



CITY OF POQUOSON
ENGINEERING

**500 CITY HALL AVENUE,
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September 29, 2017

To: Matt Fanghella
MS4 Coordinator
Virginia Department of Environmental Quality
Tidewater Regional Office
5636 Southern Blvd.
Virginia Beach, VA 23462
Matthew.Fanghella@deq.virginia.gov

From: Ellen Roberts

RE: City of Poquoson Permit Year 4 Annual Report for VAR040024

Transmitted via email

The following general information is provided in accordance with Permit Section II.E.3 Annual Report requirements:

a. Background Information

(1) Name and State Permit Number: City of Poquoson, Virginia; VAR 040024

(2) Annual Report Permit Year: Permit year 4: July 1, 2016-June 30, 2017

(4) Number of new MS4 outfalls and associated acreage by HUC added during the permit year: No new MS4 outfalls were added during this permit year.

(3) Modifications to any operator's department's roles and responsibilities: The roles and responsibilities listed on the City's annual report spreadsheets remain the same. The City is currently operating with one engineer, but is in the process of hiring a new engineer. In the interim, Gregg Nance, a temporary employee, was hired to perform Stormwater and Erosion and Sediment Control Inspections.

(5) Signed Certification is attached.

b. The status of compliance with state permit conditions, an assessment of the appropriateness of the identified best management practices and progress towards achieving the identified measurable goals for each of the minimum control measures:

Spreadsheets and associated documents for the minimum control measures are attached. Progress toward meeting the identified measurable goals is presented in the spreadsheets. The City of Poquoson complied with its PY 4 goals.

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

No monitoring was required or performed. Results of BMP actions and evaluations of their effectiveness are presented in the spreadsheets.

d. A summary of the stormwater activities the operator plans to undertake during the next reporting cycle:

A program plan that includes a summary of stormwater activities that the operator plans to undertake during the next reporting cycle is attached.

e. A change in any identified best management practices or measurable goals for any of the minimum control measures including steps to be taken to address any deficiencies:

The permit program plan was upgraded in Permit Year (PY) 1 to reflect permit requirements. This was necessary because the general permit was not finalized at the time the registration statement was submitted. The program plan is numbered in accordance with and reflects the final general permit. No additional changes were planned or undertaken in PY4.

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

The City of Poquoson has entered into a regional memorandum of agreement with other localities and the Hampton Roads Planning District Commission to participate in a regional stormwater program. The MOA and the annual status report on regional cooperative efforts are attached as part of BMP 1. The City of Poquoson relies on the Hampton Roads Planning District Commission Regional Stormwater Program to satisfy or partially satisfy various educational and training requirements. Details are provided in the associated MOA, Summary of Regional Stormwater Activities, and Regional Stormwater Education program (AskHRgreen) annual report.

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

n/a

h. Information required for any applicable TMDL special conditions contained in Section I of the general permit:

The City of Poquoson submitted a Chesapeake Bay TMDL action plan with its PY2 annual report. It was approved by DEQ in PY3. The City has completed construction of the two new best management practices described in the plan. With their completion in early PY4, the City will have met and exceeded its Bay TMDL requirements for the current permit cycle (5% reduction). Poquoson's MS4 did not receive any other TMDL wasteload allocation before the issuance of the current general permit. Staff members continue to participate in a bacterial TMDL development process for the Poquoson and Back Rivers. Information on this upcoming TMDL allocation is provided below.

Changes to the permit plan for permit year 5 (FY2017-2018):

None were made.

Required Program Plan Updates: Table 1

Table 1 of the General Permit provides interim deadlines for updating the Program Plan. Please find status reports on required updates below:

Permit Years 1 through 3-Required Updates:

Updates completed 12, 24 and 36 months after permit coverage were described in Permit Year 1, 2 and 3 Annual Reports. These include the updates required in Table 1: Schedule of MS4 Program Plan Updates Required in this Permit 12 and 24 months after permit coverage. Information is briefly provided in the Status of Compliance Spreadsheets and can be found in the PYs 1-3 Annual Reports found on the City Website.

Permit Year 2 Requirement for Bay TMDL: Section I.C: Special Conditions for the Chesapeake Bay TMDL Update: New information

In accordance with permit requirements, the City of Poquoson submitted an action plan with its second permit year report and received approval from DEQ for the action plan on February 10, 2016. The approval letter is found in the Appendix. During the current permit year, the City completed construction of two BMPs: a wet pond that receives runoff from the City Hall campus, and a constructed wetland that borders Victory Boulevard and receives runoff from that road and the Oxford Run ditch system. Now that these facilities are complete, the City has implemented its state-approved action plan for the first 5 year cycle, and has met and exceeded permit-requirements for phosphorous, nitrogen and sediment removal.

See the Appendix for additional information on Chesapeake Bay TMDL loads, reductions and activities.

Permit Year 3 Requirement: I B: Special Conditions For Approved TMDLs other than the Chesapeake Bay TMDL Update: New information Poquoson is not subject to any TMDLs that allocated a wasteload to the City and were approved before the permit cycle began on July 1, 2013. Poquoson is subject to only two non-Bay TMDLs: The Back River Bacterial TMDL, and Poquoson River Bacterial TMDL. Both of these TMDLs were developed in 2014 and approved by the State Water Control Board on June 30, 2014. DEQ notified the City and other stakeholders on December 7, 2015 that the Back River and Poquoson River Bacterial TMDLs contained a math error and were being recalculated. This letter is found in the Appendix. Per DEQ, the TMDLs will be brought back to the State Water Control Board for approval once they have been corrected. Poquoson staff members

participated in the TMDL development process by attending a public meeting; providing comment through a regional comment letter; and providing requested information to DEQ.

Poquoson continues to take steps to reduce bacterial loads in our receiving streams. These include public education, work to connect households on septic tanks to the City's sewer system, use of pet waste stations, and other actions. Information on these actions is provided in the Status of Compliance spreadsheets and the Appendix.

Permit Year 4 Required Updates:

Permit Year 4 Requirement: Section II B 3 a (3): Outfall Map Update:

The outfall map is due in PY4 and was completed before June 30, 2017, in accordance with permit requirements. The outfall table was updated to reflect information determined during the map development. Both documents are included in the annual report. No new outfalls were added in this permit year.

Permit Year 4 Requirement: Section II B 6 b (3): SWPPP Implementation Update:

The Public Works Yard SWPPP was finalized and implemented prior to June 30, 2017, in accordance with permit requirements. A copy of the SWPPP is found in the Appendix. The Appendix also provides information on staff involvement in creating and implementation of the SWPPP.

Permit Year 5 Requirements Status Report:

Permit Year 5 Requirement: Section II B 6 c (1) (b): NMP Implementation Update:

The City is required to use a nutrient management plan for 40% of its managed turf by the end of PY3. At this time, 5.05 acres and one of the two managed turf sites are under a nutrient management plan. That constitutes 50% of the sites and 78% of the managed turf acreage. In addition, Poquoson opted to not apply fertilizer to the remaining site. This means that 100% of the applicable turf sites were either managed using NMP or were not fertilized. This exceeds permit requirements. More information is provided on the Status of Compliance spreadsheets and the Appendix.

Reporting Requirements

In addition to General Information and Table I Program Plan updates, the City provides the following information on permit activities

General Permit Section I: Special Conditions

Section I.B.5. The City is not subject to any other TMDLs other than the Chesapeake Bay TMDL that allocated an applicable wasteload to the Poquoson MS4 prior to the issuance of the permit. In PY4, staff members participated in the development of bacterial TMDLs for the Poquoson and Back Rivers. These TMDLs and their allocated wasteloads were previously approved by the State Water Control Board in June 2014. However, last year DEQ notified the City that a math error had been made and that the TMDLs would be recalculated and taken back to the State Water Control Board for approval. The DEQ letter and associated emails are found in the Appendix and noted on the Status of Compliance Spreadsheet. These documents also detail steps the City is taking to reduce bacteria in local waters.

Section I.C.4: The City of Poquoson submitted a Chesapeake Bay TMDL Action Plan with its second year annual report. This plan was amended and resubmitted to DEQ in January 2016 in response to DEQ review comments, and was approved by DEQ. Information on the action plan and Poquoson's Bay program are found in the status of compliance spreadsheets and the appendix.

During the current permit year, the City completed construction of two BMPs listed in the plan for implementation during the permit period. With their completion, Poquoson met its Action Plan goals and exceeded the 5% removal requirement for phosphorous, nitrogen, and TSS. In addition, a home was taken off septic tank and connected to sewer. These BMPs are being reported in an electronic format with the PY4 annual report.

