the CGP, signed in accordance with Part X.J: Signatories and Certifications (MS4 General Permit: GP-0-24-001).

### **7. Pre-Construction Meeting**

Prior to commencement of construction activities, the **Village of Alden** requires a pre-construction meeting. The date and content of the preconstruction inspection/meeting is documented in the construction site inventory of this SWMP Plan. The owner/operator listed on the CGP NOI, the **Village of Alden**, contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity) must attend the meeting in order to:

- a. Confirm the approved project has received, or will receive<sup>26</sup>, coverage under

## DRAFT

the CGP or an individual SPDES permit;

- b. Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP; and, a copy of the certification(s) for those individuals is added to the on-site SWPPP.
- c. Verify each of the contractors and subcontractors identified have signed a copy of the following certification statement below before they commence any construction activity:

"I hereby certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the *qualified inspector* during a site inspection. I also understand that the *owner or operator* must comply with the terms and conditions of the most current version of the New York State Pollutant Discharge Elimination System ("SPDES") general permit for stormwater *discharges* from *construction activities* and that it is unlawful for any person to cause or contribute to a violation of *water quality standards*. Furthermore, I am aware that there are significant penalties for submitting false information, that I do not believe to be true, including the possibility of fine and imprisonment for knowing violations"

In addition to providing the certification statement above, the certification page must also identify the following:

- Specific elements of the SWPPP that each contractor and subcontractor will be responsible for, and include the name and title of the person providing the signature;
- The name and title of the *trained contractor* responsible for SWPPP implementation;
- The name, address and telephone number of the contracting firm;
- The address (or other identifying description) of the site; and
- The date the certification statement is signed.

The owner or operator of the Construction General Permit must attach the certification statement(s) to the copy of the SWPPP that is maintained at the construction site. If new or additional contractors are hired to implement measures identified in the SWPPP after construction has commenced, they must also sign the certification statement and provide the information listed above.

- d. Review the construction oversight program and expectations for compliance.

## **8. Construction Site Inspections**

The Village of Alden inspects CGP-regulated construction sites to ensure they are in compliance with the SWPPP that pertains to the site.

- a. All individual(s) responsible for construction site inspection will complete four (4) hours of NYSDEC endorsed training in proper erosion and sediment control principles by attending the NYSDEC 4-Hour Erosion and Sediment Control Training. This training is offered annually by Erie and Niagara County Soil and Water Conservation Districts, as well as online by other Soil and Water Conservation Districts across the state. This training will be completed every three (3) years thereafter to maintain active certification.
  - b. All MS4 Construction Site Inspectors will receive this training prior to conducting construction site inspections.
    - i. Individuals without these trainings cannot inspect construction sites.
    - ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.
- c. All sites with construction activity identified in the inventory will be inspected annually during active construction, after the pre-construction meeting, or sooner if deficiencies are noted that require attention.
  - i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the MS4 Operator's Enforcement Response Plan.
- d. The names, titles, and contact information for the individuals who have received the NYSDEC 4-Hour Erosion and Sediment Control Training are updated annually;
- e. All construction inspections are documented using the NYSDEC Construction Site Inspection Report Form (Appendix G) or an equivalent form containing the same information. The completed Construction Site Inspection Reports are considered part of the Village of Alden SWMP Plan and are available as follows:
  - Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
  - At the Village of Alden municipal building as follows:
    - Electronically:
      - Public: Upon Request
      - Internally: (with DPW Clerk).

Compliance documentation is listed in Appendix B for:

## **DRAFT**

- Staff conducting construction inspections that have received NYSDEC 4-Hour Erosion and Sediment Control Training

### **9. Construction Site Close-out**

a. To close out a CGP-regulated construction site, the Village of Alden conducts and documents a final construction site inspection. The final construction site inspection is documented using the Construction Site Inspection Report Form (Appendix G), or an equivalent form containing the same information, or accept the construction site owner/operator's qualified inspector final inspection certification that is required by the CGP. The completed (final) Construction Site Inspection Reports are considered part of the Village of Alden SWMP Plan and are available as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the Village of Alden municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk).

b. The Notice of Termination (NOT) is signed by the Village of Alden as required by the CGP for projects determined to be complete. The NOT is signed in accordance with Part X.J: Signatories and Certifications (MS4 General Permit: GP-0-24-001).

