

**APPENDIX A**

**Permit 3/Year 5 MS4 Program Plan**

**Permit: VAR040063**

**Updated September 27, 2018**

**CITY OF MANASSAS NPDES PHASE II STORMWATER PERMIT  
VSMP SMALL MS4 PROGRAM PLAN 2013-2018  
MINIMUM MEASURES AND BEST MANAGEMENT PRACTICES**

<b>Responsible City Department</b>	<b>Minimum Measure</b>	<b>Program Element</b>	<b>Measurable Goal</b>	<b>Metric</b>	<b>Current Program in Place</b>
Utilities	Public education	Publish an article that addresses stormwater issues such as recycling, yard waste collection, hazardous waste handling, and illegal discharges	Publish at least 2 articles a year in a local publication	Number of articles/newsletters distributed	
Utilities		Include a section to the newsletter that pertains to stormwater issues related to children	Publish at least 3 articles a year	Number of newsletters distributed with the children section	
Utilities		Develop public education and information brochures related to stormwater management, pet waste management, water quality, and stormwater pollution prevention	Create brochures in print and electronic format by Year 1	Number of brochures developed	
Utilities		Provide printed brochures to citizens at various locations around the City to increase knowledge concerning stormwater pollution	Publish a brochure at least once annually and placed at various locations around the City by Year 2	Number of brochures distributed Number of locations distributed	
Utilities		Post electronic versions of informational brochures on the City's website or create a web page with a stormwater focus.	Posting of information on the website	Number of hits to the website	
		Place a link to the informational brochure/web page on the City Employee Intranet	Creation of the link	Number of hits to the website	
Utilities		Continue dissemination of information through the monthly newsletter, City's website and social media. The City currently uses these channels to provide information on recycling, yard waste collection, hazardous waste handling, and illegal dumping and discharges	Continuous maintenance of these services throughout permit period	Number of hits to the new residents website Number of hits to the website	
Utilities		Develop and initiate watershed education programs with a specific focus on stormwater management, water quality, and stormwater pollution prevention for public school students in grades K-6	Create educational materials for distribution to school children by Year 3; Initiate education programs by Year 4 and remain ongoing through the remainder of the permit cycle	Number of sessions conducted each year	

Responsible City Department	Minimum Measure	Program Element	Measurable Goal	Metric	Current Program in Place
Utilities		Evaluate the education and outreach program for appropriateness of high-priority issues and target audiences and effectiveness of message and mechanisms of delivery employed in reaching target audience.	Evaluate program performance	Estimated number of people reached  Estimated percent of the target audiences that are reached	
Utilities	Public involvement/participation	Coordinate with the existing Citizens Advisory Committee (CAC) to evaluate trash, recycling, and litter control activity and explore opportunities for improving refuse and recycling services and community outreach.	Hold CAC meetings monthly	Number of meetings with CAC  Number of attendees to the meeting	
Utilities		Stormwater telephone hotline and online comment form (311GIS) established for citizens to report a concern regarding spills, illegal dumping, BMP problems, and construction site complaints	Stormwater telephone hotline and online comment form established	Number of calls to the hotline  Number of online comments	
Department of Public Works		Continue the storm inlet placard program. The City has already initiated this program and will target additional priority areas and new construction areas. A message stating "No Dumping-Drains to Bay" will be used to involve citizens and volunteer groups.	Prioritization of areas in the City where stenciling is needed  Stencil all of the inlets in the priority areas ongoing through the permit cycle	List of priority areas  Number of inlets stenciled	
Department of Public Works		Participate through promotion, sponsorship, or other involvement; in a minimum of four local activities annually, e.g. stream clean-ups, hazardous waste clean-up days, Earth Day and Utility Day  Continue to support the Adopt-A-Stream program	Document the activities that occur each year which relate to the event	Number of activities  Number of participants per event	
Communications		Publish MS4 Program Plan and annual reports on the City of Manassas website for download. Also provide printed copies of the MS4 Program Plan and annual reports to any interested parties upon request.	Report added to website; MS4 Program Plan will be available within 30 days of the submittal of the annual report by DEQ	Number of hits to the website  Number of copies provided	

