

6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1	Employee Education & Training	Identify and prioritize pollution prevention education and training needs for municipal employees based on relative risk for stormwater pollution from municipal operations through the HRPDC Phase II Subcommittee.	Training Schedule	HRPDC & City Engineer	1 during permit cycle	training schedule
		Develop training materials to eliminate illicit discharges from storage yards, fleet or maintenance shops, outdoor storage areas, rest areas, waste transfer stations, and other municipal facilities.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Develop and distribute training materials to inform employees on proper waste disposal techniques.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Educate local government employees on protecting soluble and erodible materials from exposure or precipitation.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Educate local government employees on proper techniques for fertilizer and pesticide application.	Develop fact sheets	HRPDC	Permit Cycle	Training documents
		Distribute pollution prevention educational materials developed through the HRPDC/HR STORM to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & Localities	annually	E-newsletter, training materials
		Participate in at least one regional annual training workshop for municipal employees engaging in operations with a high risk of discharging pollutants into the MS4 coordinated by the HRPDC Phase II Subcommittee.	# employees attending	SW Program Administrator	annually	Training outline
6.2	Spill Prevention & Control Plans	Develop plans describing spill prevention and control procedures for municipal facilities by end of PY 2.	SOP	SW Phase II Subcommittee	PY2	SOP
		Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	SW Ph II Subcommittee	1X per permit cycle	Training Schedule
6.3	Operations & Maintenance Program	Document or develop formal O&M Program for municipally owned stormwater facilities to include activities, schedules, and inspection procedures that include provisions and controls to reduce pollutant discharges into the regulated small MS4 and receiving surface waters.	O&M Plan	Public Works Director	By the end of the permit cycle	O&M Plan

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6.4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section I E of 4VAC50-60-1200	Public Works Director	Annually	Annual report