## **E. MCM 5 – Post-Construction Stormwater Management**

The Village of Alden has a program to ensure proper operation and maintenance of post-construction Stormwater Management Practices (SMPs) for new or redeveloped sites. This program is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff. The Village of Alden Post-Construction Stormwater Management Program is supported by Local law, L.L. No. 2-2007: [https://www4.erie.gov/village\\_alden/sites/www4.erie.gov.village\\_alden/files/2023-05/chapter\\_175.pdf](https://www4.erie.gov/village_alden/sites/www4.erie.gov.village_alden/files/2023-05/chapter_175.pdf)

### **1. Applicable Post-Construction SMPs**

The Village of Alden post-construction SMP program addresses stormwater runoff to the MS4 from publicly owned/operated and privately owned/operated post-construction SMPs that meet the following:

- a. Post-construction SMPs that have been installed as part of any CGP regulated construction site or individual SPDES permit since March 10, 2003; and
- b. All new post-construction SMPs constructed as part of the construction site stormwater runoff control program.

### **2. Post-Construction SMP Inventory & Inspection Tracking**

The Village of Alden maintains an inventory of post-construction SMPs that encompasses the entire municipality, within and beyond the MS4 regulated area.

- a. The Village of Alden under its continuing MS4 General Permit coverage:
  - i. Maintains the inventory from previous iterations of the MS4 General Permit requirement for post-construction SMPs installed after March 10, 2003; and
  - ii. Will update the inventory for post-construction SMPs installed after March 10, 2003 as post-construction SMPs are approved or discovered; or after an owner/operator of CGP-regulated construction activity has filed a NOT with the NYSDEC.

- b. Annually, the Village of Alden updates the inventory of post-construction SMPs to include the post-construction SMPs as noted above.

- c. Within five (5) years

The following information will be included in the inventory either by using Village of Alden maintenance records or by verification of maintenance records provided by the owner of the post-construction SMP:

- i. Street address or tax parcel;
  - ii. Type;
  - iii. Receiving waterbody name and class;

## **DRAFT**

- iv. Receiving waterbody WI/PWL Segment ID
- v. Date of installation (if available) or discovery;
- vi. Ownership;
- vii. Responsible party for maintenance;
- viii. Contact information for party responsible for maintenance;
- ix. Location of documentation depicting O&M requirements and legal agreements for post-construction SMP;
- x. Frequency for inspection of post-construction SMP, as specified in the New York State Department of Environmental Conservation Maintenance Guidance: Stormwater Management Practices, March 31, 2017 (NYS DEC Maintenance Guidance 2017) or as specified in the O&M plan contained in the approved SWPPP;
- xi. Reason for installation (e.g., new development, redevelopment, retrofit, flood control), if known;
- xii. Date of last inspection;
- xiii. Inspection results; and
- xiv. Any corrective actions identified and completed.

d. Although the **Village of Alden** inventory of post-construction SMPs is considered part of this SWMP Plan and is available as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

### **3. SWPPP Review**

As noted above, post-construction SMP SWPPP review requirements address the following:

- a. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and
- b. Post-construction SMPs must be reviewed for conformance with the NYS Stormwater Management Design Manual (NYS SWMDM) 2015 or equivalent, including:

## DRAFT

- i. All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.
- ii. Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
- c. The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

### **4. Post-Construction SMP Inspection & Maintenance Program**

Within one (1) year

The Village of Alden has an inspection and maintenance program for publicly owned/operated and privately owned/operated post-construction SMPs.

- a. The post-construction SMP inspection and maintenance procedures are as follows:
  - i. All post-construction SMPs identified in the inventory are inspected at the frequency specified in the NYSDEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP, if available;
  - ii. The Post-Construction SMP Inspection Checklist in the NYSDEC Maintenance Guidance or an equivalent form containing the same information must be used to document post-construction SMP inspections. The Village of Alden will only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting post-construction SMPs. Level 2 and Level 3 inspections must be performed by qualified individuals as indicated in the checklist document.

