

**Existing Phase II MS4**

**Town of Tyrone – Stormwater Management Program**

**Updated February 2024**

### **General Information for Submitting a SWMP**

- Your Stormwater Management Program (SWMP) must be a comprehensive document containing all the necessary components. The SWMP must include the most recent version of all of the required supporting documents. These supporting documents must be submitted on a flash drive or CD. Ensure that the files can be opened and read by EPD. In rare cases, EPD will accept hard copies of documents. Ensure that you submit all of the necessary components, including copies of the latest versions of the following:
  - 1) Adopted stormwater ordinances (Illicit Discharge, Erosion and Sedimentation, and Post-Construction). If you are located within the Metropolitan North Georgia Planning District, then your SWMP must also include District ordinances (Floodplain, Litter, Stream Buffer);
  - 2) Standard Operating Procedures (e.g. dry weather screening procedures, construction site inspection procedures, street sweeping procedures);
  - 3) Blank copies of forms to be used to implement the SWMP, including inspection forms;
  - 4) Signed Memorandum of Agreements; and
  - 5) Maps and inventories.

A bulleted list of the documents to be attached to the SWMP is included on each BMP page. This list is only to assist the permittee as a reminder and is not a definitive list. The permittee may determine some of the listed documents do not apply or that additional documents should be provided.

- For some BMPs, the NPDES Permit requires the submittal of procedures. These procedures may be described in the “Description of BMP” section of each BMP page, if they are not lengthy, or included as a separate attachment to the SWMP.
- The NPDES Permit contains tables listing the various BMPs. The MS4 is required to set a measurable goal for each BMP. In some cases, the Permit establishes the goal (e.g. inspect 100% of the structures within a 5-year period), while in other cases the MS4 must set a specific measurable goal. Ensure that each measurable goal is numeric and trackable.
- The NPDES Permit specifies that the MS4 must provide documentation of each activity implemented. Each BMP must specify the documentation to be submitted with each annual report (e.g. completed inspection forms, work orders, etc.). In some cases, the Permit specifies the documentation to be submitted (e.g. maps and inventories). In other cases, the MS4 will have to establish the documentation to be submitted. Ensure that each BMP spells out the specific documentation to be submitted with each annual report in the section titled “Documentation to be submitted with each Annual Report”.

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION**

**Stormwater Management Program (SWMP)**  
General NPDES Permit No. GAG610000 for  
Small Municipal Separate Storm Sewer Systems (MS4)

**1. General Information**

- A. Name of small MS4: Town of Tyrone
- B. Name of responsible official: Brandon Perkins  
Title: Town Manager  
Mailing Address: 950 Senoia Rd  
City: Tyrone State: GA Zip Code: 30290  
Telephone Number: 770-487-4038
- C. Designated stormwater management program contact:  
Name: Devon Boullion  
Title: Environmental Specialist  
Mailing Address: 950 Senoia Rd  
City: Tyrone State: GA Zip Code: 30290  
Telephone Number: 770-881-8320  
Email Address: devon.boullion@tyrone.org
- D. Provide the river basin(s) to which your MS4 discharges: Upper Flint River Basin (including Upper Line Creek, Middle Line Creek, and Upper Whitewater Creek Watersheds)
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:  
Latitude: 33°28'44.2"N Longitude: 84° 35'39.8"W

**2. Sharing Responsibility**

- A. Has another entity agreed to implement a control measure on your behalf?  
Yes \_\_\_\_\_ No  X  (If no, skip to Part 3)

Control Measure or BMP:

1. Name of entity \_\_\_\_\_
2. Control measure or component of control measure to be implemented by entity on your behalf:

- B. Attach an additional page if necessary to list additional shared responsibilities. **It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.**

**3. Minimum Control Measures and Appendices**

- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix A – Enforcement Response Plan
- H. Appendix B – Impaired Waters

**4. Certification Statement**

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 gathered and evaluated the information submitted. Based upon 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.

Printed Name: Brandon Perkins Date: 2/7/2024

Signature: 

Title: Town Manager

**Stormwater Management Program**

**Public Education and Outreach on Storm Water Impacts (MCM A)**

**Table 4.2.1(a) of the Permit**

**A. MCM A- Best Management Practice (BMP) #1 – Distribution of Written Educational Materials**

1. Target audience: Residents and businesses
2. Description of BMP:

Select and make available stormwater educational materials to homeowners/businesses. The materials will be selected to include multiple topics on water quality and stormwater runoff to increase awareness regarding potential sources of stormwater pollution. Materials may include topics concerning herbicide and pesticide use in lawn care, water conservation, proper disposal of pet waste, septic tank maintenance, etc. The information will be made available at Town Hall via the brochure kiosk.
3. Measurable goal(s): Place 20 of each educational brochure at Town Hall (950 Senoia Rd) and replenish as necessary.
4. Documentation to be submitted with each annual report: A copy of each brochure displayed as well as an inventory of brochures displayed at the beginning of the year and remaining at the end of the year.
5. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): Maintain availability and restock or update materials as needed.
6. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The Town will keep an inventory of the number of brochures displayed at the beginning of the year and will inventory the amount at year end. If the number of brochures is fewer, then the Town will consider the BMP to be effective.

**B. MCM A - BMP #2 - Educational Presentations on the Stormwater Management Program**

1. Target audience: Local government officials and the public
2. Description of BMP:  
Annual presentations will be made to local government officials, which could include the Planning Commissioners or the Town Council, during a public meeting to promote continued awareness of the Town’s stormwater management program (SWMP). Presentation topics will be determined based on staff’s targeted educational goals for increasing general program interest and support. These goals will consider a variety of factors, such as the Town’s compliance status with the NPDES Phase II general permit, program status-to-date, anticipated program needs, program accomplishments, local water quality concerns, and significant project(s), programming, and/or ordinance revision proposals. When the annual presentation is made to local government officials, time is allowed for public comment and discussion.
3. Measurable goal(s): Provide at least one stormwater program presentation per year to local government officials and the public.
4. Documentation to be submitted with each annual report: A copy of the meeting agenda, associated agenda packet items (if any), and meeting minutes.
5. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2022
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): Varies
6. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Monitor the number of local government official and/or public comments during the meeting associated with the stormwater management program presentation. An increase in the number of comments can indicate elected official and public interaction with the Town’s stormwater program, which leads to increased awareness of stormwater issues.