Activities planned for PY5 include monitoring the recently installed BMPs and making any improvements necessary to ensure they meet design criteria, developing an action plan for the next permit cycle; and participating in the state's Phase III WIP process as applicable. Participation in the state's public involvement process began this permit year.

General Permit Section II: Minimum Control Measures:

Minimum control measures and the reporting requirements for those measures are addressed in the Status of Compliance Spreadsheets, with associated documents provided in the Appendix. Below please find a brief summary of some information required for Permit Section II minimum control measures. Additional information on these requirements and

information on all other requirements are found in the Status of Compliance Spreadsheets and Appendix.

Annual reporting requirements: (Section II.B.6.g)

II.B.6.g (1): Annual Summary on development and implementation of the daily operational procedures:

Daily operational procedures and the Public Works Yard itself have been upgraded during Permit Years 1-4. Past improvements to the standard operating procedures include several of the techniques they learned in an EPA forum. This year staff actively participated in the development of the SWPPP. They provided a tour for the consultant preparing the plan and provided responses to consultant questions and requests for information. Based on this interaction, they made minor changes to their SOP's. They reviewed the draft SWPPP and provided comments on the document. Public Works staff members take an active role in developing and implementing their operational procedures. This is an ongoing process, intended to create more buy-in for new procedures. More information is provided in the Status of Compliance spreadsheets and the appendix.

II.B.6.g (2): Annual Summary on development and implementation of the required SWPPP:

A SWPPP has been developed and implemented at the Public Works yard. This is the City's high priority facility, housing Public Works, Utilities, Vehicle Maintenance and Parks and Recreation maintenance staff, equipment and operations. Public works staff members worked closely with a professional engineering consultant to create the SWPPP. The document is based on the staff's standard operational procedures and suggested improvements by the consultant engineer. The consultant was provided the City's SOP's and other documents; inspected the facility; and worked directly with staff members to create a document the document. Improvements made to the yard as part of this effort included more signage; more conveniently located spill kits; and formalizing ongoing good practices. Ongoing work includes staff members continuing to identify potential pollutants and their sources, and to eliminate them. The SWPPP reflects last year's changes in material and equipment storage and upgraded inspection procedures. In the last 6 years, the City has upgraded its used oil disposal and storage facility; replaced and upgraded its wash rack; constructed a new chemical storage facility; added more signs and spill kits; and made other improvements.

II.B.6.g. (3): Nutrient management plans: The City accomplished this goal early. The City has 6.47 acres (two sites, one with 1.42 acres; one with 5.05 acres) of one one-acre-or-more, contiguous, managed turf. The 5.05 acre-site is managed by a contractor that maintains a nutrient management plan for the site. The 1.42 acre site was not fertilized this year.

II.B.6.g (4): Training is required biannually. It was held during PY2 and again this year in PY4. This year's training session was attended by Public Works, Utilities, Vehicle Maintenance, and Parks and Recreation maintenance employees. In addition, the City's Environmental Compliance Officer and City Inspector participated in various continuing education courses on water quality and erosion and sediment control. These courses are provided in this annual report. The City Engineer worked with other local government employees to finalize a regional illicit discharge training video and field manual that are specific to coastal communities and will be used in future permit years. The City Engineer and Drainage Supervisor showed the authors of this video script and field manual around the City, focusing on tidal ditch outfalls. More information on these training events and certifications are found in the attached spreadsheets and appendix.

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Transmittal PY3

Appendix



CITY OF POQUOSON

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996
(757) 868-3000 TELEPHONE (757) 868-3101 FAX

Office of the City Manager
J. Randall Wheeler

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.



Responsible Official Signature

9/29/2017

Date

VAR 040024

City of Poquoson, VA

Permit Number

MS4 Name

Status of Compliance

Spreadsheets describing actions and status, supplemented by Appendix

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan	Compliant; program was updated to meet General Permit conditions and new program plan submitted with PY1 annual report.
1.1	Update Public Education and Outreach Program						Appendix p. 10
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	askHRgreen.org Stormwater Education Subcommittee	PY1	Education and Outreach Plan	Compliant. Completed in PY1. See Appendix page10.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the askHRgreen.org regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media				
						Compliant. See below for compliance with specific program plan requirements. Appendix p. 11-29
1.2a	<i>Scoop the Poop</i> campaign	Make <i>Scoop the Poop</i> information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	askHRgreen.org Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf (link to Ask HRGreen annual report). AskHRgreen annual report, Appendix p. 11-28 & p. 29
						Compliant. 35.1% of target audience reached through media campaign. See appendix p. 29 Dog waste bag holders were available at City Hall, where citizens obtain dog licenses. These giveaways are included in totals shown in 1.3d. See appendix for askHRgreen.org annual report and appendix p. 29 for FY 16 Stormwater Permit Requirements Target Audience Percentages.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	askHrGreen.org Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf (link to AskHrGreen annual report). AskHrGreen annual report, Appendix p. 11-28 & p. 29	Compliant. Media campaign reached 35.1% of target audience for proper disposal of yard waste and 38.4% of total for proper use of fertilizer and promotion of soil testing. Informational brochures and giveaways provided at City Hall offices and Public Works office.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
1.2c	Promote FOG campaign	Participate in the askHrGreen.org regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	askHrGreen.org Stormwater Education Subcommittee	Annually	FY 17 Target Audience Percentages Summary is also provided in Appendix. Information is also provided in http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_Final.pdf (link to AskHrGreen annual report). AskHrGreen annual report, Appendix p. 11-28 & p. 29	Compliant. Medial campaign for Reducing SSO's and proper disposal of fats, oil and grease reached 23.4% of the audience during the holidays and 36.8% of the audience during a separate Down the drain/Reducing SSOs campaign. AskHrGreen also conducted a "What Not to Flush" campaign for reducing SSOs that reached 36.3% of the target audience.
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	askHrGreen.org Stormwater Education Subcommittee	Annually	http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_Final.pdf	Compliant. See askHrGreen annual report in appendix for percentage of high priority audience

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	Number of giveaways distributed	askHRgreen.org Representative	Annually	See AskHRGreen annual report in Appendix or online at http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf
1.3	Provide for Public Participation					
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	askHRgreen.org Representative	Annually	Locality website: Most events were posted on the main website page: http://www.ci.poquoson.va.us/ . The Adopt a Spot program is advertised on the City Manager's page: http://www.ci.poquoson.va.us/158/City-Manager . See Appendix p. 65 for details. Compliant. 12 volunteer opportunities were posted. Board member positions were also advertised, including openings on the wetlands board. Events ranged from one day litter pickup to Adopt-A-Spot and Bay Star home (ongoing activities) programs. See BMP 2, Public participation for information on events.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
1.3b	Regional Initiatives	Submit articles for askHRgreen.org blog and/or to the City newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	askHRgreen.org Representative	Annually	askHRgreen.org website or Island Tide . See Appendix p. 33-38.	Compliant. Three articles were submitted to AskHRGreen blog. Articles on Bay TMDL retrofit pond construction projects were provided in handouts in the library, where citizens could view the ongoing construction. See Appendix. AskHRGreen website exposure is found in AskHRGreen annual report. See Appendix.
1.3c	Regional Outreach	Post volunteer opportunities on the City website and/or askHRgreen.org calendar	Number and types of events submitted	askHRgreen.org Representative & HRPDC Environmental Educator	Quarterly	askHRgreen.org website See Appendix p. 65	12 volunteer opportunities posted. See Appendix. Events included site clean ups; participation in comprehensive plan development; Bay Star Homes; Keep Poquoson Beautiful. The postings were placed on city media because we have found that produces more volunteers.
1.3d	Distribute educational materials developed through askHRgreen.org	Distribute materials developed through askHRgreen.org to target audience in locality.	Number of materials distributed	askHRgreen.org Representative	Continuously	askHRgreen.org summary materials. See Appendix p.40.	Compliant. 1820 giveaways were provided at City Hall, in volunteer bags, and at the Poquoson Seafood Festival. See appendix for detailed list of the number distributed of each type of giveaway.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
1.3e	Maintain and enhance askHRgreen.org website	Increase website visits each year	Website click-through rates-Annual askHRgreen.org website visits	HRPDC & askHRgreen.org	Permit Cycle	askHRgreen.org summary materials. See Appendix p. 11.	Compliant. See Appendix. Also, link from City Website to askHRgreen.org : http://www.ci.poquoson.va.us/168/Engineer ring
1.4	Participate in regional committees: askHRgreen.org , RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA and Regional Program annual summary of cooperation. See Appendix p. 41.	Compliant. City Engineer worked with regional cohorts to update regional stormwater MOA prior to it expiring. See "Regional Cooperation in Stormwater Management, Fiscal Year 2016-2017: A Status Report" and AskHRGreen report.
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and askHRgreen.org	Number of meetings attended/Number of meetings held	askHRgreen.org Representative	Annually	askHRgreen.org summary materials. See Appendix p. 11.	Compliant. New MOA reviewed in regional committee. See below.
1.4b	askHRgreen.org	Participate in at least 35% of askHRgreen.org Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	Attendance chart. See Appendix p. 60	25% (3 out of 12 meetings) attended. See appendix. Loss of staff members and illness of remaining members contributed to low attendance. We are currently hiring a new employee who will be assigned to this committee as a corrective action.