The completed Post-Construction SMP Inspection Checklists are considered part of this SWMP Plan and are available as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the Village of Alden municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)
- iii. Upon receipt of a completed inspection checklist, the Village of Alden will inform the owner that follow-up actions indicated on the checklist (i.e. maintenance, repair, or higher level inspection) must occur within thirty (30) days of the post-construction SMP inspection; and

**DRAFT**

iv. The **Village of Alden** will initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete. See Appendix O Enforcement Response Plan for course of action.

v. Although not included in this SWMP Plan, documentation of enforcement measures pertaining to inspection and maintenance of post-construction stormwater management practices is available upon request by contacting the Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document.

b. The **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing its post-construction SMP inspection and maintenance procedures. This training utilizes the NYSDEC Maintenance Guidance and includes a classroom setting, followed by a post-construction SMP inspection.

- i) All new staff that are charged with conducting post-construction SMP inspection and maintenance activities will receive training on procedures prior to doing so;
- ii) All existing staff, that are charged with conducting any post-construction SMP inspection and maintenance activities will receive training on procedures prior to doing so, and, once every five (5) years, thereafter; and
- iii) If the post-construction SMP inspection and maintenance procedures are updated, all staff will receive training on the updates prior to conducting post-construction SMP inspection and maintenance.
- iv) All inspectors will meet minimum qualifications for Level 1, 2, 3 inspections as per the NYSDEC Maintenance Guidance document (2017).

c. The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training are updated annually;

d. Annually, by April 1, the **Village of Alden** reviews and updates its post-construction SMP inspection and maintenance procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received post-construction SMP inspection and maintenance procedures training; and,**
- **Updates to the post-construction SMP inspection and maintenance procedures.**

## **F. MCM 6 – Pollution Prevention and Good Housekeeping**

The Village of Alden has a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges. This MCM is designed to ensure the Village of Alden's own activities do not contribute pollutants to surface waters of the State.

### **1. Best Management Practices (BMPs) for Municipal Facilities & Operations**

Within three (3) years

The Village of Alden has a municipal facility program and municipal operations program with best management practices (BMPs) that will minimize the discharge of pollutants associated with municipal facilities and municipal operations, respectively. The BMPs to be considered are as follows and are documented in this SWMP Plan:

#### **a. Minimize Exposure**

- i. Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:
  - a) Locate materials and activities inside or protect them with storm resistant coverings;
  - b) Use grading, berthing, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
  - c) Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;
  - d) Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;
  - e) Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
  - f) Use spill/overflow protection equipment;
  - g) Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;
  - h) Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or
  - i) Minimize exposure of chemicals by replacing with a less toxic alternative (e.g.,

## **DRAFT**

use non-hazardous cleaners).

ii. No Exposure Certification for High Priority Municipal Facilities

a) Municipal facilities may qualify for No Exposure Certification (Appendix H) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff.

b) High priority municipal facilities with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility if only routine maintenance is performed inside and all other no exposure criteria are met. Details on high/low priority municipal facilities are addressed later in this section.

c) Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.

d) Municipal facilities must maintain the No Exposure Certification and document in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.

b. Follow a Preventive Maintenance Program

i. The Village of Alden has a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases.

This includes:

a) Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;

b) Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and

c) Ensuring vehicle washwater is not discharged to the MS4 or to surface waters of the State. Washing equipment/vehicles in a designated and/or covered area where washwater is collected to be recycled or discharged to the sanitary sewer is required.

ii. Routine maintenance is performed to ensure BMPs are operating properly.

iii. When a BMP is not functioning to its designed effectiveness and needs repair or replacement:

a) Maintenance is performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If

maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and

b) Interim measures are taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.