**Public Involvement/Participation (MCM B)**

**Table 4.2.2 (a) of the Permit**

**A. MCM B -- Best Management Practice (BMP) #1 – Pet Waste Stations**

1. Target audience/stakeholder group: Residents of Tyrone and the public
2. Description of BMP:

Shamrock Park, located in Tyrone, has a 0.5 mile walking trail around the park. To reduce pet waste in the park and from entering the lake within the park, three pet waste stations are located along the trail. Citizens are encouraged to pick up and dispose of pet waste with signs and waste bags located at these stations.
3. Measurable Goal(s): Maintain at least three pet waste stations and replenish waste bags as necessary.
4. Documentation to be submitted with each annual report: Pictures of the pet waste stations, along with a log of the pet waste bags dispensed at each station during the reporting period.
5. Schedule:
  - a) Interim Milestone Dates (if applicable):
  - b) Implementation Date (if applicable): 2017
  - c) Frequency of actions (if applicable): Annually
  - d) Month/Year of each action (if applicable): Continuous
6. Person (position) responsible for overall management and implementation of the BMP: Public Works Maintenance Supervisor
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Keep track of the number of pet waste bags used during the reporting period.

**B. MCM B - BMP #2 – Stormwater Pollution Reporting Hotline/ Form**

1. Target audience/stakeholder group: Businesses, residents, and the public
2. Description of BMP:  
Provide a convenient, discrete Stormwater Pollution Reporting Hotline/Form, which will be available via the Town’s Environmental Management webpage. The reporting form will give concerned citizens an avenue to report any suspicious activities that could impact water quality and wildlife. Any person can report suspected stormwater pollution discharges via the hotline phone at (770) 487-4038 or via the stormwater pollution reporting form (accessible via the Town’s Environmental Management webpage).

Environmental Management Page:

<https://www.tyronega.gov/environmental>

Stormwater Pollution Reporting Hotline/ Form Page:

<https://www.tyronega.gov/report-suspected-stormwater-pollution>

The Environmental Management webpage includes educational information intended to help residents understand how stormwater pollution (especially as it relates to non-point source pollutants) reaches our stormwater systems and waterways, as well as the potential impacts of stormwater pollution on water quality. The reporting form is designed to facilitate straightforward, concise reports by helping residents to easily identify and include pertinent information.

3. Measurable Goal(s):  
Respond to 100% of complaints and provide information on the Town’s web page to educate citizens regarding how stormwater pollution works and how it can negatively impact the community.
4. Documentation to be submitted with each annual report:  
Number of annual webpage views/visits to the Town’s Environmental Management webpage and the stormwater pollution reporting form. Copy of reports received via the Town’s stormwater pollution reporting form.
5. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): May 2022



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c. Frequency of actions (if applicable): Ongoing

d. Month/Year of each action (if applicable): Continuous

6. Position responsible for overall management and implementation of the BMP: Environmental Specialist

7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Track complaints received to ensure follow-up and appropriate resolution of 100% of complaints received.

**Illicit Discharge Detection and Elimination (MCM C)**  
**Table 4.2.3 (a) of the Permit**

**A. MCM C - BMP #1 – Legal Authority**

1. Description of BMP: The Town will exercise its legal authority by enforcing an Illicit Discharge Detection and Elimination Ordinance.
2. Measurable goal(s): Per the permit, the Town will annually evaluate the existing ordinance, and modify if necessary.
3. Documentation to be submitted with each annual report: If the ordinance is revised during a reporting period, a copy of the revised ordinance will be submitted with the annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Annual
  - d. Month/Year of each action (if applicable): Continuous
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: If identified illicit discharges are reduced or eliminated from the Town’s storm sewer system per the ordinance, then the BMP will be deemed effective.

**SWMP Attachments:**

- Illicit Discharge Detection and Elimination ordinance, showing adoption date.
- If you are located within the Metropolitan North Georgia Planning District (District), attach copies of all of the District ordinances, showing the adoption dates, to the SWMP.

**B. MCM C - BMP #2 – Outfall Map and Inventory**

1. Description of BMP: The Town will map and inventory the outfalls of the Town’s storm sewer system.
2. Measurable goal(s): The Town will annually update the outfall inventory and map within the MS4.
3. Documentation to be submitted with each annual report: An updated MS4 outfall map and inventory showing the total number of outfalls.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): Continuous
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The Town will keep an updated inventory and map of the Town’s MS4 outfalls to maximize the efficiency of the outfall reconnaissance inventory (dry weather screenings).

**SWMP Attachments:**

- Outfall inventory
- Outfall map showing the outfalls and the receiving streams, including stream names

**C. MCM C - BMP #3 – IDDE Plan**

1. Description of BMP: IDDE Plan for detecting and eliminating illicit discharges and illegal connections to the Town’s storm sewer system.
2. Measurable goal(s): The Town’s IDDE Plan will be implemented to detect and address non-storm water discharges to the MS4. The plan will include conducting dry-weather outfall screenings of 100% of the Town’s outfalls within the 5-year permit period. A minimum of 5% of outfalls will be screened each year. If fewer than 20% of outfalls are screened in a given year, the Town will make efforts to increase the % screened in subsequent years as needed to ensure that 100% of outfalls are screened during the 5-year permit period.
3. Documentation to be submitted with each annual report: An inventory of the outfalls inspected (updated inventory log if no flow identified) and, if needed, their accompanying inspection checklist (completed dry weather screening form if flow is identified >72 hours from the previous rain event). Any investigative report documentation regarding illicit discharges suspected and/or detected and applicable follow-up documentation (will include documentation verifying elimination where necessary).
4. Schedule:
  - a. Interim milestone dates (if applicable): Updated IDDE Plan - May 2023
  - b. Implementation date (if applicable): 2023
  - c. Frequency of actions (if applicable): Continuously
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: If the Town can identify potential illicit discharges from the MS4 and eliminate them where necessary, then the Town will deem this BMP effective.