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY4 STATUS: Appendix pages 1-61
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.		SW Program Administrator, askHRgreen.org , askHRgreen.org Representative & HRPDC	As scheduled in permit	Revised Program Plan. See Appendix p. 61.	Compliant. 89% (8 out of 9 meetings) attended. See Appendix.
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.					Compliant. The weak link in the program is the AskHRgreen meeting attendance. This will be corrected by adding another staff member to the committee roster. In general, we exceeded the measurable goals.

2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.1	Public Involvement					
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	askHRgreen.org Representative & IT Department	Annually	Locality website: http://www.ci.p oquoson.va.us/2 78/Environmental-Information
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	askHRgreen.org Representative & IT Department	Annually	Locality website: http://www.ci.p oquoson.va.us/2 78/Environmental-Information
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	askHRgreen.org Representative & IT Department	6 mo. prior to end of permit cycle	Locality website N/A; PY 5 REQUIREMENT. City staff monitored development of draft MS4 permit.
2.2	Public Participation					

Updated MS4 Program Plan July 1, 2013 - June 30, 2018
City of Poquoson VAR 040024

2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.2	Public Participation in a minimum of four local activities annually	Keep Poquoson Beautiful; Clean The Bay; Drug Take Back; multiple talks at civic groups on Bay TMDL Action Plan and clean water	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, askHGreen@poquoson.org Representative	Annually	PY4 Public Education and Participation Events summary spreadsheet in appendix p. 65 - 67. Detailed information on events, including photos of enhanced pond after volunteer event, are found in Appendix p. 68 - 100
						PY 3 STATUS Appendix p. 62 - 100 Compliant. 13 Public Participation events. This year's events included Keep Poquoson Beautiful; two Drug Take Back Days; Earth Day by the Bay inaugural event and Clean the Bay Day. More details are on summary sheet in appendix.
	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report Compliant. Volunteer/staff efforts were well attended. Fall volunteer events for PY5 has already been held. In PY 4, at least one other clean up was planned but had to be cancelled because of Hurricane Matthew and other intense fall rain storms.

Updated MS4 Program Plan July 1, 2013-June 30, 2018
City of Poquoson, VA VAR 040024

3. Illicit Discharge Detection and Elimination							PY 4 Status Appendix p. 101 - 147
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.1	Storm Sewer System Map						
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually; Complete outfall map PY4.	Outfall map	Compliant. Map was completed this year. See Appendix p. 107 - 109.
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table. See appendix p. 110 - 113	Compliant. Information Table was updated and expanded to provide more data as part of outfall mapping effort. New data includes location latitude and longitude, DA, and new identifying numbers. See Appendix. No new outfalls were added this year.
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Area Map	Compliant. MS4 service area was provided to DEQ in Chesapeake Bay Action Plan. The action plan is on the City website at http://www.ci.poquoson.va.us/DocumentCenter/Home/View/865 . The map is on page 18 of the Bay TMDL Action Plan. This information is included on outfall maps. Catchment areas (drainage areas) provided in outfall table. See appendix p. 110-113.
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website	Compliant. Information available in City Engineer's office and online in Bay TMDL Action Plan at http://www.ci.poquoson.va.us/278/Environmental-Information .
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list	No new outfalls in PY4.

Updated MS4 Program Plan July 1,2013-June 30, 2018
City of Poquoson, VA VAR 040024

3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping
						PY 4 Status Appendix p. 101 - 147 Compliant. Pipe schematic map on City Maps website: http://poquoson.mapsdirect.net/Account/Logon . Outfall map available in PY4 annual report on http://www.ci.poquoson.va.us/278/Environmental-Information and at the City Engineer's office.
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance. See Appendix p. 114 - 118
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance : Poquoson City Code, Chapter 34, Article V, Sections 34-205 through 208; website link: https://www.municode.com/library/va/poquoson/codes/code_of_ordinance?s?nodeId=PTIICODR_CH34EN_ARTVSTMA Compliant.
3.2	Dry Weather Screening					
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol. See Appendix p. 119
						Compliant. Developed in PY1. Example form (filled out) and SOPs used for screening found in Appendix p. 119.

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3. Illicit Discharge Detection and Elimination							PY 4 Status Appendix p. 101 - 147
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets. Per DEQ, only summary table provided. See Appendix p. 120 -122.	Compliant. 63 outfalls and 21.6 miles outfall ditching inspected. In addition, the system was checked for blockages/spills/debris before Hurricane Matthew.
3.3	IDDE program implementation				End of PY1	IDDE Protocol	Compliant. Finished in PY1.
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website & appendix p. 123.	Compliant. General information on what is not allowed in ditches and pipes, steps to improve water quality and where to call to report an illicit discharge are found on http://www.ci.poquoson.va.us/278/Environmental-Information A copy of the info directing citizens where to report suspected discharges is in appendix.
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Inspection forms . See Appendix p. 124 - 128	Compliant. Fire Department forms are attached. This year the Fire Department reported to 7 gasoline, oil and chemical spills. In addition, the Fire Department provided its air boat for state and regional hazardous waste spill in marine environments training.
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities Summary Sheet. See Appendix p. 129. Backup info is in appendix p. 130 - 136.	Compliant. See summary sheet in appendix. City staff responded to 4 potential illicit discharges, in addition to those reported to fire department.

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3. Illicit Discharge Detection and Elimination							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status Appendix p. 101 - 147
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements. See Appendix p. 137 - 141.	Compliant. 28 TV inspections were conducted. 33 line/manhole/lateral inspections were performed. 106 residential sewer laterals were cleaned. See FY 17 list provided in appendix.
3.4	Spill reporting						
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dep:	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report. See Appendix p. 124 - 128	Compliant. Fire Department forms are attached. This year the Fire Department reported to 7 gasoline, oil and chemical spills. In addition, the Fire Department provided its air boat for state and regional hazardous waste spill in marine environments training. Spills were cleaned up before reaching state waters.
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS. See appendix p. 142 - 147.	Compliant. The City had 6 Sanitary Sewer Overflows in PY4. Four occurred during Hurricane Matthew when tidal water flooded streets and overwhelmed the sewer system (note: Wet weather plans only consider rain events, not tidal events). Two occurred as a result of equipment failure. Equipment has been replaced and is now in good working order.

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit	
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	<u>In accordance with an oral request from DEQ, a summary of illicit discharge screening forms, not all the forms, will be provided to DEQ in order to reduce paperwork. Forms are available through the City upon request</u> Compliant. Continue Consent Order work so that hurricane impacts/high tide impacts are minimized. Continue citizen education on keeping debris out of ditches and reducing fertilizer discharge (staff noted that algae in ponds is a growing issue). New air boat is proving to be a regional asset. Water sampling equipment now on hand in case a spill or its source is not identifiable or is suspected.
						PY1 task. Compliant.

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4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status: Appendix p. 49-223
4.1	Legal Authorities						
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances online and letters from state. See Appendix p. 155 - 156	Compliant. Both SWM & ESC ordinances are available at https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_CH34EN
4.1.b	CBPA LD Activities > 2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance on line and email from state on appendix p. 157-159	Compliant. CBPA ordinance available online at https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZO_ARTXI.IVENMAAREMOVDI
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance	See 4.1.a (above) for weblink to ordinance
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances	See 4.1.a and 4.1.b (above) for weblinks to ordinances
4.2	Local Programs						
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system. See Appendix p. 160 - 161 for list of projects.	Compliant. 49 plan reviews.

