Town of New Castle, New York
Stormwater Management Program Plan

Stormwater Permit Number NYR20A177

This Stormwater Management Plan is a document that is continually changing and will be revised as the Town moves forward with implementing GP-0-24-001 (The SPDES Permit). GP-0-24-001 is the best reference to understand the background data and analysis that have compiled this report.

Draft V.1
June 23, 2024
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1 INTRODUCTION

The Town of New Castle, New York, in order to comply with the requirements of the United States Environmental Protection Agency (USEPA), and the New York State Department of Environmental Conservation (NYSDEC), has developed this Stormwater Management Plan (SWMP) for the purpose of documenting municipal efforts for the purpose of improving stormwater quality. This SWMP is developed in accordance with Part IV. Stormwater Management Program (SWMP) Requirements. Throughout this document reference to the SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit No. GP-0-24-001 (General Permit) will be provided. This will enable an easy cross-section for those wishing to locate the specificity in the General Permit. In addition, information will be retained on the Town of New Castle website located at https://www.mynewcastle.org/322/Stormwater.

This SWMP, developed for the Town of New Castle, is intended to provide specific information, discuss and guidance regarding all permit requirements as found within the General Permit, including compliance with:

- Part VI. Minimum Control Measures (MCMs) For Traditional Land Use Control MS4 Operators; and
- Part IX. Watershed Improvement Strategies for TMDL Implementation (East of Hudson Watershed).

1.1 Municipal Characteristics

The Town of New Castle is located in the central area of Westchester County, New York and covers an area of approximately 23.4 square miles with a population just under 18,000 people. The community values its defining attributes: it’s neighborhoods; a sense of history; an extensive parkland and open space network enhanced by strong recreational programs; wooded landscapes and a healthy environmental atmosphere; excellent schools; two quaint hamlets with small-town charm; a central location in the New York City metropolitan region and the Hudson Valley; and long standing civic and community traditions.

New Castle is bordered on the south by the Town of Mount Pleasant, on the east by the Towns of Bedford and North Castle, on the north by the Towns of Bedford, Somers and Yorktown and on the west by the Town of Ossining. The highway network consists of
approximately 100 miles of Town maintained roads and 33 miles of county and state-
maintained highways. The Town has two business areas (hamlets), one in the south known as
the Hamlet of Chappaqua and one in the west known as the Hamlet of Millwood.

1.1.1 Topography

The land throughout New Castle is mostly upland river valleys with some slopes and ridges. The overall topography ranges from a low of approximately 190 feet above sea level (in the northern and western sections of the Town) to a high of approximately 770 feet above sea level in the southeastern part of the Town.

A. Steep Slopes

Approximately 39% of the land (5,799 acres) in New Castle contains steep slopes. Of these areas, 3,660 acres have slopes of 15-25% and 2,139 acres have slopes greater than 25%. Steep slopes are scattered throughout the Town (See Map 6-1 Environmental Features). The most significant concentrations of steep slopes are near the rivers. Steep slopes may constrain land development due to the often-difficult stabilization needed following soil disturbance, construction of structures, and establishment of new slopes through regrading. They also have generally higher rates of stormwater runoff and are susceptible to erosion and slope failure when the soil is disturbed or become extremely wet. The disturbance of steep slopes is regulated through the Town’s Steep Slope Protection Law.

B. Soils

Soils absorb stormwater runoff, filter out pollutants carried by runoff, support structures and support varying plant and animal life. A list of soil types found in New Castle can be derived from the U.S. Department of Agriculture-Natural Resources Conservation Service’s (NRCS) 1994 Soil Survey of Putnam and Westchester Counties, New York. Many of the dominant mapped soil units may include subordinate soils that have not been mapped because they are relatively small areas within larger soil units. Field work should be done for site-specific soil surveys when more precise soil information and boundary mapping are needed, usually in association with proposals for land development. In general, the predominant soil in New Castle are Charlton and Chatfield soils. There are approximately 4,948 acres of Charlton soil and 3,749 acres of Chatfield soils. These soils are well drained soils often found in upland areas. Hydric Soils are generally associated with wetlands because they are seasonally or permanently
saturated or inundated with water. They also play a significant role in stormwater management for water quality and quantity purposes and ground and surface water recharge capabilities. Many land uses are not suitable in areas of hydric soils due to the wetness of the soil. Development on these soils should be closely regulated. Fourteen of the 63 soil types identified in the Town are hydric soils.