**SWMP Attachments:**

- Illicit Discharge Detection and Elimination Plan
- Outfall inspection form
- If using an alternate method in place of outfall inspections, the form to document activities

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- Form to document stream walks
- Form to document source tracing
- Form to document illicit discharge elimination
- Example table to track outfall inspections over the permit cycle

**D. MCM C - BMP #4 – Education**

1. Description of BMP: A one-page flier will be sent to all businesses of Tyrone on how they can contribute to reducing stormwater pollution and educational information regarding illicit discharges. The flier will be available at Town Hall. This flier will be mailed out to business owners with their annual occupational tax license renewal notice.
2. Measurable goal(s): 100% of businesses will be emailed the flier or given one at Town Hall when they receive their annual Occupational Tax Certificate reminder. Approximately 20 business specific fliers will be printed and made available at Town Hall.
3. Documentation to be submitted with each annual report: A copy of the business-focused stormwater pollution prevention flier, an inventory of fliers displayed at the beginning and end of the year, and an inventory of the businesses that received the flier with their annual occupational tax certificate reminder.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: If the Town can help reduce/prevent any businesses from contributing illicit discharges to the MS4, then the BMP will be effective.

**E. MCM C - BMP #5 – Complaint Response**

1. Description of BMP: Illicit Discharge Complaint Response. The Town receives illicit discharge complaints via telephone, email, and in-person. Each complaint is tracked in our complaint response log, with a description and timeline of the nature of the complaint, who investigates, and what is completed on each day of investigation. The Town will ensure each complaint is resolved by either notifying the complainant of the outcome of the investigation or re-inspecting the outfall again to ensure there is no further illicit discharge.
2. Measurable goal(s): Respond to all potential illicit discharge complaints within 5 working days.
3. Documentation to be submitted with each annual report: A log of the illicit discharge spreadsheet, which shows complaint receipt, investigation of the issue, and resolution of the complaint.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Continuously
  - d. Month/Year of each action (if applicable): Continuously
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Evaluate the log periodically and ensure complaints are not repetitive and are being addressed in a timely, efficient manner.

**SWMP Attachments:**

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

**Construction Site Storm Water Runoff Control (MCM D)**  
**Table 4.2.4 (a) of the Permit**

**A. MCM D - BMP #1 – Legal Authority**

1. Description of BMP: Ensure the Town’s Erosion and Sediment Control Ordinance and associated litter regulations, which are contained in the Solid Waste Ordinance, require that construction site owners/operators are controlling stormwater pollutants, such as excess sedimentation, discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste.
2. Measurable goal(s): Per the permit, annually evaluate and modify, if necessary, the Town’s Erosion and Sediment Control Ordinance, and the Litter regulations in the Solid Waste Ordinance.
3. Documentation to be submitted with each annual report: A copy of the revised ordinance, if one was revised during the reporting period.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Ongoing
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist and Code Enforcement
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Help reduce potential stormwater pollutants at construction sites in the Town per the ordinances.

**SWMP Attachments:**

- Erosion and Sedimentation ordinance, showing adoption date. If the required construction waste wording is contained in another ordinance (e.g. litter), then submit that adopted ordinance also.



**B. MCM D - BMP #2 - Site Plan Review Procedures**

1. Description of BMP: The Town will utilize site plan review procedures when reviewing plans for the issuance of Land Disturbance Permits. A site plan review log will be completed which will include the number of site plans received, reviewed, approved, or denied during each reporting period. Town staff will use the current Georgia Soil and Water Conservation Plan Review checklists for projects that require NPDES Stormwater Construction General Permit (CGP) coverage.
2. Measurable goal(s): Ensure 100% of plans are reviewed for compliance with minimum state and local erosion control requirements. Staff will use the GASWCC checklist for projects that propose disturbing over an acre or otherwise require NPDES Stormwater CGP coverage (e.g. projects <1 acre and part of a larger common plan of development per GAR100003).
3. Documentation to be submitted with each annual report: Site plan review log for each reporting period, Land Disturbing Activity (LDA) Permit Issuance Log for all sites requiring coverage under the NPDES Stormwater CGPs during the reporting period, and GASWCC checklist/comments for approved plans that require NPDES Stormwater CGP coverage and use of the GASWCC ES&PC Plan Checklist (primary or tertiary permittees).
4. Schedule:
  - a. Interim milestone dates (if applicable): Updated 01.2024
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Continuously
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Review permit applications in accordance with applicable state and local requirements. Tracking plans reviewed, GASWCC checklists used (when applicable), and land disturbing activities/ permits demonstrate LIA/ MOA compliance with required site plan review procedures.

**SWMP Attachments:**

- Site plan review procedures
- Example plan review forms
- Example plan review tracking log

**C. MCM D - BMP #3 – Inspection Program**

- 1. Description of BMP: During construction site inspections, the inspector will ensure that structural and non-structural BMPs at the sites are properly designed, installed, and maintained and that construction site wastes are being properly controlled. Inspections will be conducted after the initial issuance of the land disturbance permit, throughout active construction, and until site stabilization has been achieved.
- 2. Measurable goal(s): At a minimum, certified Town staff will inspect 100% of sites with an active land disturbance permits that require coverage under an NPDES stormwater CGP on a bi-annual basis. Furthermore, certified staff will conduct inspections bi-monthly for 100% of sites with active construction activities associated with a land disturbance permit. Lastly, development projects that involve greater than or equal to 5 acres of concurrent, contiguous (permitted) land disturbing activities will, at a minimum, be inspected monthly. The minimum inspection frequencies outlined above prioritize projects where active land disturbance is occurring (as opposed to a stabilized project that is idle while the permit is still technically active) and projects involving larger contiguous areas of land disturbance. As time and resources allow, staff will prioritize conducting additional inspections at sites that contain or are adjacent to environmentally sensitive areas (e.g. streams, lakes or wetlands), sites with a history of enforcement actions, and sites requiring a local land disturbance permit that do not require coverage under an NPDES CGP (e.g. new single family residential homes requiring <1 acre of disturbance and not located within a common development as defined in the CGP). Construction site inspections will be completed using the “ES&PC Inspection Reports” form provided.
- 3. Documentation to be submitted with each annual report: A summary log or copy of construction site inspection reports for inspections conducted during the reporting period, GASWCC Semi-Annual Reports, a summary of the number of inspections conducted for each site with an active land disturbance permit.
- 4. Schedule:
  - a. Interim milestone dates (if applicable): Semi-annually, a report will be submitted to the Georgia Soil and Water Conservation Commission.
  - b. Implementation date (if applicable): 2023
  - c. Frequency of actions (if applicable): Continuously
  - d. Month/Year of each action (if applicable): Continuously