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4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status: Appendix p. 49-223
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles). See Appendix p. 156	Compliant. Letter from DCR in appendix.
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Letter from DEQ (or DCR in prior cycles). See Appendix page 157	Compliant. Letter from DEQ in appendix.
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/requests, #site visits	E&SC Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Summary from Locality tracking system. See appendix p. 162 for summary; p. 163 - 186 for back up emails and info.	Compliant. City received approximately 15 calls/complaints on 10 projects. This included 9 projects that were under construction and one that was being reviewed by staff. City staff investigated and ensured sites were stabilized and permits obtained if necessary. See Appendix.
4.3	Compliance and Enforcement						

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4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status: Appendix p. 49-223
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system and inspection procedures are in appendix p. 187 - 189. Inspection forms, pictures and developer communications typical of City's inspection are found in enforcement section of appendix p. 213 - 214. Other examples found in enforcement section. Inspection tracking or p. 190 & 191	Compliant. 851 inspections were conducted. 735 inspections were single family home projects; 116 were residential subdivision or commercial development inspections. Developments in PY 4 included two residential subdivisions (approx. 20-25 lots each); three commercial developments (two individual storefront buildings, both redevelopments; single occupancy lot; one small office building); and two townhouse communities.
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment Control Ordinance	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on NOV's & backup info in appendix p. 193 - 208. Number of inspections found above in 4.3a.	Compliant. Two Notices to Comply were issued for ongoing violations (attached), one for a single-family property and the other for multi-family. Compliance was achieved by the given date and therefore, neither property received a Stop Work notice. One property owner began to disturb land prior to obtaining a permit. Disturbance was observed by a staff member before the 2500 s.f. minimum threshold was met. The owner was contacted by the Poquoson Environmental Compliance Officer and a permit was obtained before any more land disturbance occurred.

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4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status: Appendix p. 49-223
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy.	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on Stop Work order and NOV in appendix p. 193 - 214	Compliant. See summary information and typical inspection forms/photos/communications. Inadequate silt fencing and drain inlet protection was pointed out to contractors and corrected prior to next City inspection. This is standard practice.
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report appendix page 160 - 161	41 permits and in lieu of agreements issued. See appendix for active permits.
4.4	Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications. Appendix p. 215 - 222	The Environmental Compliance Officer holds the dual combined Administrator certification for stormwater and erosion and sediment control programs. The engineer received erosion and sediment control and stormwater inspector certifications. The City Inspector is also certified to conduct erosion and sediment control inspections. A temporary employee hired for the summer also held certifications in E&SC and stormwater inspections. See appendix.
4.4.a	E&SC Certifications						

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4. Construction Site Storm Water Runoff Control

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 4 Status: Appendix p. 49-223
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications. Appendix p. 215-222	The Environmental Compliance Officer holds the dual combined Administrator certification for stormwater and erosion and sediment control programs. Three additional employees were certified in E&SC inspections in PY4: 2 additional employees were certified in stormwater inspections. See appendix.
4.5	VSMP Authority Permits						
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or $\geq$ 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers. See appendix.	Compliant. No new stormwater permit applications received or issued this year.
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers	VAR10J588 was issued for the first townhouse building in a new townhouse development. However, the environmental compliance officer discovered later that it wasn't necessary as they were covered by the original Firth Lane townhouse permit. VAR10J588 was issued for the first townhouse building in a new townhouse development. However, the environmental compliance officer discovered later that it wasn't necessary as they were covered by the original Firth Lane townhouse permit.

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system. See information on notices of violations in appendix p. 193 - 208
						Compliant. Two notices of violation were issued following joint E&SC and Stormwater inspections. Issues were remedied before further enforcement action had to be taken. See Enforcement Summary Spreadsheet and notices of violation in Appendix.
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan
						Compliant. No changes to program plan this year. However, City added a new staff member who performs inspections.
4.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report
						Compliant. One of the biggest challenges for staff is that the same data is being tracked for VSMP, E&SC, Ches Bay and MS4 programs. We appreciate DEQ's efforts to streamline data calls and look forward to this effort continuing.

5. Post Construction Storm Water Management in New Development and Redevelopment							PY 4 STATUS Append. P. 224 - 257
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
5.1	Address post-construction stormwater runoff from development that enters the MS4						
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but >2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	Compliant. Ches Bay Preservation Act requirements found in environmental overlay district ordinance, on City website: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICCOOR_APXAZO_ARTXI.IVENMAAREMOVDI
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.B.5 of the General Permit.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance	Compliant. UPDATED ORDINANCE ON LINE AT https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICCOOR_CH34EN_ARTVSTMA
5.2	Inspection and O&M Verification for Privately-owned BMPs						
5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator	Ongoing	List of Maintenance Agreements in appendix p. 229 - 231	Compliant. No new private BMP's came online this year (no new maintenance agreements). Existing BMP's provided to DEQ as part of historic data call are found in the appendix. The City completed construction of two BMPs to meet Chesapeake Bay TMDL Action Plan requirements. Information on these two BMPs is provided in appendix.

5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary: Inspection Procedures	Compliant. No private BMP inspections were due this year. Staff members worked with one community regarding a barnacle problem; one with a muskrat issue; and one community that performing a major retrofit to one of its ponds in PY 5 and inquired about algae issues in PY4. Poquoson completed construction of its two new Bay TMLD BMPs. City staff monitored these facilities; added new plantings to the pond and installed aeration in the constructed wetland to combat algae growth.
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOV's	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary See appendix p. 232-235 for email exchanges assisting HOAs with pond maintenance.	Compliant. No inspections were due this year. City staff did go out and inspect one privately owned pond at the request of citizens and provided information on muskrats and the bank damage that they can do to ponds.
5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC	End of PY1	Alternative Strategies	Compliant. City has a highly successful public outreach program to remind the 145 single family BMP owners to inspect and maintain their facilities. See appendix p. 236 for sample postcard.
5.3	Inspection & Maintenance Schedules for City-Owned BMPs						

5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator	Annually	Inspection Report Summary; Inspection Procedures. See Appendix p. 237 - 257	Compliant. None due or performed this year. Inspection/maintenance procedures provided in appendix. Emphasis in PY 4 was completing two new Bay TMDL ponds and ensuring they functioned properly. Work included frequent visual checks; upgrading slope vegetation on wet pond; adding aeration to created wetland because of algae concerns. Both BMPs are functioning well.
5.4	Program Plan Requirements						
5.4.a	Roles and responsibilities	Identify the roles and responsibilities for each department, division, and subdivision in implementing Section II of General Permit; also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilities, written agreement	SW Program Administrator	As needed	List of roles and responsibilities; Written agreement(s)	Compliant. Roles and responsibilities are listed on Compliance status and program plan spreadsheets. Poquoson lost its new engineer last year. This position assisted with e&sc and stormwater inspections. A temporary employee (Gregg Nance) was hired to help other certified City inspectors during the permit year. Hiring of an additional engineer is occurring in PY 5. Regional MOA found in appendix.
5.5	Tracking and Reporting						
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/data base)	SW Program Administrator	Annually	BMP Report	Compliant. Data submitted to DEQ last permit year as part of Historic Data Call effort. Two new Poquoson-owned BMPs were implemented this year. Information is provided in appendix. Historic data BMP Table found in appendix.
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator	Annually	BMP Report	Spreadsheet provided in appendix for two new City BMPs.