C. Hydrologic Soil Groups

Hydrologic soil groups classify soils according to their runoff producing characteristics. These characteristics should be key to decisions made relevant to stormwater management and flood mitigation. The chief consideration in assigning a soil type to a hydrologic soil group is the capability of soil, bare of vegetation, to permit infiltration. Separate factors in predicting runoff include slope and the type of plant cover. Soils are assigned to four hydrologic groups. Group A soils have a high infiltration rate and low stormwater runoff potential. They are well drained and often consist of relatively high concentrations of sand and/or gravel. Group D soils, at the other extreme, have a very slow infiltration rate and high runoff potential. They may have a layer of clay at or near the surface and a high permanent water table, or they may be shallow because they are over nearly impervious bedrock or other material. Most of the Town’s soils are in Groups B and C, between the extremes of Groups A and D.

1.1.2 Water Resources

The Town of New Castle is located in four different major watersheds: Pocantico and Saw Mill River Watershed, Croton River Watershed, Bronx River Watershed and Inland Long Island Sound Watershed. A. Pocantico and Saw Mill River Watershed

The western and southern sections of New Castle are located in the Pocantico and Saw Mill River Watershed. This watershed makes up 4,584 acres or 31% of the area of the Town. All stormwater that runs over land within this section of the Town eventually makes its way into the Hudson River. It is located within the Oliver Pond, Pocantico River and Saw Mill River Subwatersheds.

B. Croton River Watershed

The northern and eastern sections of New Castle are located in the Croton River Watershed. This watershed makes up 9,947 acres or 66% of the area of the Town. All stormwater that that runs over land within this section of the Town eventually makes its way to the Croton Reservoir system. It is located within the New Croton Reservoir, Croton River South, Kisco River,
Croton Gorge, Still Lake, Bailey Brook, Gedney Brook, Cornell Brook, and Indian Brook subwatersheds. This land area contributes to New York City’s drinking water watershed and the Indian Brook/Croton Gorge watersheds serve as the headwaters to the drinking water source for the Village and Town of Ossining and the Village of Croton-on-Hudson.

New Castle is one of 12 Westchester municipalities that make up the Northern Westchester Watershed Committee (NWWC). The NWWC acts as an advisory committee for watershed protection activities in the New York City Watershed. In addition, New Castle is one of eighteen municipalities that make up the East of Hudson Watershed Advisory Committee which includes municipalities from Westchester, Putnam and Dutchess Counties. This watershed has a Phosphorus Total Maximum Daily Load (TMDL) and therefore under the MS4 permit there are enhanced permit requirements that the Town of New Castle must adhere to within this watershed.

C. Bronx River Watershed

A small section the southeastern section of the Town is in the Bronx River Watershed. This watershed makes up 328 acres or 2% of the area of the Town. It is located within the Kensico Reservoir subwatershed which is part of New York City’s drinking water watershed.

D. Inland Long Island Sound Watershed

A small section of the southeastern section of the Town is located in the Inland Long Island Sound Watershed. The watershed makes up 145 acres or 1% of the area of the Town. It is located within the Byram River subwatershed.

E. Watercourses and Waterbodies

All waters of the State are provided a class and standard designation based on existing or expected best usage of each water or waterway segment. There are several major rivers and lakes in New Castle. The Kisco River and Chappaqua Brook in New Castle are classified as “C” under the Protection of Waters Program of the NYSDEC. The Gedney Brook and Saw Mill River are classified as “B”. Smaller stream and lake classifications exist throughout the Town. In addition, the New York State Department of Environmental Conservation (NYS DEC) has also recognized impaired waters and those included on the Priority Waterbodies List (PWL). New Castle’s classified streams are listed in the classification table in Appendix A.

F. Wetlands Definition and Background

Per the Town’s Wetlands Law, Chapter 137 of the Town Code, wetlands are defined as “(1) All areas of at least 1/10 of an acre that comprise hydric soils and/or are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support,
and under normal circumstances do support, a prevalence of hydrophytic vegetation as defined by the Federal Interagency Committee for Wetlands Delineation 1989 (2) Watercourses (3) Any area larger or smaller than 1/10 of an acre, meeting all other requirements of a wetland, within 100 feet of other similar areas shall be considered as one wetland if the total of the areas is greater than 1/10 of an acre.” Wetlands buffers are defined in the Town’s Wetland Law as the area extending 100 feet horizontally away from and paralleling the wetlands boundary. The Town’s Environmental Protection Overlay District establishes buffer zones of 150 feet around wetlands. Due to its inland location, no tidal wetlands exist within the Town of New Castle.