Responsible City Department	Minimum Measure	Program Element	Measurable Goal	Metric	Current Program in Place
Engineering	Illicit discharge detection and elimination	Maintain storm sewer GIS map and corresponding database to be used for illicit discharge tracking and recording maintenance activities	Continue to update and maintain storm sewer GIS map and database to include all known outfalls, including waters of the US, drainage areas, potential sources of pollution	Number of new structures located	
Fire Marshal Office		Continue hazardous spill response program	Maintain this program throughout permit period	Number of incidents addressed	
Department of Public Works		Continue household hazardous waste collection	Maintain this service throughout permit period	Number of hazardous waste collection events	
Utilities / Department of Public Works		Perform stream assessments (stream walks) to inspect all City outfalls for unauthorized nonstormwater discharges and update the GIS mapping Continue to identify other points of discharge and notify the downstream MS4 of any known physical interconnection	Assessment of streams and City outfalls Develop inspection schedules for the following year Identify for points of discharge	Number of stream miles assessed Number of outfalls inspected Number of points of discharge identified	
Utilities		Implement TV inspection of storm sewer system and determine if an illicit discharge has occurred or is occurring	Maintain records of TV inspection Identify for possible illicit discharges	Number of miles inspected Number of outfalls that have had apparent illicit discharges	
Department of Public Works/Utilities		Continue to identify priority areas in the City for potential pollution problems and monitor those locations to ensure compliance with existing regulations	Update a GIS layer of priority areas Regularly monitor throughout permit cycle	Number of locations identified	
Department of Public Works and Fire Marshal Office / Utilities		Comply with existing regulations that prohibit illicit discharges to storm sewer systems	Track notices of violations and seek to reduce this number by maximum extent practicable	Number of violations requiring enforcement procedures	
Department of Public Works / Utilities		Stormwater hotline and online comment form established for citizens to report spills, illegal dumping, BMP problems, and construction site complaints	Stormwater hotline established	Number of calls to the hotline	
Department of Public Works		Notifications to the regulated physically interconnected MS4s	Record the date of written notifications sent in Year 1	Date of notification	

Responsible City Department	Minimum Measure	Program Element	Measurable Goal	Metric	Current Program in Place
Department of Public Works / Engineering / Utilities		Implement and maintain the Virginia Stormwater Management Program	Adopt and implement the Stormwater Management Ordinance in Year 2	Number of inspections performed Number of violations identified	
Department of Public Works/Utilities	Construction site stormwater runoff control	Complaint hotline and online comment form established to increase the public knowledge and awareness of issues regarding stormwater runoff from construction sites	Stormwater hotline established for complaints	Number of calls/comments to the hotline	
Engineering		Ensure coverage under the Virginia Stormwater Management Program (VSMP) General Permit for stormwater discharge from construction activities	Continue to require proof of coverage under the VSMP General Permit for Stormwater Discharges from construction activities	Number of VSMP permit coverage letters issued	
Engineering		Maintain DEQ ESC and VSMP plan review, inspection and administration certification for a minimum of 2 City employees	Maintain two certifications throughout the permit period	Number of certifications in the City	
Engineering		Ensure contractors comply with the erosion and sediment control regulations and VSMP permit regulations and implement applicable E&S controls Review stormwater management plans prior to land disturbance	Track the number of regulated land-disturbing activities and report the total disturbed acreage	Number of regulated land-disturbing activities Number of inspections conducted Number of total disturbed acreage Summary of the enforcement actions taken	
Department of Public Works	Post-construction stormwater management in new development and redevelopment	Continue to inspect and maintain all public BMPs annually to ensure structural stormwater management facilities are maintained and operating properly.	Inspect all public BMPs annually	Number of BMPs inspected each year	
Department of Public Works/Utilities		Identify all private BMPs and those property owners responsible for maintaining stormwater management facilities Require annual inspection and documentation for privately maintained stormwater facilities Inspect all privately owned stormwater management facilities at least once every 5 years	Identify all private BMPs and the property owners in Year 1 Notify those property owners or modify existing maintenance agreement requiring annual inspection from owners in order to comply with regulation by Year 3	Number of private BMPs identified Number of private BMPs inspected	

