

APPENDIX A: BMPs and Measurable Goals

1. BMPs and Measurable Goals for Public Education and Outreach

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|---|---|---------|---------|---------|---------|---------|----------------------------|
| 1 | Develop and annual education plan | Prepare education plan in the first 6 months of the permit. Include in Plan the BMPs, schedule, targeted audiences, and measurable goals. Summarize plan and implementation progress in each annual report. | X | X | X | X | X | Environmental Engineer |
| 2 | Informational Website | Develop and maintain a stormwater information page for the existing internet website. Post brochures and provide information on water quality, stormwater pollutants and ways to minimize them, municipal stormwater projects and activities. Also provide contacts for reporting and questions. | X | X | X | X | X | Environmental Engineer |
| 3 | Newspaper advertising | Purchase newspaper ads to target specific pollutant messages beginning in Year 1 and repeat twice per year. Report annually on number of ads places, newspapers used, and targeted pollutant. | X | X | X | X | X | Environmental Engineer |
| 4 | Mass media campaign | Work with TJCOG to develop mass media campaign messages for use on regional TV stations, local government cable channel, and regional radio. Target message about the importance of clean water and how stormwater gets dirty. Give tips on reducing pollution. Identify target audience and track the number of time shown; report annually. | X | X | X | X | X | Environmental Engineer |
| 5 | Distribute pollution prevention brochures and posters | Distribute brochures and posters through event displays. Include information on steps to reduce pollution sources including proper disposal of used oil and toxic materials, public reporting of illicit discharges and awareness of nutrient and fecal coliform issues. | X | X | X | X | X | Environmental Specialist |
| 6 | Festivals, local fairs | Participate in 2-4 local festivals annually by staffing a booth or a hands on activity starting in Year 1 and report annually on event and message provided. Provide messages on the importance of clean water and on specific activities that can be carried out to help keep stormwater clean. | X | X | X | X | X | Environmental Specialist |

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|---|--|---------|---------|---------|---------|---------|----------------------------|
| 7 | Annual Public Workshops | Conduct annual informational workshops. Include information on past, present, and future projects and information on ways the public can work to enhance water quality | X | X | X | X | X | Environmental Engineer |
| 8 | Educational Materials/Presentations for Schools | Develop age-specific educational information for use in schools and for presentations to school age children. Incorporate information into the water conservation program. | | | X | X | X | Environmental Specialist |
| 9 | Business Outreach Program | Develop and conduct an educational campaign to inform businesses on illicit discharges, reporting, improper waste disposal, sources of nutrient and fecal coliform loading and actions they can take to minimize them. | | | | X | X | Environmental Specialist |

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2. Public Involvement Program BMP Summary Table

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party | |
|---|---------------------------------------|--|---------|---------|---------|---------|---------|----------------------------|------|
| 1 | Storm drain stenciling | Stencil 5% of County each year, measured in square miles of MS4. Assign volunteers to area selected and have leader complete summary report on sections finished. Report annually on amount of community completed | X | X | X | X | X | Environmental Specialist | Stor |
| 2 | Communications “hotline” | Set up hotline in Year 2. Manage a database of calls received on communications hotline, including date, time, person calling, contact information, disposition of call. Report annually on number of calls received, topics covered and a summary of the disposition of the calls. | | X | X | X | X | Environmental Engineer/PIO | |
| 3 | Set up an ongoing advisory committee | Set up advisory committee in Year 1. Have monthly advisory committee meetings for the first 6-9 months reducing the meetings to quarterly thereafter, prepare minutes of meeting, agenda, and attendees list. Focus committee on targeted pollution programs of concern. Report annually on number of meetings and subjects covered. | | X | X | X | X | Environmental Engineer/PIO | |
| 4 | Establish an “adopt a stream” program | Establish adopt a stream program in Year 4 and track volunteer groups by name, project, activities completed, contact information, and have group prepare a summary report of activities each year. Report on program, providing amount of miles cleaned and frequency of activities in annual report. | | X | X | X | X | Environmental Specialist | |
| 5 | Festivals, local fairs | Participate in 2-4 local festivals annually by staffing a booth or a hands on activity starting in Year 1 and report annually on event and message provided. Provide messages on the importance of clean water and on specific activities that can be carried out to help keep stormwater clean | X | X | X | X | X | Environmental Specialist | |

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3. Illicit Discharge Detection and Elimination BMP Summary Table.