G. Wetlands in New Castle

Wetlands, or areas most likely to contain wetlands have a total area of 849 acres and they are distributed throughout the Town. Other, smaller wetlands have also been identified and mapped as part of the National Wetland Inventory (NWI). This non-regulatory mapping, which covers the nation, was prepared by the U.S. Fish and Wildlife Service. The NWI characterizes each wetland by system, subsystem (if applicable), class, and subclass. The NWI-mapped wetlands total approximately 827 acres. The NWI mapped wetlands include freshwater ponds totaling approximately 170 acres, freshwater forested/shrub wetlands (swamps) totaling approximately 140 acres, freshwater emergent wetlands (marshes) totaling approximately 32 acres and lakes totaling approximately 4 acres. Freshwater ponds are characterized as non-vegetated open waterbodies. Emergent wetland vegetation usually grows in standing water or, at minimum, water-saturated soils during much or all of the year. Forested shrub wetland vegetation often grows in standing water or, at minimum, water-saturated soils from late fall through early to mid-spring. The NWI mapping does not identify all of the wetlands in the Town, nor anywhere else, so it must be used in conjunction with other mapping and field investigations.

In addition to State and federally mapped wetlands, the Soil Survey of Putnam and Westchester Counties, New York, prepared by the U.S. Department of Agriculture’s Natural Resources Conservation Service, should be consulted to identify possible other, unmapped wetlands. As noted in Section 6.2, areas containing hydric or wetland soils can be identified as possible locations of additional wetlands. The Town contains approximately 1,826 acres of mapped hydric soils. It should be noted that not all areas of hydric soil are, in fact, wetlands. The soil survey is best used for general planning purposes and is only accurate to plus/minus two acres, and all soil types identified in the survey include inclusions that may be dissimilar to the dominate soil type. For example, an area of hydric soil in a given location may include non-hydric soil inclusions within it.

1.2.3 Impervious Surfaces
Impervious surfaces can be defined as any material that prevents the infiltration — soaking in — of water into the soil. Roads, rooftops, parking lots, driveways, tennis courts, and sidewalks are some easily identifiable impervious surfaces. As development occurs in a watershed, the percentage of land covered by impervious surfaces can increase. In 2014, approximately 1,356 acres, or approximately 9% of the Town’s 15,003 acres, was covered with impervious surfaces including all buildings, parking lots, roadways, and sidewalks. Of this, approximately 998 acres is impervious coverage from roadways and parking lots which are subjected to leaking oils and grease and the metals they contain. Much of the land area in the Town is comprised of lawns and other human-influenced features that, although not impervious, foster a high degree of stormwater runoff in comparison with woodlands, meadows and similar natural features.

1.1.4 Road System

The road system in the Town of New Castle includes principal arterials, minor arterials, major collector roadways, and local streets. Each roadway is designed to serve a different function to move people and goods in an efficient manner. Although some roads in New Castle may appear rural in character, all roads in the Town of New Castle and Westchester County are considered urban roads from a transportation planning classification standpoint. Map 5-1 Road Network on page 5-2 shows roadways in the Town.

A. Principal Arterial

In New Castle, principal arterials consist of limited access roadways that do not have many access points except at major roadway intersections, or in the case of interstates or parkways, only have access through controlled interchanges. Some of these roadways exclude certain vehicles, such as commercial trucks and/or buses. There are two limited access roadways in the Town of New Castle:

- Taconic State Parkway - is an north-south limited access New York State (NYS) touring route that follows a path midway between the NYS border and the Hudson River. The Taconic State Parkway – the Taconic or TSP – was listed on the National Register of Historic Places in 2005 and is also designated as a New York State Scenic Byway. The Taconic is administratively known as New York State Route 987G. The 103.5-mile Taconic State Parkway commences at the Kensico Dam Plaza in Westchester County and has a northern terminus at the Berkshire spur of the NYS Thruway (Interstate 90) in Columbia County. Throughout the Town, the north and south lanes of the Taconic are separated by a landscaped median. The Taconic is the most heavily travelled road in New Castle, although there is only one exit in the Town. Access to the Taconic in New
Castle is via exit NY-100/NY-133/Briarcliff Manor/Millwood (exits for the Taconic are not numbered).

- Saw Mill River Parkway — is primarily a limited access north/south NYS touring route, except that in New Castle the road has an at-grade signalized intersection at Roaring Brook Road. The Saw Mill River Parkway is also referred to as the Saw Mill or SRP and is administratively known as New York State Route 987D. The only exit in New Castle is Exit 32 that provides access to Route 120 in Chappaqua.

- NYS Route 117 (South and North Bedford Road) — western terminus is located in Sleepy Hollow at Route 9 (North Broadway) and extends northeasterly to the eastern terminus located in Bedford at I-684. NYS Route 117 is 15.5 miles long with 3.3 miles in New Castle. For much of the route in New Castle it runs somewhat parallel to the Saw Mill River Parkway connecting the hamlets and villages of Sleepy Hollow, Pleasantville, Chappaqua, Mount Kisco, Bedford Hills and Katonah. The road is painted with a double yellow center line and edge of lane white lines. At some busier intersections, turning lanes exist. The speed limit in New Castle is 35 miles per hour (MPH).