**c. Spill Prevention and Response Procedures**

i. The **Village of Alden** follows Spill Prevention and Response Procedures designed to minimize the potential for leaks, spills and other releases that may be exposed to stormwater and provide for effective response to such spills if or when they occur. The Spill Prevention and Response Procedures are as follows:

- a) Store materials in appropriate containers;
- b) Label containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;
- c) Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
- d) Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
- e) Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;
- f) Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team. Any spills must be reported in accordance with 6 NYCRR 750-2.7; and
- g) Following any spill or release, the MS4 Operator must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.

ii. Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6

NYCRR Parts 596-599, 613 and 370-373.

iii. This SPDES general permit does not relieve the **Village of Alden** of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 597.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3.

**d. Erosion and Sediment Controls<sup>31</sup>**

- i. Stabilize exposed areas and control runoff using structural and/or nonstructural controls to minimize onsite erosion and sedimentation.
- ii. The **Village of Alden** will consider:
  - a) Structural and/or non-structural controls found in the NYS E&SC 2016;
  - b) Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;
  - c) Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;
  - d) Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to provide a non-erosive flow velocity from the structure to a water course; and
  - e) Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of a surface water of the State.

**e. Manage Vegetated Areas and Open Space on Municipal Property**

- i. Maintain vegetated areas on **Village of Alden** owned/operated property and right of ways:
  - a) Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction;
  - b) Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);
  - c) Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and

## **DRAFT**

- d) Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.

### **f. Salt Storage Piles or Pile Containing Salt**

Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile.

### **g. Waste, Garbage, and Floatable Debris**

- i. Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and
- ii. Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:
  - a) Manage trash containers at parks and open space (scheduled cleanings; sufficient number);
  - b) Pick up trash and debris on Village of Alden owned/operated property and rights of way; and
  - c) Clean out catch basins within the appropriate timeframes as noted later in this section.

### **h. Alternative Implementation Options**

When alternative implementation options are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

## **2. Municipal Facilities<sup>33</sup>**

### **a. Municipal Facility Program**

Within three (3) years

The Village of Alden has a municipal facility program that includes BMPs to minimize stormwater pollution from municipal operations, differentiation of BMPs applicable to high or low priority facilities, and employee training. The municipal facility program is documented for this SWMP Plan as follows:

- i. Municipal facility procedures:
  - a) All BMPs incorporated into the municipal facility program;
  - b) High priority municipal facility requirements, that are specific to municipal operations occurring at each high priority facility; and

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- c) Low priority municipal facility requirements that are specific to municipal operations occurring at each low priority facility.
- ii. The Village of Alden, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing its municipal facility procedures. This training addresses on-site facility operations and is conducted concurrently with municipal operations procedures.
  - a) All new staff that are charged with conducting municipal facility procedures/BMPs will receive training on procedures prior to doing so;
  - b) All existing staff, that are charged with conducting any municipal facility procedures/BMPs will receive training on procedures prior to doing so, and, once every five (5) years, thereafter; and
  - c) If the municipal facility procedures/BMPs are updated, all staff will receive training on the updates prior to conducting municipal facility procedures.
- iii. The names, titles, and contact information for the individuals who have received municipal facility procedures training are updated annually;
- iv. Annually, by April 1, the Village of Alden reviews and updates its municipal facility procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received municipal facility procedures training; and,**
- **Updates to the municipal facility procedures.**

### **b. Municipal Facility Inventory**

- i. Within two (2) years

The Village of Alden maintains an inventory of all municipal facilities in the SWMP Plan.

The following information is included in the inventory:

- a) Name of municipal facility;
- b) Street address;
- c) Type of municipal facility;
- d) Prioritization (high or low);
- e) Receiving waterbody name and class;

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- f) Receiving waterbody WI/PWL Segment ID;
- g) Contact information;
- h) Responsible department;
- i) Location of SWPPP (if high priority; when completed);
- j) Type of activities present on site;
- k) Size of facility (acres);
- l) Date of last assessment;
- m) BMPs identified; and
- n) Projected date of next comprehensive site assessment as per the municipal facility prioritization.

ii. Annually, the **Village of Alden** updates the inventory if new municipal facilities are added.