5.6	Program Plan Updates	Update program plan to meet new general permit requirements.	SW Program Administrator	PY1	compliant. Program plan updated in PY1. No new updates this year.
5.7	Evaluation and Assessment	Evaluate and assess progress toward goals	SW Program Administrator	Annually	Compliant. The PY5 retrofit on a HOA pond is the first one in the City and has so far been a smoothly run joint effort between HOA and community. More information will be provided in PY5 as work progresses and is hopefully completed. The new Chesapeake Bay TMDL BMPs owned and installed by the City are functioning well and have already been upgraded with enhanced landscaping (public participation volunteer event) and aeration. More public participation is planned and City has applied for a grant for a volunteer event.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information
6.1.c	Manage Municipal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266 - 277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan. See SOP's and SWPPP in Appendix. Information on SSO's and the City's maintenance program for sewers is found in Appendix under BMP 3: Illicit Discharge Detection and Elimination	Compliant. The City had 6 Sanitary Sewer Overflows in PY4. Four occurred during Hurricane Matthew when tidal water flooded streets and overwhelmed the sewer system (note: Wet weather plans only consider rain events, not tidal events). Two occurred as a result of equipment failure. Equipment has been replaced and is now in good working order. Poquoson continues an extensive maintenance program.
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266-277	Compliant. SOP's are online at http://www.ci.poquoson.va.us/278/Environmental-Information
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266-277	Compliant. City upgraded bulk storage area in PY3 after attending EPA seminar that included tour of VDOT salt & sand storage facility. See PY3 annual report
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266-277	Compliant. See SOP's on line or in Appendix. Additional information and inspection forms are found in Public Works Yard SWPPP in Appendix.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix p. 266-277 Certifications are on appendix p. 328
6.2	Storm Water Pollution Prevention Plans (SWPPP)					
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge stormwater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities found in PY1 report on City website: http://www.ci.poquoson.va.us/278/Environmental-Information and in appendix p. 278.
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP in appendix p. 301; implementation sample inspection on p. 302-318.
6.3	Nutrient Management Plans					
						Compliant. See SOP's and applicator certifications in appendix.
						Compliant. City has one consolidated facility.
						Compliant. The SWPPP has been developed and implemented. Public Works, utilities, parks and rec involved in the writing and implementing of the SWPPP to ensure the document would be implemented successfully.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	List of managed turf sites > 1 Ac. See appendix p. 319	Compliant. Two sites were identified. See appendix.
6.3.b	NMP development & implementation	Develop and Implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	LIST OF NMP Covered Sites and NMP worksheet, p. 319 - 320	Compliant. 100% of identified sites are either managed according to the NMP or are not fertilized at all. Plan is in appendix
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	List of managed turf sites > 1 Ac.	Compliant. Identified sites are either managed according to the NMP or are not fertilized at all. Plan is in appendix
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Statement	Compliant: Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces
6.4	Employee Education & Training						

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of Illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. All full time employees were required to attend unless they were sick that day. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan. Note: City staff is small. Consolidated training provided to all personnel at one time.
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan.
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities and engineering staff. 23 employees received training. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan. Public works employees also attend OSHA hazardous waste training on a rotating basis. 5 public works and utilities employees attended this year.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications in appendix p. 217 - 222	Compliant. See appendix for certifications.
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	See certifications under BMP 4: Construction in appendix.	Compliant. The Environmental Compliance Officer holds the dual combined Administrator certification for stormwater and erosion and sediment control programs. The engineer received erosion and sediment control and stormwater inspector certifications. The City Inspector is also certified to conduct erosion and sediment control inspections. A temporary employee hired for the summer also held certifications in E&SC and stormwater inspections. See appendix.
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training. Training information in appendix p. 321 - 327.	Compliant. Training held this year for all public works, utilities, parks and rec maintenance and engineering staff. In addition, staff was involved in developing the SWPPP so that they would have a good understanding of its requirements and successfully implement the plan.
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	See appendix p. 329 - 330 for Fire Dept.; see appendix p. 332-333 for ongoing hazardous waste training for other staff members that was conducted this year.	Compliant. All fire dept. personnel must have HazMat handling/spill response certification when hired. See appendix. Each member completed 6 hours of training for a total of 150 hours. Fire Department personnel also participated in DEQ-sponsored regional training for hazardous waste spills in marine environments. See appendix.
6.5	Tracking						

6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	PY 3 Status: Appendix p. 258 - 334
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan in appendix p.334.	Compliant. Plan developed in PY1. See Appendix.
6.5.b	Training Schedule	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 Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	See training plan in appendix and summary of regional cooperation (BMP 2) in appendix.	Compliant. Work this year the coastal community-specific illicit discharge training program video and field manual were finalized. The regional training plan is found in the appendix.
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/ askHGreen.org to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials	Compliant. This year's information focused on upgraded operations at Public Works yard (discussed with all employees in yard). Brochures and canvas tote bags are always available in Public Works building. Information was distributed to 23 employees at training; SWPPP s also made available at the main office to employees.
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms. See Py3 annual report.	Compliant. Training session held in PY3.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit	
6.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report
						Compliant. PY1 activity.
						Compliant. City's Public Works yard and operations continue to improve annually because of staff's engagement in the good housekeeping Stormwater Pollution Prevention Plan development.

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TMDL Special Conditions						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
SC-1	TMDL					
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information See appendix p. 338 - 340 for information on the two BMPs and the septic tank disconnection and connection to sewer.
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan See Appendix p. 343 - 351 for letters from DEQ on future wasteload allocations
						Compliant. Action plan submitted in accordance with permit requirements; revised per DEQ comments and approved by DEQ on February 8, 2016. A copy of the approval letter was provided with the PY3 annual report.
						Compliant. City completed construction or two BMPs in PY4 in accordance with and completing actions listed in Bay TMDL Action Plan. City exceeds 5% goal. One septic tank at 205 Hunts Neck Road was taken off line, emptied, filled with sand. Home was connected to sanitary sewer. This further reduced nitrogen. Pollution removal rates are provided for these two ponds and the septic tank disconnection/connection to sewer in the appendix. Appendix p. 342 contain information on meetings attended and other Bay TMDL related activities.
						n/a; No non-Bay TMDL wasteloads were allocated to the Poquoson MS4 prior to the issuance of the permit. See appendix for information on ongoing development process for bacterial TMDLs which will eventually allocated a wasteload to the City's MS4. City continues to provide educational materials, offer free boat privy pump outs and perform sewer maintenance work to reduce bacterial loads.

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SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013	Per Table I of Permit.	SW Program Administrator	As scheduled in permit	Information provided in the cover letter of this annual report; in spreadsheets; and in appendix.	Compliant. No TMDL Action Plan update required. City has completed action plan stated actions and exceeds permit requirements for Bay TMDL. Information on septic tank disconnect and on completed BMPs provided in appendix.
SC-4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	Compliant. City expects at least one additional septic tank will be taken off line/residence connected to sewer in PY5. City has met and exceeded current permit requirements for Bay TMDL at that time. City staff will continue to monitor and if applicable participate in development of bacterial TMDLs for Poquoson and Back Rivers. We are currently waiting for EPA and SWCB approval of these TMDLs.

PY 5 Program Plan

For use during the permit period from July 1, 2017-June 30, 2018

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY3): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2017

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
	Continue to implement the public education and outreach program as included in the registration statement until the program is updated to meet the conditions of General Permit No. VAR040027			SW Program Administrator	End of PY1	PY1 Program Plan
1.1	Update Public Education and Outreach Program					
1.1a	Design a plan to educate citizens on techniques to reduce impacts of stormwater pollution on public waterways with an emphasis on impaired waters by first identifying at least 3 high-priority water quality issues	Identify at least 3 high priority water quality issues that contribute to the discharge of stormwater	Issues identified	askHRgreen.org Stormwater Education Subcommittee	PY1	Education and Outreach Plan

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2	Regional Media Campaign to Address High Priority Issues	Participate in the askHrGreen.org regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media				
1.2a	Scoop the Poop campaign	Make Scoop the Poop information and giveaways available where citizens receive animal licenses and at pet-related events as appropriate	Percentage of target audience reached through activities.	askHrGreen.org Stormwater Education Subcommittee	Annually	Information is also provided in http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf (link to AskHrGreen annual report). AskHrGreen annual report is in appendix.

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2b	Promote Lawn Care campaign	Run media campaigns and make lawn care best management practice guides available.	Percentage of target audience reached through activities.	askHrGreen.org Stormwater Education Subcommittee	Annually	Information is also provided in http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf (link to Ask HrGreen annual report). AskHrGreen annual report is in appendix.

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2c	Promote FOG campaign	Participate in the askHrGreen.org regional media campaign which will make impressions with a stormwater message via print, television (local municipal access, cable and local affiliate), radio, and social media	Percentage of target audience reached through activities.	askHrGreen.org Stormwater Education Subcommittee	Annually	Information is also provided in http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf (link to Ask HrGreen annual report). AskHrGreen annual report is in appendix.
1.2f	Relevant Message Implementation	Conduct sufficient education and outreach activities designed to reach an equivalent 20% of each high priority audience.	Demographic, reach, frequency, & website click-through rates	askHrGreen.org Stormwater Education Subcommittee	Annually	http://askHrGreen.org/wp-content/uploads/2011/06/askHrGreenFY17AnnualReport_final.pdf

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.2g	Provide for adjustment of target audiences and messages to address any observed weaknesses or shortcomings	Website feedback reports, regional meeting feedback	Number of giveaways distributed	askHRgreen.org Representative	Annually	See AskHRGreen annual report in Appendix or online at http://askhrgreen.org/wp-content/uploads/2011/06/askHRgreenFY17AnnualReport_final.pdf
1.3	Provide for Public Participation					
1.3a	Local Outreach	Post volunteer opportunities on local website.	Number and types of events	askHRgreen.org Representative	Annually	Locality website: Events posted on the main website page: http://www.ci.poquoson.va.us/ . The Adopt a Spot program is advertised on the City Manager's page: http://www.ci.poquoson.va.us/158/City-Manager . See Appendix for details.