5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspection logs will be kept to ensure that sites are being inspected consistently during construction, and that erosion and sediment control BMPs on the sites are being maintained through appropriate enforcement.

**SWMP Attachments:**

- Construction site inspection procedures
- Example inspection forms
- Example site inspection tracking log

**D. MCM D - BMP #4 – Enforcement Procedures**

1. 1. Description of BMP:  
Implement enforcement procedures in accordance with GSWCC guidelines and the Town’s ERP to address 100% ES&PC violations documented at construction sites. Document enforcement actions taken such as Notices of Violations, Stop Work Orders, Citations, and Fines.
2. Measurable goal(s):  
Track the number and type of enforcement actions, such as notice of violations, stop work orders and citations, taken to address construction site ES&PC violations.
3. Documentation to be submitted with each annual report:  
A log of sites that were in violation during the reporting period, which will include the date of the violation, description of violation, and the date that the violation was resolved. Documentation confirming the amount of assessed penalties (i.e. citations or fines), if any, will be provided.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Ongoing
  - d. Month/Year of each action (if applicable): Continuous
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit:  
Inspection logs will be kept tracking the number of construction site violations, re- inspections for enforcement actions, and escalation of enforcement actions. A reduction in those numbers (especially relative to the active sites at the time) will demonstrate an increased awareness of the importance and necessity of ES&PC compliance measures on construction sites.

**SWMP Attachments:**

- Example enforcement forms or letters (e.g. Stop Work Order, Warning Notice)
- Example enforcement action tracking log

**E. MCM D - BMP #5 – Complaint Response**

1. Description of BMP: Document the Town’s response to complaints regarding erosion and sediment control at construction sites. The Town receives erosion control complaints via telephone, email, and in-person. Each complaint is tracked in our complaint response log, with a detailed description and timeline of the nature of the complaint, who investigates the complaint, and when the complaint is resolved. The Town will ensure each complaint is resolved by either notifying the complainant of the outcome of the investigation or re-inspecting the site to ensure erosion control violations were remedied.
2. Measurable goal(s): Respond to 100% of complaints within 5 working days.
3. Documentation to be submitted with each annual report: A detailed complaint log will be submitted for all complaints received during the reporting period.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Continuously
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: 100% of complaints have received appropriate follow-up action(s) from the Town.

**SWMP Attachments:**

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

**F. MCM D - BMP #6 – Certification**

1. Description of BMP: Town Staff will maintain proper certifications for inspections and plan review.
2. Measurable goal(s): All Town Staff that are responsible for construction site inspections and site plan review will maintain their appropriate current certifications with the Georgia Soil and Water Conservation Commission.
3. Documentation to be submitted with each annual report: Copies of all certified Town Staff members' current Level IA, IB, and/or Level II cards.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Certifications must be renewed by Town staff every 3 years.
  - d. Month/Year of each action (if applicable): As needed
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Town Staff will obtain and renew necessary certifications in a timely manner.

**Post-Construction Storm Water Management in  
New Development and Redevelopment (MCM E)**  
**Table 4.2.5 (a) of the Permit**

**A. MCM E - BMP #1 – Legal Authority**

1. Description of BMP: Evaluate the Town’s Post Development Stormwater Management Ordinance.
2. Measurable goal(s): Per the permit, evaluate the Town’s existing Post Development Stormwater Management Ordinance annually and if needed, modify the ordinance.
3. Documentation to be submitted with each annual report: If the ordinance is modified during a reporting period, submit a copy of the modified version of the ordinance with the annual report.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable): December 2, 2021, amendments to the Subdivision and Site Plan Ordinance were adopted by the Town Council. The Town’s Subdivision and Site Plan Ordinance was amended December 2, 2021 to better reflect the Post-Construction Stormwater Management ordinance standards and reference adopted GSMM standards (latest edition).
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: It is essential that the Town’s stormwater management system is up to date with the latest runoff and design requirements. The Town is implementing the performance standards in the 2016 GSMM through its ordinances.

**SWMP Attachments:**

- Post-Construction ordinance, showing adoption date
- If the population exceeds 10,000, a completed worksheet or other method used to conduct the code and ordinance evaluation (e.g. Center for Watershed Protection’s Code and Ordinance Worksheet, EPA’s Scorecard)

**B. MCM E - BMP #2 - Inventory**

1. Description of BMP: Keep an updated inventory of the Town’s Post Construction System. Update as needed the inventory of the Town’s publicly-owned stormwater management structures, publicly-owned systems managed by other entities constructed after December 6, 2012, and privately owned systems designed after December 9, 2008.
2. Measurable goal(s): Update the inventory annually as any new post-construction stormwater management facilities (detention/ stormwater retention ponds, water quality vaults) are completed or existing structures are identified, and provide the inventory during each reporting period.
3. Documentation to be submitted with each annual report: A current Post Construction System inventory and inspection log
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The post-construction inventory and the Town’s post-construction stormwater management facility map will be updated as necessary throughout the reporting period.