**c. Municipal Facility Prioritization**

i. Within three (3) years

The **Village of Alden** prioritizes all known municipal facilities as follows:

- a) High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
  - i) Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
  - ii) Fueling stations; and/or
  - iii) Vehicle or equipment maintenance/repair.
- b) Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority municipal facility.
- c) High priority municipal facilities which qualify for a No Exposure Certification (Appendix H) are low priority municipal facilities.

ii. Within thirty (30) days of when a municipal facility is added to the inventory, the **Village of Alden** prioritizes it; and

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iii. Annually, after the initial prioritization, the **Village of Alden** will update the municipal facility prioritization in the inventory based on information gathered as part of the municipal facility program, including cases where a No Exposure Certification ceases to apply. Although not included as an appendix, the inventory and all required updates is considered part of the **Village of Alden** SWMP Plan. The inventory is available for public review and comment as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW Clerk)

d. High Priority Municipal Facility Requirements

i. Municipal Facility Specific SWPPP

Within five (5) years

The **Village of Alden** has a municipal facility specific SWPPP for each high priority municipal facility. A copy of the municipal facility specific SWPPP is retained on site at the respective municipal facility. The **Village of Alden** SWPPP contains the following:

a) Stormwater Pollution Prevention Team

The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.

b) General Site Description

A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the site map.

c) Summary of potential pollutant sources

The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.

- i) Materials or activities include: machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.

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ii) For each separate area identified, the description must include:

- Activities - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);
- Pollutants - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and
- Potential for presence in stormwater - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.

d) Spills and Releases

For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water quality that occurred during the last three-year period. The list must be updated when spills or releases occur.

e) Site Map

The municipal facility specific SWPPP must include a site map identifying the following, as applicable:

- i) Property boundaries and size in acres;
- ii) Location and extent of significant structures (including materials shelters), and impervious surfaces;
- iii) Monitoring locations with its approximate sewershed. Each monitoring location must be labeled with the monitoring location identification;
- iv) Location of all post-construction SMPs and MS4 infrastructure (i.e. storm sewer system);
- v) Locations of discharges authorized under other SPDES permits;
- vi) Locations where potential spills or releases can contribute to pollutants in stormwater discharges and their accompanying drainage points;
- vii) Locations of haul and access roads;
- viii) Rail cars and tracks;

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- ix) Arrows showing direction of stormwater flow;
- x) Location of all receiving waters in the immediate vicinity of the municipal facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them;
- xi) Locations where stormwater flows have significant potential to cause erosion;
- xii) Location and source of run-on from adjacent property containing significant quantities of pollutants and/or volume of concern to the municipal facility; and
- xiii) Locations of the following areas where such areas are exposed to precipitation or stormwater:
  - (a) Fueling stations;
  - (b) Vehicle and equipment maintenance and/or cleaning areas;
  - (c) Loading/unloading areas;
  - (d) Locations used for the treatment, storage or disposal of wastes;
  - (e) Liquid storage tanks;
  - (f) Processing and storage areas;
  - (g) Locations where significant materials, fuel or chemicals are stored and transferred;
  - (h) Locations where vehicles and/or machinery are stored when not in use;
  - (i) Transfer areas for substances in bulk;
  - (j) Location and description of non-stormwater discharges (Part I.A.3.);
  - (k) Locations where spills<sup>35</sup> or leaks have occurred; and
  - (l) Locations of all existing structural BMPs.
- f) Stormwater Best Management Practices (BMPs)  
The municipal facility specific SWPPP also documents the location and type of BMPs implemented at the municipal facility. The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.

g) Municipal facility assessments

The municipal facility specific SWPPP includes a schedule for completing and recording results of routine and comprehensive site assessments.

ii. Municipal Facility Assessments

a) Wet Weather Visual Monitoring (High Priority Municipal Facilities ONLY)

i) Once every five (5) years, the Village of Alden conducts wet weather visual monitoring at all monitoring locations and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas and similar potential pollutant generating areas.