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.3b	Regional Initiatives	Submit articles for askHRgreen.org blog and/or to the City newsletter for public participation in water quality improvement initiatives.	Number and types of events submitted	askHRgreen.org Representative	Annually	askHRgreen.org website or Island Tide . See Appendix.
1.3c	Regional Outreach	Post volunteer opportunities on the City website and/or askHRgreen.org calendar	Number and types of events submitted	askHRgreen.org Representative & HRPDC Environmental Educator	Quarterly	askHRgreen.org website See Appendix
1.3d	Distribute educational materials developed through askHRgreen.org	Distribute materials developed through askHRgreen.org to target audience in locality.	Number of materials distributed	askHRgreen.org Representative	Continuous	askHRgreen.org summary materials. See Appendix.

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1. Public Outreach and Education							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
1.3e	Maintain and enhance askHRgreen.org website	Increase website visits each year	Website clicks through-Annual askHRgreen.org website visits	HRPDC & askHRgreen.org	Permit Cycle	askHRgreen.org summary materials. See Appendix.	
1.4	Participate in regional committees: askHRgreen.org , RSMC, and SW Phase II Subcommittee		Maintain valid MOA	HRPDC	Every 5 years (concurrent with MS4 permit cycle).	MOA and Regional Program annual summary of cooperation. See Appendix.	
1.4a	Regional Cooperation	Renew MOA with the HRPDC to participate in the regional processes, including the Regional Stormwater Management Committee, Stormwater Phase II Subcommittee and askHRgreen.org	Number of meetings attended/Number of meetings held	askHRgreen.org Representative	Annually	askHRgreen.org summary materials. See Appendix	
1.4b	askHRgreen.org	Participate in at least 35% of askHRgreen.org Stormwater Education Subcommittee meetings	Number of meetings attended/Number of meetings held	SW Program Administrator	Annually	Attendance chart. See Appendix.	

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1. Public Outreach and Education						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
1.4c	Stormwater Phase II Subcommittee	Participate in at least 50% of Stormwater Phase II Subcommittee Meetings.		SW Program Administrator, askHRgreen.org , askHRgreen.org Representative & HRPDC	As scheduled in permit	Revised Program Plan. See Appendix.
1.5	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.				

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2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
2.1	Public Involvement					
2.1a	Updated Program Plan	Post copies of updated program plan to City website within 30 days of submittal of annual report.	Presence of materials on website	askHrgreen.org Representative & IT Department	Annually	Locality website: http://www.ci.poquoson.va.us/278/Environmental-Information
2.1b	Annual Report	Post copies of annual report to City website within 30 days of submittal to DEQ.	Presence of materials on website	askHrgreen.org Representative & IT Department	Annually	Locality website: http://www.ci.poquoson.va.us/278/Environmental-Information
2.1c	Reapplication Public Involvement	Prior to reapplying for coverage, notify public and provide for receipt of comments on the proposed MS4 Program Plan.	Presence of materials on website	askHrgreen.org Representative & IT Department	6 mo. prior to end of permit cycle	Locality website
2.2	Public Participation					
2.2	Public Participation in a minimum of four local activities annually	Keep Poquoson Beautiful; Clean The Bay; Drug Take Back; multiple talks at civic groups on Bay TMDL Action Plan and clean water	# events, # of items distributed, # of participants, # of pounds collected, or # of volunteer hours	SW Program Administrator, askHrgreen.org Representative	Annually	Public Education and Participation Events summary spreadsheet in appendix.

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2. Public Involvement/Participation						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1	Storm Sewer System Map					
3.1.a	MS4 outfall map	Maintain and update mapping	Updated Map	SW Program Administrator/ IT Dept. (GIS)	Annually; Complete outfall map PY4.	Outfall map
3.1.b	MS4 outfall information table	Table listing outfall ID, acreage served, receiving water, applicable TMDL(s).	Updated Table	SW Program Administrator/ IT Dept. (GIS)	Annually	Information Table. See appendix
3.1.c	MS4 boundaries map and information table	Map and information table identifying MS4 watershed within 2010 urbanized area.	Boundary Map	SW Program Administrator/ IT Dept. (GIS)	End of PY4	MS4 Area Map
3.1.d	Public information	Make MS4 map and information table available to the public	Presence of materials on website or refer to availability location	SW Program Administrator	Annually	Locality website
3.1.e	New outfalls	Identify new points of discharge	List of new outfalls	SW Program Administrator/ IT Dept. (GIS)	Annually	New outfall list

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.1.f	Maintain a Current Storm Sewer Map Online				PY4	Online mapping
3.1.g	Cooperation with adjacent MS4s	Identify and notify, in writing, any downstream regulated MS4 to which the small regulated MS4 is physically interconnected of the small regulated MS4's connection to that system.	Develop map, Regional Phase II Stormwater Subcommittee Meetings, letters	SW Program Administrator	Annually	Letters; meeting attendance. See Appendix
3.1.h	Illicit Discharge Detection & Elimination Ordinance	Continue implementing and enforcing the illicit discharge/stormwater ordinance.	Current Ordinance	SW Program Administrator/ Fire Dept	As necessary	Ordinance : Poquoson City Code, Chapter 34, Article V, Sections 34-205 through 208; website link: https://www.municode.com/library/va/poquoson/codes/code_of_ordinances?nodeId=PTIICOOOR_CH34EN_ARTVSTMA
3.2	Dry Weather Screening					
3.2.a	DWS Protocol	Develop written dry weather field screening methodologies for IDDE.	Protocol	End of PY1	End of PY1	DWS Protocol. See Appendix

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.2.b	Field testing & outfall reconnaissance inventory (ORI)	Perform dry weather screening of a minimum of 50 outfalls (or all if < 50 outfalls in MS4)	Documentation of screening performed and results	SW Program Administrator/ SW Inspector	Annually	Map and ORI Field sheets. Per DEQ, only summary table provided. See Appendix
3.3	IDDE program implementation				End of PY1	IDDE Protocol
3.3.a	Public IDDE Reporting	Promote & Publicize IDDE reporting	Presence of phone number & information on website	SW Program Administrator	Continuously	Locality website.
3.3.b	Prevent or minimize the discharge of hazardous substances and oil in the MS4 stormwater discharge.	Yard inspections; Develop/enhance reporting relationship with FD/Haz Mat Team; targeted education	Number of responses/ number of inspections	SW Program Administrator/ Fire Dept	Continuously	Inspection forms . See Appendix
3.3.c	IDDE activity tracking	Track illicit discharge detection and elimination activities.	Number of investigations and actions taken	SW Program Administrator/ Fire Dept	Ongoing	List of Activities Summary Sheet. See Appendix

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.3.d	Continue Sanitary Sewer System improvements in coordination with SSO consent order	Continue to diagnose and correct deficiencies	Number of improvements	SW Program Administrator/ Public Utilities	Continuously	List of Improvements. See Appendix
3.4	Spill reporting					
3.4.a	Report non sewer spills and releases from small MS4 operated properties that reach State waters to DEQ.	Report spills to the DEQ's Pollution Response Program (PREP).	Number of internal reports. If applicable, obtain PREP number.	SW Program Administrator/ Fire Dep:	Fire Dept. Report in accordance to Section III. G.	Internal Summary Report. See Appendix
3.4.b	Report Sanitary Sewer Overflows through SSORS database.	Continue to utilize SSORS to report Sanitary Sewer Overflows	Number of overflows	Public Utilities Superintendent.	Continuously	List from SSORS. See appendix.