**SWMP Attachments:**

- Inventory of detention/retention ponds and water quality vaults



**C. MCM E - BMP #3 – Inspection Program**

1. Description of BMP: Post Construction System Inspection Program
2. Measurable goal(s): Approximately 20% of the Post Construction System’s inventoried structures should be inspected annually by Town Staff to ensure that 100% of the inventoried systems that the Town has legal authority to inspect are inspected at least once every 5 years. A minimum of 5% of inventoried structures shall be inspected annually. Town staff shall use the approved detention/ retention (stormwater) pond inspection forms, proprietary/ manufacturers forms if/when applicable (e.g. for underground detention structures), or the most appropriate inspection form available in the latest edition of the GSMM (example forms included).
3. Documentation to be submitted with each annual report: Inspection checklists for all structures inspected during the reporting period, inventory will include each facility’s most recent inspection dates (to be updated each reporting period)
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Continuous
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The entire system will be inspected once every 5 years to keep the Town’s inventoried Post Construction System regularly inspected and help ensure that it is adequately maintained and in operable condition.

**SWMP Attachments:**

- Inspection procedures

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- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

**D. MCM E - BMP #4 – Maintenance Program**

1. Description of BMP: Maintain public post-construction stormwater management structures and ensure necessary maintenance of private post-construction stormwater management structures as well as post-construction stormwater management structures publicly-owned by other entities (where facility construction was completed after December 6, 2012 and where the Town has the authority to inspect the structures). For structures that are publicly-owned by other entities and those that are privately-owned, maintenance agreements will be signed and submitted by the developer to the Town during the permitting process – these agreements will be executed before the facilities receive a certificate of occupancy. After each year’s Town facility inspections, maintenance/ repair work will be scheduled and completed for each structure based on relative priority and availability of municipal funding, staff, and resources. If the maintenance can be conducted by the Public Works Department, they will prioritize the work according to staff and time availability. If the maintenance needs to be contracted out, a funding and bid process will start for the work to be conducted by an outside qualified professional in a timely manner per the contract.
2. Measurable goal(s): Ensure that 100% of the Town-owned facilities are maintained, as needed, and where funding is available. Ensure that maintenance agreements are obtained for structures publicly owned by other entities and privately-owned structures during the permitting and construction process (for all permitted projects that meet the applicability requirements outlined in the Town’s Stormwater Management Ordinance). Notify 100% of private owners or other public entities of any necessary maintenance (to ensure the system can continue to function as designed and is operable), if needed, within 30 days of inspection.
3. Documentation to be submitted with each annual report: For any publicly owned structures maintained during the reporting period, a summary will be provided that identifies the facilities maintained and briefly describes the maintenance performed. For any privately-owned structures and structures publicly-owned by other entities, a summary list of maintenance agreements, along with the total number of agreements, will be provided in the annual report. If privately-owned (or publicly owned by other entities) facility need maintenance, copies of letters notifying property owners/ operators of the maintenance needed will be included.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the

BMP: Environmental Specialist

6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The entire system will be inspected once every 5 years and appropriate follow-up actions (e.g. letters to property owners or enforcement actions) and/or maintenance work will be completed to the maximum extent practical based on inspection findings, relative priority, and resources available.

**SWMP Attachments:**

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

**E. MCM E - BMP #5 – GI/LID Program**

1. Description of BMP: GI/LID Program. Develop a program for the inspection and maintenance of GI/LID structures that are both publicly owned and privately owned non-residential structures.
2. Measurable goal(s): Implement GI/LID inspection and maintenance program . If the program is updated during the reporting period, submit a revised program to GA EPD with the annual report.
3. Documentation to be submitted with each annual report:  
If the GI/LID program is revised during the reporting period, submit the revised program to EPD for review with the annual report.
4. Schedule:
  - e. Interim milestone dates (if applicable):
  - f. Implementation date (if applicable): February 15, 2020
  - g. Frequency of actions (if applicable): On-going
  - h. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: GI/LID structures should be inspected and maintained to have a positive impact on stormwater quality within the Town.

**SWMP Attachments:**

- Inventory of all permittee-owned GI/LID structures, and structures publicly-owned by other entities and privately-owned non-residential constructed after 12/6/12.

**F. MCM E - BMP #6 – GI/LID Structure Inventory**

1. Description of BMP: Develop an inventory of water quality related GI/LID structures located within the Town and constructed after December 6, 2012, including the location and type of each structure (e.g., bioswales, pervious pavement, infiltration practices, bioretention areas or greenspace).
2. Measurable goal(s): Continuously track the addition of new water quality related GI/LID structures throughout the permitting and construction process to ensure the structures are added to the GI/LID inventory.
3. Documentation to be submitted with each annual report: Updated  
GI/LID inventory and inspection tracking sheet
4. Schedule:
  - i. Interim milestone dates (if applicable):
  - j. Implementation date (if applicable): February 2020
  - k. Frequency of actions (if applicable): Continuously
  - l. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: An increase in the installation of these GI/LID structures should help mitigate adverse impacts to stormwater quality and improve likelihood of post-development groundwater recharge occurring in new development and re-development projects throughout the Town.

**SWMP Attachments:**

- GI/LID Program, including example inspection forms and maintenance agreements

**G. MCM E - BMP #7 – GI/LID Structure Inspection Program**

1. Description of BMP: GI/LID Inspection Program
2. Measurable goal(s): Conduct inspections on 100% of the GI/LID structures identified in the inventory during the five-year permit cycle. A minimum of 5% of structures should be inspected on an annual basis (unless >25% were inspected the previous year(s) of the same 5-year permit cycle). The inspections should be conducted in accordance with the GI/LID Program guidelines.
3. Documentation to be submitted with each annual report: Inspections of GI/LID structures. If maintenance is performed, the number and percentage of structures maintained should be submitted.
4. Schedule:
  - a. Interim milestone dates (if applicable): Updated May 2023
  - b. Implementation date (if applicable): February 2020
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: GI/LID structures should be inspected and maintained to have a positive impact on stormwater quality within the Town.