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|-------------------------------------|---|---------|---------|---------|---------|---------|----------------------------------|
| 1 | Legal Authority | Develop ordinance/amend existing ordinance to include illicit detection, right of entry, prohibition of certain discharges, enforcement actions and penalties for dumping, spills, and willful illicit connections. | X | X | X | X | X | Land Dev. Administrator |
| 2 | Stormwater Infrastructure Inventory | Detailed mapping of the storm drainage system to begin in 2003 to meet requirements of the Neuse Stormwater Rules. At least 10% of the County will be mapped annually with completion occurring by 2013. The map will note outfalls and receiving body of water for each outfall. Report annually on progress. | X | X | X | X | X | Environmental Engineer |
| 3 | Database tracking system | Develop a database tracking system for tracking citizen complaints and requests. All complaints will be logged including information on follow-up and geographical location of illegal discharge or spill. GIS will be used to track "hot spots". | X | X | X | X | X | EFS Dir., Environmental Engineer |
| 4 | Chemical testing of outfalls | Inspect 10% of community annually during dry weather conditions (i.e. hasn't rained in 72 hours) and test flows found at discharge points. Create database of outfalls, inspection date, chemical tests conducted, findings and follow up procedures. Report on number and actions taken in each annual report. | | | X | X | X | Env. Health Supervisor |
| 5 | Inspection Program | County staff will be cross-trained to recognize and report illegal discharges. Staff to be trained include code enforcement officers, inspectors and public safety personnel. Additional staff will be assigned or added as appropriate to manage the illicit discharge program. | | X | X | X | X | EFS Dir., Environmental Engineer |

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|----------------------------|---|---------|---------|---------|---------|---------|-----------------------------|
| 6 | Train County staff | Provide materials through Human Resources to train employees in organization on illicit connections and how to recognize them. Complete by end of year 2 and note date distributed. Summarize in annual report. This is also a requirement of the Neuse Stormwater Rules. | | X | X | X | X | Environmental Specialist/HR |
| 7 | Fact Sheets | Develop fact sheets on illicit connections and spill management. Provide to Inspections & Permits and Public Safety Department for distribution to businesses and the public. Prepare fact sheets for commercial property managers, restaurant owner/operators, automotive businesses and the public. Make available in County Offices. Complete by end of year 3 and provide samples in annual report. Note date completed and number of copies placed for distribution. | | | X | X | X | Environmental Specialist/HR |
| 8 | On-site Wastewater Systems | Provide information on septic system inspection and maintenance on County's web site. | | | X | X | X | Webmaster |
| 9 | Stream monitoring | Monitor stream quality and quantity to document trends in pollutant loading. Report annually on streams sampled and data collected on each. | | | | X | X | Env. Health Supervisor |

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4. Construction Site Program BMP Summary Table

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|----------------------------------|--|---------|---------|---------|---------|---------|---------------------------------------|
| 1 | Legal Authority | Review/amend existing erosion control ordinance as needed to improve sediment and erosion control program and comply with Neuse Rules and Phase II requirements. | X | X | X | X | X | EFS Director |
| 2 | Plan review | Reviews site plans for all new development with disturbed area greater than one acre. All site plans are reviewed to ensure compliance with sedimentation and soil erosion, storm water, and flood plain management ordinances and state laws. Reviews storm drainage systems to ensure they meet the design and Town criteria. | X | X | X | X | X | EFS Director |
| 3 | Pre-construction Meetings | Continue this activity and note in project logs. | X | X | X | X | X | EFS Director |
| 4 | Inspection Program | Inspect all construction sites greater than one acre of disturbed area to ensure that grading and construction operations comply with the erosion control and sedimentation control ordinance. Make on-site visits to construction sites during the construction process to ensure proper measures for compliance; check grade, soil barriers, tree protection fence, impoundment structures, and other features. Verify that the erosion control measures on the approved plan are properly installed and function as designed. Inspect all single-family residences Residential Construction Entrance (S-100) prior to footing inspection. | X | X | X | X | X | EFS Director and Building Inspections |
| 5 | Database tracking system | Continue this activity. | X | X | X | X | X | EFS Director |
| 6 | Local program meetings | Attend quarterly local program meetings to stay abreast of State regulations and share information with other locally delegated sediment & erosion programs in the region. | X | X | X | X | X | EFS Director |
| 7 | County projects | Inspect County Projects upon request to ensure compliance with state approved erosion control plan. | X | X | X | X | X | EFS Director |
| 8 | Clean Water Contractor Education | Provide one training event each year using the Clean Water Contractor curriculum provided by the NC Division of Land Quality. Document training program for site operators providing numbers of training events held and number of site operators trained each year. | X | X | X | X | X | EFS Director |

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|----|---------------------------------------|---|---------|---------|---------|---------|---------|---|
| 9 | Coordination of NPDES permitted sites | Coordinate with Post Construction Runoff Control Program. Do not close out any projects until post-construction measures are in and financial sureties for maintenance, deed restrictions, etc are addressed. | | | X | X | X | EFS Director, Env. Engineer, Land Development Administrator |
| 10 | Standard specifications for BMPs | Revise/amend standard specifications for sediment and erosion control BMPs as needed | | | | | | EFS Director |

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5. Post Construction Runoff Control Program BMP Summary Table