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3. Illicit Discharge Detection and Elimination						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
3.5	Update Program Plan	Update Illicit Discharge Detection and Elimination plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator/ Fire Dept	As scheduled in permit	
3.6	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/ Fire Dept	Annually	<u>In accordance with an oral request from DEQ, a summary of illicit discharge screening forms, not all the forms, will be provided to DEQ in order to reduce paperwork. Forms are available through the City upon request</u>

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.1	Legal Authorities					
4.1.a	LD Activities > 10,000 SF	Continue to implement the Stormwater Management Ordinance & the Erosion and Sedimentation Control Ordinance	Stormwater Management Ordinance & Erosion and Sedimentation Control Ordinance	SW Program Administrator	Continuously	SWM & E&SC Ordinances
4.1.b	CBPA LD Activities > 2,500 SF	Continue to implement the Chesapeake Bay Preservation Ordinance	Chesapeake Bay Preservation Ordinance	CBPA Program Administrator	Continuously	CBPA Ordinance
4.1.c	E&SC LD Activities	Continue to implement the Erosion and Sedimentation Control Ordinance	Erosion and Sedimentation Control Ordinance	E&SC Program Administrator	Continuously	E&SC Ordinance
4.1.d	Individual Lot or CPOD LD Activities > 10,000 SF	Continue to implement the SWM, E&SC, & CBPA ordinances	SWM, E&SC, & CBPA Ordinances	SW, E&SC, & CBPA Program Administrators	Continuously	Ordinances
4.2	Local Programs					
4.2.a	E&SC Plan Reviews	Continue to implement the site plan review, LID implementation where deemed appropriate, provisions of the local Erosion and Sediment Control Ordinance.	# plan reviews	Planning Department/ Engineering Division	Annually	Summary from Locality tracking system. See Appendix

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.2.b	E&SC Program Consistency	At a minimum be consistent with the VA E&SC Law and regulation	State Board finding of consistency	E&SC Program Administrator	Continuously	Letter from DEQ (or DCR in prior cycles). See Appendix
4.2.c	CBPA Program Compliance	Maintain the City's Chesapeake Bay Preservation Act Program in Compliance with DEQ regulations	DEQ Compliance	CBPA Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Letter from DEQ (or DCR in prior cycles). See Appendix page
4.2.d	Public Inquiry	Continue to receive and respond to information from citizens relating to the local erosion and sediment control program through personal visits, email, telephone, and the City web page.	# of calls/requests, #site visits	E&SC Program Administrator (Environmental Compliance Officer in Poquoson)	Annually	Summary from Locality tracking system. See appendix
4.3	Compliance and Enforcement					

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.3.a	E&SC Inspections	Continue to implement construction site BMP, and inspection provisions of the local Erosion and Sediment Control Ordinance.	# of inspections	E&SC Program Administrator	Annually	Summary from Locality tracking system and inspection procedures are in appendix. Inspection forms, pictures and developer communications typical of City's inspection are found in enforcement section of appendix.
4.3.b	E&SC Inspection Schedule and Enforcement	Continue to implement inspection schedule and enforcement provisions per local Erosion and Sediment Control Ordinance	# of inspections; # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on NOV's in appendix. Number of inspections found above in 4.3a.

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.3.c	E&SC Modifications due to inadequacy	Continue to implement provisions of the local Erosion and Sediment Control Ordinance requiring changes to the plan due to inadequacy.	# of inspections, # enforcement actions	E&SC Program Administrator	Annually	Summary from Locality tracking system. See information on Stop Work order and NOV in appendix
4.3.d	Tracking and Reporting	Continue to track and report the total number of permitted land disturbing activities as well as the total disturbed acreage.	Number of permits & acres disturbed	E&SC Program Administrator	Annually	Annual Report appendix page 4-014.
4.4	Certifications					
4.4.a	E&SC Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Ongoing	Certifications. Appendix

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.4.b	SWM Certifications	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Stormwater Management Act	Certifications obtained	VSMP Authority Administrator	Beginning in PY2	Certifications. Appendix
4.5	VSMP Authority Permits					
4.5.a	State VSMP program (prior to July 1, 2014)	Continue to direct applicants, proposing to disturb an acre or more of land or part of a larger common plan of development or sale that would disturb one acre or more, or $\geq$ 2,500 sq. ft. in CBPA areas to DEQ to secure a VSMP Permit for Discharges of Stormwater from Construction Activities. Ensure permit has been obtained.	#of permit applications and permits issued.	E&SC Program Administrator	PY1 only	VSMP permit numbers. See appendix.
4.5.b	Local VSMP program (after July 1, 2014)	Implement the site plan review, construction site BMP, and inspection provisions of the local Stormwater Management Ordinance.	#of permit applications and permits issued.	VSMP Authority Administrator	Beginning in PY2	VSMP permit numbers

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4. Construction Site Storm Water Runoff Control						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
4.5.c	VSMP Inspections	Implement inspection provisions of the local Stormwater Management Ordinance for VSMP authority permits including Pollution Prevention Plans contained within the SWPPP	# of inspections; # enforcement actions	VSMP Authority Administrator	Beginning in PY2	Summary from Locality tracking system. See information on notices of violations in appendix
4.6	Update Program Plan	Update Construction Site Storm Water Runoff Control plan as necessary to maintain compliance with the permit		SW Program/E&SC Program Administrators & HRPDC	As scheduled in permit	Program Plan
4.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program/E&SC Program Administrators	Annually	Annual Report

5. Post Construction Storm Water Management in New Development and Redevelopment						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
5.1	Address post-construction stormwater runoff from development that enters the MS4					
5.1.a	Applicable oversight requirements	CBPA LD activities < 1 Ac but >2,500 SF; and new development or redevelopment where a more stringent regulatory size threshold than previously indicated.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance
5.1.b	Stormwater Management Ordinance	Implement the stormwater criteria of the Stormwater Management Ordinance for new development and redevelopment, and update ordinance to comply with Section II.B.5 of the General Permit.	Stormwater Management Ordinance	SW Program Administrator	Update in PY2	SWM Ordinance
5.2	Inspection and O&M Verification for Privately-owned BMPs					
5.2.a	BMP Maintenance Agreements	Require BMP maintenance agreements as directed by the Stormwater Management Ordinance.	# of Agreements & Inspection Schedules	SW Program Administrator	Ongoing	List of Maintenance Agreements

5.2.b	Inspection activities	Conduct BMP site inspections in accordance with written policies and procedures	# of Inspections	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary; Inspection Procedures	
5.2.c	Enforcement activities	Enforce BMP maintenance responsibilities in accordance with written policies and procedures	# of Reinspections & NOV's	SW Program Administrator/ SW Inspector	As designated	Inspection Report Summary; Enforcement Procedures	
5.2.d	Alternative to Maintenance Agreements	Develop and implement alternative strategies for promoting long-term maintenance of stormwater controls to treat runoff solely from individual residential lots.	Alternative Strategies Protocol	SW Program Administrator & HRPDC	End of PY1	Alternative Strategies	
5.3	Inspection & Maintenance Schedules for City-Owned BMPs						

5.3.a	Inspection and maintenance	Develop schedules and procedures for regular inspection and maintenance of locally owned stormwater control structures in accordance with SWM regulations.	# of Inspections	SW Program Administrator	Annually	Inspection Report Summary; Inspection Procedures	
5.4	Program Plan Requirements						
5.4.a	Roles and responsibilities	Identify the roles and responsibilities for each department, division, and subdivision in implementing Section II of General Permit, also include the written agreement for any other entities implementing parts of the Program Plan	List of roles and responsibilities, written agreement	SW Program Administrator	As needed	List of roles and responsibilities ; Written agreement(s)	
5.5	Tracking and Reporting						
5.5.a	BMP Tracking	Track all known permanent stormwater management facilities that discharge to the regulated small MS4 and submit the information per General Permit No. VAR040027.	Data as required by Permit (print & spreadsheet/data base)	SW Program Administrator	Annually	BMP Report	
5.5.b	New BMP tracking	BMPs brought online within the past year	Database or spreadsheet with new BMP information	SW Program Administrator	Annually	BMP Report	
5.6	Program Plan Updates	Update program plan to meet new general permit requirements.		SW Program Administrator	PY1		

5.7	Evaluation and Assessment	Evaluate and assess progress toward goals	SW Program Administrator	Annually	
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6. Pollution Prevention/Good Housekeeping for Municipal Operations							
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
6.1	Operations and Maintenance Activities						
6.1.a	Plans and Procedures	Continue to implement and update plans describing spill prevention and control and pollution prevention procedures for municipal facilities specifically to prevent illicit discharges	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix	
6.1.b	Waste Disposal	Continue to implement and update procedures for proper waste disposal, including yard waste	SOP(s)/ O&M Plan	SW Program Administrator/ EMS Team	Continuously	SOPs/ O&M Plan. See Appendix	
6.1.c	Manage Municipal Vehicle Wash Water	Develop and implement procedures to prevent the discharge of municipal vehicle wash water into the MS4 without a separate VPDES permit	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix	