(a) All samples must be collected from discharges resulting from a qualifying storm event. The storm event must be documented using the Storm Event Data Form (Appendix I) and kept with the municipal facility specific SWPPP. The sample must be taken during the first thirty (30) minutes (or as soon as practical, but not to exceed one hour) of the discharge at the monitoring location.

(b) No analytical tests are required to be performed on the samples for the purpose of meeting the visual monitoring requirements.

(c) The visual examination must document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and any other obvious indicators of stormwater pollution.

(d) The visual examination of the sample must be conducted in a well-lit area.

(e) Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term for consistency.

(f) The MS4 Operator must document the visual examination using the Visual Monitoring Form (Appendix I) and keep it with the municipal facility specific SWPPP to record:

(i) Monitoring location ID;

(ii) Examination date and time;

(iii) Personnel conducting the examination;

(iv) Nature of the discharge (runoff or snowmelt);

(v) Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids,

## **DRAFT**

suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and

(vi) Probable sources of any observed stormwater contamination.

(vii) Corrective and follow up actions – If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, at minimum, the Village of Alden will complete and document the following actions:

- (1) Evaluate the facility for potential sources;
- (2) Remedy the problems identified;
- (3) Revise the municipal facility specific SWPPP; and
- (4) Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection.

b) The monitoring locations inspection and sampling program (MCM 3: Illicit Discharge Detection and Elimination) includes all Village of Alden municipal facilities.

c) Comprehensive Site Assessments

i) Once every five (5) years following the most recent assessment, the Village of Alden will complete a comprehensive site assessment for each high priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form (Appendix J) or an equivalent form containing the same information, and document it in the municipal facility specific SWPPP and SWMP Plan that:

(a) The municipal facility is in compliance with the terms and conditions of the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001);

(b) Deficiencies were identified and all reasonable steps taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

(i) Within twenty-four (24) hours, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or

(c) Deficiencies were identified and all reasonable steps taken to minimize any discharge in violation of the permit, which does not have a

reasonable likelihood of adversely affecting human health or the environment;

(i) Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

**e. Low Priority Municipal Facility Requirements**

i. The MS4 Operator must identify procedures outlining BMPs for the types of activities that occur at the low priority municipal facilities. A municipal facility specific SWPPP is not required.

ii. Municipal Facility Assessments

a) Low priority municipal facilities are not required to conduct wet weather visual monitoring.

b) The monitoring locations inspection and sampling program is conducted at the municipal facility.

c) Comprehensive Site Assessments

i) Once every five (5) years following the most recent assessment, the Village of Alden will complete a comprehensive site assessment for each low priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form (Appendix J) or an equivalent form containing the same information, and document in the SWMP Plan that:

(a) The municipal facility is in compliance with the terms and conditions of the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001);

(b) Deficiencies were identified and all reasonable steps taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

- Within twenty-four (24) hours, the Village of Alden must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or

(c) Deficiencies were identified and all reasonable steps taken to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment;

- Within seven (7) days, the MS4 Operator must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is

## **DRAFT**

implemented.

### **3. Municipal Operations & Maintenance**

#### **a. Municipal Operations Program**

Municipal operations in the **Village of Alden** are: street maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; and right-of-way maintenance.

Within three (3) years

The **Village of Alden** has a municipal operations program. The municipal operations program is documented in the SWMP Plan specifying:

- i. The municipal operations procedures as follows:
  - a) The BMPs incorporated into the municipal operations program;
  - b) The municipal operations corrective actions requirements;
  - c) Roads, parking lots, and right of way maintenance requirements; and
  - d) All other municipal operations maintenance requirements.
- ii. The **Village of Alden**, in partnership with the Western NY Stormwater Coalition, has an employee training program addressing its municipal operations procedures. This training addresses municipal operations procedures and is conducted concurrently with municipal facility procedures.
  - a) All new staff that are charged with conducting municipal operations procedures will receive training prior to conducting municipal operations procedures;
  - b) All existing staff, that are charged with conducting any municipal operations procedures will receive training prior to conducting municipal operations procedures and, once every five (5) years, thereafter; and
  - c) If the municipal operations procedures are updated, all staff will receive training on the updates prior to conducting municipal operations procedures.
- iii. The names, titles, and contact information for the individuals who have received municipal operations procedures training is updated annually;
- iv. Annually, by April 1, the **Village of Alden** reviews and updates its municipal operations procedures.