Responsible City Department	Minimum Measure	Program Element	Measurable Goal	Metric	Current Program in Place
Utilities / Engineering		Track and update the City's database of permanent stormwater management facilities	Continue to update its database of all known permanent stormwater management facilities on an ongoing basis each year through the permit cycle	Number of structural, post-construction stormwater management facilities in the City	
Engineering		Evaluate, and update as necessary, the Stormwater Management Ordinance to be consistent with the requirements of the VSMP, as amended.	Initiate a formal review and include recommendations for updates and/or amendments in Year 3	Percent of completion of ordinance review	
Utilities	Pollution prevention/good housekeeping for municipal operations	Continue to develop tools and define metrics to manage and track program. These tools can consist of a combination of spreadsheets, database, GIS and work-order software to assist the City in monitoring performance of the program.	Develop and implement tools and define metrics by Year 3	Percent completion of the tools and definition of metrics	
Utilities		Develop and implement written standard operating procedures (SOPs) for all pollution prevention activities.	Continue to develop SOPs and list SOPs to be prepared through the permit cycle	Percent development of the list Number of SOPs prepared	
Utilities / Department of Public Works / Fire Marshal Office		Maintain stormwater pollution prevention, spill response, hazardous waste, illicit discharge, good housekeeping, and safety training programs for City operations	Conduct training biennially as determined by each department through the permit cycle  Develop annual training plan for the following year	Number of training sessions conducted Number of City employees attended  Summary of training or certification program	
Utilities / Department of Public Works		Update the Stormwater Pollution Prevention Plan (SWPPP) for the Public Works Yard. The Yard serves a number of City activities and has a VPDES stormwater discharge permit requiring development and annual update of the SWPPP	Evaluate existing SWPPP and determine areas that need additional information in Year 1  Update the SWPPP annually	Percent completion of the update	
Utilities		Monitor municipal high-priority facilities and high potential of discharging pollutants among high-priority facilities not covered under a separate VPDES permit  Develop and implement SWPPP for all high-priority facilities	Identify municipal high-priority facilities by Year 1  Develop and implement SWPPP for all high-priority facilities by Year 4	Number of municipal high-priority facilities  Number of SWPPP developed and implemented	

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Department of Public Works		Monitor performance of snow removal and landscaping chemical application procedures	Maintain records of annual deicing and chemical application	Amounts of materials applied	
Department of Public Works		Develop and implement turf and landscape nutrient management plans on all lands owned or operated by the City where nutrients are applied to a contiguous area greater than one acre by Year 5	Identify all applicable lands by Year 1 Not less than 15% of all identified acres covered by turf and landscape nutrient management plans by Year 2 Not less than 40% by Year 3 Not less than 75% by Year 4	Total acreage of lands where turf and landscape nutrient management plans are required Acreage of lands upon which turf and landscape management plan have been implemented	
Department of Public Works		Continue storm inlet cleaning program. The Street Department currently provides cleaning of storm inlets and, as needed, storm sewers and other conveyances. Some of these conveyances could be considered natural drainage ways and the City removes excessive siltation and controls erosion problems in them. In some parts of the City, the inlets are found clogged with grass clippings and other waste materials resulting from illegal dumping. The Sewer Department's vacuum trucks are occasionally used to assist in pipe cleaning.	Identify additional areas in the City for potential pollution problems. Create a GIS layer of priority areas by Year 2  Inspect all storm inlets in the priority areas once per year and clean as necessary	Dates of storm sewer map updates and the current map to be included in the annual report  Number of structures inspected and cleaned	
Department of Public Works		Maintain street sweeping program for all City streets	Sweep 250 lane miles of City streets at least 4 times a year  Collect 18 tons of debris per month	Number of lane miles swept and frequency  Number of tons of debris collected	
Department of Public Works		Maintain sweeping program for downtown streets and sidewalks	Sweep downtown streets and sidewalks daily	Number of lane miles swept and frequency  Number of sidewalk miles swept and frequency	
Department of Public Works - Maintenance Utilities		Maintain Virginia DEQ E4 certification for Water Plant and Vehicle Maintenance Facility	Maintain Virginia E4 certification for Water Plant and Vehicle Maintenance Facility every year	E4 certification status for Water Plant and Vehicle Maintenance Facility	