**SWMP Attachments:**

- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

**H. MCM E - BMP #8 – GI/LID Structure Maintenance Program**

1. Description of BMP: For GI/LID Structures located at facilities completed after December 6, 2012, maintain permittee-owned structures and ensure necessary maintenance of private and publicly-owned GI/LID structures (where the Town has an inspection and maintenance agreement with the property owner for the GI/LID structures). For structures owned by other entities (public or private), maintenance agreements will be signed and submitted by the developer to the Town during the permitting process – these agreements will be executed before the facilities receive a certificate of occupancy. After each year’s Town facility inspections, maintenance/repair work will be scheduled and completed for each structure based on relative priority and availability of municipal funding, staff, and resources. If the maintenance can be conducted by the Public Works Department, they will prioritize the work according to staff and time availability. If the maintenance needs to be contracted out, a funding and bid process will start for the work to be conducted by an outside qualified professional in a timely manner per the contract.
2. Measurable goal(s): Ensure that 100% of the Town-owned GI/LID structures are maintained, as needed, and where funding is available. Ensure that maintenance agreements are obtained for structures publicly owned by other entities and privately-owned structures during the permitting and construction process (for all permitted projects that meet the applicability requirements outlined in the Town’s Stormwater Management Ordinance). Notify 100% of other entities/ owners of GI/LID structures regarding necessary maintenance (to ensure the system can continue to function as designed and is operable), if needed, within 30 days of inspection.
3. Documentation to be submitted with each annual report: For any publicly owned structures maintained during the reporting period, a summary will be provided that identifies the facilities maintained and briefly describes the maintenance performed. For any structures owned by other entities (public or private), a summary list of maintenance agreements, along with the total number of agreements, will be provided in the annual report. If privately-owned (or publicly owned by other entities) ponds need maintenance, copies of letters notifying property owners/ operators of the maintenance needed will be included.
4. Schedule:
  - a. Interim milestone dates (if applicable): Updated May 2023
  - b. Implementation date (if applicable): February 2020
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable):



5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The entire system will be inspected once every 5 years and appropriate follow-up actions (e.g. letters to property owners or enforcement actions) and/or maintenance work will be completed to the maximum extent practical based on inspection findings, relative priority, and resources available.

**SWMP Attachments:**

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

**Pollution Prevention/Good Housekeeping for Municipal Operations (MCM F)**

**Table 4.2.6 (a) of the Permit**

**A. MCM F - BMP #1 – MS4 Structure Inventory and Map**

1. 1. Description of BMP: The Town’s existing MS4 map and inventory will be kept up to date as new structures are added to the system or existing structures are identified in the field. The MS4 inventory will include Town-owned catch basins, ditches (within road right-of-way measured in miles or linear feet), detention/retention ponds, underground detention structures, and stormwater pipes (miles or linear feet).
2. Measurable goal(s): Update the inventory and map annually as any new structures are completed or existing structures are identified. Provide the inventory and map(s) for each reporting period.
3. Documentation to be submitted with each annual report: A copy of the Town’s MS4 map(s) and inventories for each of the following structures/components: catch basins, ditches, municipal ponds, and stormwater pipes. Currently, the Town of Tyrone does not own or maintain any GI/LID or MS4 underground detention structures. Any new additions will be incorporated into either an existing map or inventory (i.e. the MS4 stormwater management facilities/ ponds map and inventory), wherein the new type of structure will be specified, or the a new document will be created for these structures.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The MS4 inventory and map will be updated as final plats for the Town are accepted and as existing structures (not initially identified in the inventory) are identified in the field. A comprehensive inventory will help ensure pollution prevention through appropriate infrastructure asset management.

**SWMP Attachments:**

- Inventory listing 4 structure types (catch basins, ditches, pipes, permittee-owned ponds)
- Map showing 4 structure types

**B. MCM F - BMP #2 – MS4 Inspection Program**

1. Description of BMP: MS4 inspection program
2. Measurable goal(s): Each of the Town’s inventoried MS4 structures (ditches, ponds, storm pipes, underground detention structures, and catch basins) will be inspected at least once every 5 years during the permit cycle. At a minimum, 5% of each type of structure will be inspected annually. If fewer than 20% of structures are inspected during a reporting period, the Town will increase the inspection frequency in subsequent years as necessary to ensure that 100% of structures have been inspected each 5-year permit term.
3. Documentation to be submitted with each annual report: Inventory inspection logs for catch basins, storm pipes, and ditches inspected each reporting period. Appropriate inspection forms will be provided for MS4 ponds and underground detention facilities inspected each reporting period.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: To ensure that the Town’s entire storm sewer system is inspected at a minimum of once every 5 years and to ensure the system is maintained and functioning efficiently. Ultimately, this should improve water quality.

**SWMP Attachments:**

- Inspection program, including implementation schedule
- Example inspection forms
- Example table for tracking inspections over the permit cycle

**C. MCM F- BMP #3 – MS4 Maintenance Program**

1. Description of BMP: MS4 maintenance program. Maintenance is completed in areas identified by Town Public Works staff during complaint investigations, routine municipal maintenance/repair activities, MS4 inventory inspections, and other routine MS4 activities. During inventory inspections, the MS4 inventory is categorized based on its maintenance needs in hierarchical order. Structures are categorized as “priority”, “remedial”, or “no maintenance needed” in accordance with the Town Inspection and Maintenance Procedures during inventory inspections. The Town will prioritize and conduct maintenance activities, as necessary and as funding/ resources allow, with due consideration of stormwater system structures that are identified as priority (first) or remedial (second) during the inventory inspection process. It should be noted that any maintenance required to remedy a public safety concern will receive top priority. Other factors impacting repair/ replacement logistics and feasibility, such coordinating culvert replacements in tandem with planned road re-surfacing projects, may increase the relative priority of MS4 structure repairs/ maintenance.
2. Measurable goal(s): The Town will conduct MS4 maintenance activities, as necessary and as funding/ resources allow, and provide documentation of maintenance activities completed. A count of ponds, underground detention facilities, or catch basins maintained, and the total length (in linear feet or miles) of pipe and ditch will be reported.
3. Documentation to be submitted with each annual report: A log of the MS4 maintenance activities completed during the reporting period that includes the type of maintenance performed.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Prioritizing and tracking MS4 maintenance activities will help ensure the Town’s storm sewer system will continue to function properly, ultimately helping reduce nonpoint source pollution.