**Compliance documentation is listed in Appendix B for:**

- **Staff that have received municipal operations procedures training; and,**

## DRAFT

- **Updates to the municipal operations procedures.**

**b. Municipal Operations Corrective Actions**

- i. For municipal operations, **Village of Alden** must either:

a) Ensure compliance with the terms and conditions of the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001; or

b) Implement corrective actions according to the following schedule and, after implementation, ensure the operations are in compliance with the terms and conditions of the NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001):

i) Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;

ii) Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of adversely affecting human health or the environment; and

iii) For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule will be prepared that specifies interim milestones to ensure compliance in the shortest reasonable time.

**c. Catch Basin Inspection and Maintenance**

Within three (3) years of the EDC,

The **Village of Alden** has a catch basin inspection and maintenance program that targets its MS4 Regulated area (see map Appendix A). The program entails the following:

- i. Identifies when catch basin inspection is needed with consideration for:

a) Areas with construction activities;

b) Residential, commercial, and industrial areas;

c) Recurring or history of issues; or

d) Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.

- ii. An inventory of catch basin inspection information is maintained and includes the following information

## **DRAFT**

- a) Date of inspection;
- b) Approximate level of trash, sediment, and/or debris captured at time of clean-out
  - no trash, sediment, and/or debris;
  - <50% of the depth of the sump;
  - >50% of the depth of the sump);
- c) Depth of structure;
- d) Depth of sump; and
- e) Date of clean out, if applicable.

iii. Based on inspection results, catch basins will be cleaned out within the following timeframes:

- a) Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump must be cleaned out;
- b) Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump must be cleaned out; and
- c) MS4 Operators are not required to clean out catch basins if the catch basins are operating properly and:
  - i. There is no trash, sediment, and/or debris in the catch basin; or
  - ii. The sump depth of the catch basin is less than or equal to two (2) feet.

iv. The **Village of Alden** catch basin inspection and maintenance program includes the following practices for properly managing materials removed from catch basins during clean out operations (handling and disposal) so that:

- a) Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;
- b) Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and
- c) Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.

v. The catch basin inspection and maintenance operations process can be used to determine if there are signs/evidence of illicit discharges and procedures for

## **DRAFT**

referral/follow-up if illicit discharges are encountered.

**d. Roads, Parking Lots, & Right of Way Maintenance**

**i. Sweeping**

Within six (6) months

The Village of Alden has procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways owned/operated by the Village of Alden.

a) All roads, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:

i) Uncurbed roads with no catch basins;

ii) High-speed limited access highways; or

iii) Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.

b) Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:

i) Uncurbed roads with no catch basins;

ii) High-speed limited access highways; or

iii) Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013.

**ii. Maintenance**

Within five (5) years

In addition to the BMPs, the Village of Alden adheres to the following provisions:

a) Pave, mark, and seal in dry conditions;

b) Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;

c) Restrict the use of herbicides/pesticide application to roadside vegetation; and

d) Contain pollutants associated with bridge maintenance activities (e.g., paint chips, dust, cleaning products, other debris).

**iii. Winter Road Maintenance**

Within five (5) years

In addition to the BMPs, the Village of Alden adheres to the following provisions:

## **DRAFT**

- a) Routinely calibrate equipment to control salt/sand application rates; and
- b) Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal.

Although not included as an appendix in the SWMP Plan, documentation of the procedures and completion of permit requirements pertaining to Pollution Prevention and Good Housekeeping for Municipal Operations are available as follows:

- Upon request: contact Stormwater Program Coordinator or Stormwater Management Officer listed on page 2 of this document
- At the **Village of Alden** municipal building as follows:
  - Electronically:
    - Public: Upon Request
    - Internally: (with DPW clerk)