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1.d	Manage Wastewater	Prevent the discharge of wastewater to MS4 without a separate VPDES permit	# overflows	Department of Utilities	Continuously	SOPs/ O&M Plan. See SOP's and SWPPP in Appendix.
6.1.e	Stormwater System Maintenance BMPs	Require BMPs when discharging water pumped from utility construction and maintenance activities	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix
6.1.f	Bulk Storage BMPs	Require BMPs for bulk storage areas (salt storage, top soil stockpiles)	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix
6.1.g	Manage Leaking Municipally-owned Leaking Vehicles	Prevent the discharge of pollutants to the MS4	BMPs Used	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.1.h	Manage Fertilizers and Pesticides	Implement procedures to ensure materials are applied in accordance with manufacturer's recommendations	Procedures	Operations Personnel	Continuously	SOPs/ O&M Plan. See Appendix. Certifications are also in appendix
6.2	Storm Water Pollution Prevention Plans (SWPPP)					
6.2.1	High-priority facilities	Identify municipal high-priority facilities that have the potential to discharge stormwater pollutants	# & type of high-priority facility	SW Program Administrator	End of PY1	List of high-priority facilities found in PY1 report on City website: http://www.ci.poquoson.va.us/278/Environmental-Information and in appendix.
6.2.2	SWPPP development & Implementation	Develop and Implement SWPPPs for identified high-priority facilities	SWPPP	SW Program Administrator	PY4	SWPPP in appendix.
6.3	Nutrient Management Plans					

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.3.a	NMP Locations	Identify locations of municipally owned properties where nutrient management plans can be performed	Number of sites & area	SW Program Administrator & Landscape Division	End of PY1	List of managed turf sites > 1 Ac. See appendix
6.3.b	NMP development & implementation	Develop and Implement NMPs for identified turf and landscape (15% by PY2, 40% by PY3; 75% by PY4; & 100% by PY5)	% of identified area under NMP	SW Program Administrator & Landscape Division	PY2 - PY5	List of NMP Covered Sites
6.3.c	NMP Tracking	Track the total acreage of lands where turf and landscape NMPs are required and implemented	Acreage required & Acreage implemented	SW Program Administrator & Landscape Division	Annually	List of managed turf sites > 1 Ac.
6.3.d	Deicing agents	Operator shall not apply deicing agents containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces	Statement of non-use of nutrient containing deicing agents	SW Program Administrator	Annually	Statement
6.4	Employee Education & Training					

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6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents	
6.4.a	IDDE Training for field personnel	Provide training to field personnel in the recognition of Illicit discharges	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training- Training information in appendix	
6.4.b	Streets & parking lot maintenance training	Provide training to Streets & Landscape Divisions for road, street & parking lot maintenance	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	
6.4.c	Public Works Facilities training	Provide training to PW personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training	

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.4.d	Pesticides & herbicide certifications	Maintain certifications and training for pesticide and herbicide applicators in accordance with Virginia Pesticide Control Act	Certifications obtained	SW Program Administrator	Continuously	Certifications in appendix
6.4.e	E&SC & SWM Training	Ensure that plan reviewers, inspectors, and program administrators obtain the appropriate certifications as required under the Erosion and Sediment Control Law	Certifications obtained	E&SC Program Administrator	Continuously	See certifications under BMP 4: Construction in appendix.
6.4.f	Parks and Recreation employee training	Provide training to P&R personnel on good housekeeping and pollution prevention practices	# of training sessions / # Employees trained	EMS Team	Biennial	Attendance list, Summary of Training
6.4.g	Emergency Response employee training	Provide training and certification in spill response to emergency response employees	Certifications obtained	Haz-Mat officer	PY1	See appendix
6.5	Tracking					

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6. Pollution Prevention/Good Housekeeping for Municipal Operations

BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.5.a	Training Needs Assessment	Determine any educational needs for employees and develop appropriate training and/or materials.	Training assessment	HRPDC & Phase II Stormwater Committee	1X per permit cycle	Training Plan in appendix.
6.5.b	Training Schedule	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 Stormwater Phase II Subcommittee.	Training Schedule	HRPDC & EMS Team	Annually	See training plan in appendix and summary of regional cooperation (BMP 2) in appendix.
6.5.c	Training Materials	Distribute pollution prevention educational materials developed through the HRPDC/ askHRgreen.org to municipal employees engaging in operations with a high risk of discharging pollutants into the MS4.	# of items distributed	HRPDC & EMS Team	Annually	E-newsletter, training materials
6.5.d	Contractor Training	Participate in the development of at least one regional contractor training session during the life of the permit.	Training session	HRPDC & Phase II Stormwater Committee	Once per permit cycle	Training sessions and evaluation forms. See appendix pages 6-058 through 6-061.

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6. Pollution Prevention/Good Housekeeping for Municipal Operations						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
6.6	Update Program Plan	Update Pollution Prevention/Good Housekeeping for Municipal Operations plan as necessary to maintain compliance with the permit effective on July 1, 2013		SW Program Administrator, EMS Team & HRPDC	As scheduled in permit	
6.7	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator/EMS Team	Annually	Annual report

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TMDL Special Conditions						
BMP	BMP Description	Measurable Goals	Metric	Responsible Party	Timeline	Associated Documents
SC-1	TMDL					
SC-1a	Develop Chesapeake Bay TMDL Action Plan	Develop a TMDL Action Plan consistent with the Virginia Ph I and II WIPs to meet the Level 2 (L2) reductions of pollutants of concern (POC)	TMDL Action Plan	SW Program Administrator	End of PY2	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information
SC-1b	Implement Chesapeake Bay TMDL Action Plan	Implement the TMDL Action Plan to meet 5% of the Level 2 (L2) reductions of pollutants of concern (POC) by the end of the permit cycle.	Per TMDL Action Plan	SW Program Administrator	End of PY5	TMDL Action Plan and DEQ approval letter available on City website environmental info page: http://www.ci.poquoson.va.us/278/Environmental-Information
SC-2	Local TMDL	Develop and Implement a TMDL Action Plan for the POC(s)	TMDL Action Plan	SW Program Administrator	End of PY3	TMDL Action Plan See Appendix for letters from DEQ on future wasteload allocations

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SC-3	Update Program Plan	Update TMDL Special Conditions plan as necessary to maintain compliance with the permit effective on July 1, 2013	Per Table I of Permit.	SW Program Administrator	As scheduled in permit	Information provided in the cover letter of this annual report; in spreadsheets; and in appendix.	
SC-4	Evaluation and Assessment	Evaluate and assess progress towards meeting measurable goals.	In accordance with Section II E of General Permit VAR040027	SW Program Administrator	Annually	Annual report	

Ellen Roberts

From: Austin, Deanna (DEQ) <Deanna.Austin@deq.virginia.gov>
Sent: Tuesday, October 04, 2016 11:45 AM
To: Ellen Roberts
Subject: RE: You have received a package from VITA's Large File Transfer Application from ELLEN ROBERTS

Ellen-

I have received your annual report and attachments and will be reviewing them over the next few months. Thanks.

Deanna Austin
Technical Coordinator DEQ-TRO Water Permits
5636 Southern Blvd
Virginia Beach, VA 23462
Phone: 757-518-2008
Fax: 757-518-2009

From: ELLEN ROBERTS [<mailto:ellen.roberts@poquoson-va.gov>]
Sent: Friday, September 30, 2016 10:30 AM
To: TRO Water Permits (DEQ)
Subject: You have received a package from VITA's Large File Transfer Application from ELLEN ROBERTS

Enterprise solution for sending large files

You received a File Package from ELLEN ROBERTS

Click on the tracking number to download your files

Sender's Name: ELLEN ROBERTS

Link to download: <https://vitashare.virginia.gov/workflow/GET/HVPCCSOVYRXU85XC>

Please use the following PIN number to download the files: 099476

Unable to open the link? Click on this link <https://vitashare.virginia.gov/workflow/jsp/downloadFiles.jsp> and paste the following tracking number: HVPCCSOVYRXU85XC and then enter the PIN (if required).

Message from Sender: Please find part the City of Poquoson's annual report for its MS4 permit.

Files Sent with Package: FRONT END POQUOSON.pdf
APPENDIX PART 1 POQUOSON.pdf
APPENDIX PART 2 POQUOSON.pdf

Total File Size: 18493 KB

Thank you for using FileCatalyst@.

Appendix

Supporting documents and supplemental reports

City of Poquoson Annual Report

VAR# 040024

Permit Year 4 (PY4): July 1, 2016-June 30, 2017

Submitted to DEQ September 29, 2016