**SWMP Attachments:**

- Maintenance procedures

- Example maintenance forms

**D. MCM F - BMP #4 – Street and Parking Lot Cleaning**

1. Description of BMP: Street and Parking Lot Litter Removal. The Tyrone Public Works Department does not own a street sweeper. As an alternative method for street cleaning, the Public Works Department and, if applicable, the Town’s contracted landscaping service provider will remove trash and litter along Town-owned and maintained roads, parking lots, and sidewalks. Trash bags will then be taken to the Town facilities’ dumpsters (two 4-yard containers). All litter collected is stored in Town dumpsters. Waste in the dumpsters is collected weekly via the Town’s contracted sanitation service provider. The Sanitation Service provider’s template contract includes language requiring compliance with all applicable regulations governing solid waste disposal.
2. Measurable goal(s): The Public Works Department will maintain a log documenting the number of trash bags collected by Town staff and, if applicable, the Town’s contracted landscaping service provider. At a minimum, litter removal activities will occur on a bi-monthly basis.
3. Documentation to be submitted with each annual report: Log of litter removal activities (number of trash bags collected) during the report
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable): On-going
5. Person (position) responsible for overall management and implementation of the BMP: Public Works Maintenance Supervisor
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Roadside litter impacts water quality. Reducing roadside litter will ensure fewer negative impacts to the Town’s waterways.

**SWMP Attachments:**

- Street sweeping procedures
- Street sweeping log page or other form
- Litter removal procedures
- Litter removal log page or other form

**E. MCM F - BMP #5 – Employee Training**

1. Description of BMP: Employee Training. Conduct an annual training focused on relevant stormwater pollution prevention topics for each of the two employee categories -- public works maintenance staff and other municipal employees (this could include the Town's Code Enforcement/Permit Specialist, Police Department staff, and other Town administrative staff members). Both trainings will cover topics related to stormwater pollution prevention (e.g. illicit discharge identification, best practices when fielding and routing common stormwater (MS4) complaints from residents, and benefits of the GI/LID program). Public works maintenance staff training will cover one additional topic, such as good housekeeping practices at municipal facilities, spill response/ clean-up procedures, or best practices when conducting MS4 maintenance.
2. Measurable goal(s): Conduct an annual training focused on relevant stormwater pollution prevention topics for each of the two employee categories -- public works maintenance staff and other municipal employees.
3. Documentation to be submitted with each annual report: A sign in sheet of Town employees that received stormwater training during the reporting period that identifies topic(s) discussed, and a copy of any training materials provided to/ reviewed with the employees.
4. Schedule:
  - a. Interim milestone dates (if applicable): Updated March 2023
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): Annually
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Town employees will be more knowledgeable regarding stormwater management topics and, as a result, feel more confident in applying, implementing, or sharing information with appropriate parties.

**SWMP Attachments:**

- Employee training program
- Example sign-in sheet or other documentation forms



**F. MCM F - BMP #6 – Waste Disposal**

1. Description of BMP:  
The trash and litter removal program described in BMP #4 (Street and Parking Lot Cleaning) involves litter clean-up that is contained in dumpsters; the Town’s contracted sanitation service provider ultimately disposes of this waste. When the Town’s Public Works Department completes maintenance activities described in BMP #3, this can produce large quantities of inert waste (e.g. tree and limb trimming, catch basin/ curb clean-out, ditch maintenance). Excess, inert debris (that cannot be disposed of in the dumpsters) is taken to the Transfer Station located in Fayette County. These deliveries could include vegetative debris, tree limbs, sediment, or other inert debris accepted by the transfer station and are completed as needed (when large quantities of waste are produced from maintenance that will not fit in the Town dumpsters mentioned in BMP 4). If the inert waste is not delivered to the transfer station the day it is produced/ collected, it is stored in a covered area (or topsoil is adequately stabilized) until it is transported to the transfer station.
2. Measurable goal(s): Dispose of inert waste produced by MS4 maintenance and other routine municipal maintenance activities at the Fayette County Transfer Station as needed (at least four times each year). and report yearly transfer station disposal ticket payments made by the Town (based on invoices paid throughout the reporting/ calendar year).
3. Documentation to be submitted with each annual report:  
AMWASTE “operates” the transfer station which is managed by a contracted vendor (as of 6/1/2023 the Vendor Name is Cedar Landfill LLC). The Town’s waste disposal tickets are all charged to the same vendor account in the budget software – a summary report of payments made to the vendor (for waste disposal ticket invoices) during the reporting period will be provided. If the Town’s Sanitation Service provider contract is amended such that the contracted provider no longer provides solid waste collection services to Town facilities at no additional cost to the Town, copies of invoices can be provided. Otherwise, newly executed contracts or information to verify that contract renewal has been authorized (e.g. Town Council minutes) can be provided as needed.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): June 2023
  - c. Frequency of actions (if applicable): On-going
  - d. Month/Year of each action (if applicable):

5. Person (position) responsible for overall management and implementation of the BMP: Public Works Maintenance Supervisor
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Higher and/or more frequent waste disposal ticket payments indicate proper disposal of proportionally larger quantities of waste (i.e. higher or more frequent payments on waste disposal tickets indicates a larger volume of waste from municipal operations was disposed of appropriately). Continued payments of waste disposal tickets will indicate that the inert waste produced by maintenance activities is being disposed of properly/ not contributing to non-point source pollution of the MS4.