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|---|---|------|------|------|------|------|---|
| 1 | Legal Authority | Review/amend existing stormwater ordinances for new development as needed to comply with Neuse Rules and Phase II requirements. | X | X | X | X | X | EFS Director, Env. Engineer, Land Development Administrator |
| 2 | Plan review | Review site plans for all new development with disturbed area greater than one acre. All site plans are reviewed to ensure compliance with Neuse stormwater rules, watershed water supply regulations, NPDES Phase II requirements and small area plan stormwater requirements as applicable. Review all water quality and quantity BMP designs to ensure they are effective. | X | X | X | X | X | EFS Director, Env. Engineer, Land Development Administrator |
| 3 | BMP documentation and performance bonds | Coordinate with Post Construction Runoff Control Program. Do not close out any projects until post-construction measures are in and financial sureties for maintenance, deed restrictions, etc. are addressed. | | | X | X | X | EFS Director, Env. Engineer, Land Development Administrator |
| 4 | Pre-construction Meetings | Continue this activity and record in project logs | | | X | X | X | EFS Director |
| 5 | Inspection Program | Inspect all construction sites greater than one acre of disturbed area verify that the <u>B</u> est <u>M</u> anagement <u>P</u> ractices (BMPs) for water quality and quantity control on the approved plan are properly installed and function as designed. | X | X | X | X | X | EFS Director |
| 5 | Database tracking system | Track each project by spreadsheet. Data tracked includes project area, nitrogen loading, buydown payments. | X | X | X | X | X | EFS Director |
| 6 | BMP Inspections | Conduct annual inspection of Stormwater Best Management Practices (or obtain a certified inspection report from a licensed professional) to ensure proper operations & maintenance. Correspond with responsible party to request corrective actions. | X | X | X | X | X | EFS Director |
| 7 | Local program meetings | Attend local program meetings to stay abreast of State regulations and share information with other locally delegated stormwater programs in the region. | X | X | X | X | X | EFS Director, Environmental Engineer |
| 8 | Town projects | Inspect County Projects upon request to ensure compliance with stormwater regulations. | X | X | X | X | X | EFS Director |
| 9 | Standard specifications for BMP's | Revise/amend standard specifications for stormwater BMPs as needed. | | | | | | EFS Director |

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6. Good Housekeeping and Pollution Prevention BMP Summary Table

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|---|--|---|---------|---------|---------|---------|---------|---|
| 1 | Inventory County-Owned Facilities | Complete an inventory of County-owned facilities that will be evaluated through an environmental audit to determine potential pollution contributions. Prioritize facilities for an environmental audit. Report on number and type facilities that you will audit. | X | | | | | EFS Director/Gen. Services Dir. |
| 2 | Environmental Audit | In Year 2 begin environmental audits at priority sites and complete all audits by Year 3. Prioritize recommendations, as each audit is completed and initiate recommendations in the fiscal year following the audit, except where any extreme hazard or potential human risk is identified. High hazards will be addressed immediately upon identification. Report annually on progress toward meeting recommendations. Objective is to reduce pollutant loading from municipal sites. | X | X | X | X | X | EFS Director/Gen. Services Dir. |
| 3 | Train all General Services Staff | Educate all employees on clean water issues and on workplace responsibilities to reduce or eliminate pollutants from stormwater. Maintain program annually and report on number of employees trained and subjects covered. | | X | X | X | X | General Services Dir./EFS Dir./Env. Specialist |
| 4 | Train Buildings & Grounds Staff | Provide training to all employees who manage and apply chemicals to address safe storage, application and disposal of residual chemicals. Repeat training annually throughout the permit. Report on number of employees trained and subjects covered. | | X | X | X | X | Field Services Dir./ Conservation Dist. Admin. |
| 5 | Inspect Vehicle Washing and Fueling Operations | Annually inspect vehicle washing and fueling operations to ensure that they are in good working order and that they minimize exposure of stormwater to chemicals, fuels, and other liquids. Document findings and actions taken to address any problems identified. Report on finding in annual permit report. | X | X | X | X | X | Fleet Services Dir. |
| 6 | Inspect materials storage areas | Inspect material storage facilities and establish priorities for addressing issues identified. Address corrective activity with 24 months of inspection. Report on number and type of sites inspected and actions taken in each annual report. | X | X | X | X | X | General Services Dir. |

| | BMP | Measurable Goals | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Responsible Position/Party |
|----|--|--|---------|---------|---------|---------|---------|----------------------------|
| 7 | Inspect salt storage facility and evaluate snow/ice management program | Inspect salt storage facility and application equipment annually to identify and eliminate exposure to stormwater and/or ineffective/inappropriate application. In year 3, evaluate current snow and ice management program and ensure that effective measures are in place to minimize contamination. Identify problems and address when found. Report annually on inspections and resulting actions. | X | X | X | X | X | Field Services Dir. |
| 8 | Evaluate spill response | Evaluate current spill response practices and determine if adjustments are needed to reduce the risk of polluting bodies of water (streams, pond, lakes, ocean). Implement recommended changes in Year 5 and report on findings and strategies in annual reports. | | | X | X | X | General Services Dir. |
| 9 | Evaluate oil recycling program | Evaluate existing or potential for a new used oil recycling program. Implement new program or make changes to existing program in Year 5. Report annually on program, including amount recycled and adjustments made as needed. | | | | X | X | General Services Dir. |
| 10 | Maintain hazardous chemical inventory | Maintain inventory of hazardous chemicals and other potentially hazardous materials and ensure that limited but sufficient quantity of items are on hand to minimize risk of spill or contaminations of stormwater. Conduct research on alternative products to reduce risk of surface water contamination. Document findings and actions taken in annual report. | X | X | X | X | X | General Services Dir. |