**SWMP Attachments:**

- Waste disposal procedures
- Example form for tracking waste disposal

**G. MCM F - BMP #7 – New Flood Management Projects**

1. Description of BMP: During the plan review process for new Town developments, flood management projects will be assessed for water quality impacts according to the Georgia Stormwater Management Manual (GSMM) minimum standards. Applicable sections of the project engineer’s construction plans and, if applicable, hydrology report will identify this information, or the “Flood Management Project Design Checklist” and “Water Quality Improvement Worksheet: Proposed MS4 Facility” will be completed as part of the preconstruction plan review process for new flood management projects.
2. Measurable goal(s): Ensure 100% of new municipal flood management projects (e.g. detention and retention ponds) include water quality impact assessment information in the construction plans and/or hydrology report, or are reviewed using the “Flood Management Project Design Checklist” and “Water Quality Improvement Worksheet: Proposed MS4 Facility”.
3. Documentation to be submitted with each annual report: Copies of checklists for flood management projects reviewed during the reporting period or other appropriate documentation (e.g. construction plans or hydrology reports). The Town will list flood management project plans assessed for water quality impacts and approved for construction in the annual report; if >5 plans are reviewed and approved, then the Town will provide a separate list/ spreadsheet. Listed plans resulting in improved pollutant reduction will be noted accordingly.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable): As needed
5. Person (position) responsible for overall management and implementation of the BMP: Town Engineer and Environmental Specialist
6. Rationale for choosing BMP and setting measurable goal(s): To ensure that all new Town developments that include flood management practices will be assessed for water quality impacts.
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: During regular inspections, any flood management projects will be checked to ensure they were installed, resulting in positive water quality benefits.

**SWMP Attachments:**

- Procedures for assessing new plans for water quality impacts
- Example forms used to document the assessment of new plans

**H. MCM F - BMP #8 – Existing Flood Management Projects**

1. Description of BMP: Evaluation of existing Town flood management projects. The Town will evaluate existing ponds for retrofitting (e.g., adding pond forebays or micro-pools) to improve water quality using the “Existing Flood Management Project Worksheet”. If the evaluation indicates improvement is necessary and feasible, funding will need to be budgeted during the next fiscal year and the project design process will be tracked in subsequent annual reports. If an assessment was previously performed on an existing flood management project using the 2016 GSMM, prior to the effective date of this permit, then an additional assessment does not need to be performed. For the previously assessed structures, provide documentation of the completed assessment and the status of any retrofitting activities during the first annual report submitted after the 2022 permit issuance date. In each subsequent annual report, provide a table listing the existing flood management structures, the date of assessment, the results of the assessment, and the status of any retrofitting activities.
2. Measurable goal(s): Each reporting period, the Town will conduct an inspection and evaluation of Town owned flood management projects (retention and detention ponds) to determine any retrofitting needs. Evaluations will be conducted so that 100% of the ponds are evaluated during the five-year permit cycle. If retrofitting improvements are performed, provide those activities conducted during the reporting period.
3. Documentation to be submitted with each annual report: Evaluations of any Town owned ponds completed during the reporting period, as well as any improvements, if performed. For the previously assessed structures, provide documentation of the completed assessment and the status of any retrofitting activities during the first annual report submitted after the 2022 permit issuance date. In each subsequent annual report, provide a table listing the existing flood management structures, the date of assessment, the results of the assessment, and the status of any retrofitting activities.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable): As needed
  - d. Month/Year of each action (if applicable)
5. Person (position) responsible for overall management and implementation of the BMP: Town Engineer and Environmental Specialist

6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: If an assessment determines that the project is not operating as designed, the pond will be retrofitted in an effort to improve water quality when funds are available.

**SWMP Attachments:**

- Procedures for assessing existing flood management structures for potential retrofit
- List of existing flood management structures
- Example forms used to document the assessment of existing structures

**I. BMP #9 – Municipal Facilities**

1. Description of BMP: Inspection of municipal owned facilities.
2. Measurable goal(s): Conduct annual inspections on 100% of inventoried Town municipal facilities that have the potential to cause pollution using the appropriate facility inspection checklist (e.g. “Public Works Facility Inspection Checklist”). If a new facility is constructed or identified, update the Town’s inventory as needed and develop new facility inspection checklist if needed.
3. Documentation to be submitted with each annual report: Updated facility inventory and inspection forms completed each reporting period.
4. Schedule:
  - a. Interim milestone dates (if applicable):
  - b. Implementation date (if applicable): 2017
  - c. Frequency of actions (if applicable):
  - d. Month/Year of each action (if applicable):
5. Person (position) responsible for overall management and implementation of the BMP: Environmental Specialist and the Public Works Maintenance Supervisor
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Reducing potential pollution problems through municipal facility inspections based on good housekeeping and pollution prevention practices necessary for each facility.

**SWMP Attachments:**

- Inventory of municipal facilities
- Procedures for conducting inspections
- Example inspection forms
- Example table to track inspections over permit cycle

**Appendix A**

**Enforcement Response Plan**

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Stormwater Management Program during a previous permit iteration.
  - A. Provide the date the ERP was approved by EPD: 5/1/2020
  - B. If the ERP has not yet been approved, provide the date submitted to EPD:
2. The ERP is to be evaluated annually and revised as needed. Provide the most recent version of the ERP as an attachment to this Appendix.



**Appendix B**

**Impaired Waters**

1. Population based on the latest U.S. Census: 7,658  
  
Date of the latest U.S. Census used: April 1, 2020  
  
If the population is less than 10,000, then see item #2 below.  
  
If the population exceeds 10,000, then see items #3 below.
2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (IWP) (see Part 4.4.1 of the NPDES Permit) including:
  - A list of impaired waters and the pollutant(s) of concern;
  - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
  - BMPs that will be implemented to address each pollutant of concern; and
  - A schedule for implementing the BMPs.
3. If the population exceeds 10,000, then the MS4 must develop an Impaired Waters Plan/Monitoring and Implementation Plan (MIP) (see Part 4.4.2 of the NPDES Permit) including:
  - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
  - A map showing the location of the impaired waters, the monitoring location(s), and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
  - The sample location (instream or at the outfalls);
  - Information on the sample type, frequency, and any seasonal considerations;
  - Schedule for starting monitoring for any newly identified pollutants;
  - BMPs that will be implemented to address each pollutant of concern;
  - A schedule for implementing the BMPs; and
  - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
4. The IWP and MIP must be evaluated annually and revised as needed. The most recent version of the IWP or MIP must be submitted as an attachment to this appendix