B. Minor Arterial

Minor arterial roadways serve as principal through roads that connect routes, areas or principal traffic generation sources and are accessible to both passenger cars and commercial vehicles. There are six minor arterial roadways in New Castle:

- NYS Route 133 (Millwood Road and Somerstown Road) — is an east-west route with a terminus in Ossining and Mount Kisco. The road is also known as Croton Avenue in Ossining. East of Route 9, the route becomes Somerstown Road. At Millwood, Route 133 continues eastward on Millwood Road until the Mount Kisco border. From the Mount Kisco border to its terminus at the intersection with NYS Route 117, the road is also known as West Main Street. The road is 8.5 miles long with 5.5 miles located in New Castle. The road is painted with a double yellow center line and edge of lane white lines. At some busier intersections, turning lanes exist. In New Castle, the speed limit varies from 30-40 MPH.

- NYS Route 100 (Saw Mill River Road and Somerstown Turnpike) — The southern terminus of NYS Route 100 is located in the City of Yonkers at the junction of the Cross-County Parkway and the road extends to a northern terminus in the Town of Somers at Route 202. The road is 32.3 miles long with 3 miles passing through New Castle. In New Castle, the road extends from the Town of Ossining to Yorktown, passing through Millwood. The road is known as Saw Mill River Road from the southern Town line until the intersection with Station Place. The road is a 4-lane road in most of this section and the shoulder of portions of the road are used for the North County Trailway. There are
no residential driveways that access this section of the road. The road is known as Somerstown Turnpike from the intersection with Station Place to the northern Town line. The road is a two-lane road in this section. There are some sections with many residential driveways accessing the road. The road is painted with a double yellow center line and white at the edge of lane. At some busier intersections, turning lanes exist.

- **NYS Route 134** (Croton Dam Road and Kitchawan Road) — the southern terminus of NYS Route 134 is in the Village of Ossining at NYS Route 133 (Croton Avenue) and the road continues northeast to the northwest corner of the Town. The road ends at the intersection with NYS Route 100 in the Town of Yorktown. NYS Route 134 connects NYS Route 9A, the Taconic State Parkway and Route 100. Route 134 is connected to the Taconic State Parkway by the NY-100/NI-133/Briarcliff Manor/Millwood exit. Hudson Hills County Golf Course and Sunny Ridge Nature Preserve are located on Route 134 in New Castle, but the primary land use fronting on Route 134 is residential. The Peekskill/Briarcliff Trailway crosses the highway, however, there is no trail access parking. The relatively straight road is painted with a double yellow center line and white at the edge of lane. The speed limit is 40 MPH in New Castle. The shoulders vary from zero to two feet.

- **NYS Route 128** (Armonk Road) — the southern terminus of NYS Route 128 begins at the intersection with NY Route 22 in Armonk in the Town of North Castle. In North Castle, Route 128 is known as North Main Street and Armonk-Mount Kisco Road. In New Castle, the road is simply known as Armonk Road and continues as such to its northern terminus at NYS Route 117 in Mount Kisco. The road connects the Village of Mount Kisco and the hamlet of Armonk, which both serve as commercial centers for the residents in southeast areas of New Castle. The road is painted with a double yellow center line and white at the edge of lane. The speed limit varies from 35 to 45 MPH in New Castle. The shoulders vary from zero to five feet.

### 2. Municipal Separate Storm Sewer System (MS4) Permit

#### 2.1 New Castle as an MS4

The Town of New Castle (Town Boundary) is considered a municipal operator and is subject to obtaining all of the necessary documentation to demonstrate discharge eligibility and document such in the Municipal Stormwater Management Program Plan (SWMP). [Part I.B.3.] As a municipal entity, the Town is responsible for the system of conveyances (including roads, with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, mad-made channels or storm drains) that it owns, including properties that are used for town activities and recreation.
2.2 Notice of Intent (NOI) [Part IIA]

On March 6, 2024 the Town of New Castle completed an electronic Notice of Intent (eNOI) as an MS4 Operator. Proof of this submission can be found in the NYSDEC acknowledgement received via email and documented on the Town’s stormwater website. This NOI identified fourteen waterbodies that the Town of New Castle discharges to. Six of these waterbodies are part of New York City’s drinking water watershed. These waterbodies have a developed Phosphorus TMDL and are considered impaired waterbodies. The following is a list of the fourteen waterbodies that the Town of New Castle, as an MS4, drains to:

- Indian Brook Reservoir 1302-0067
- Campfire Lake 1301-0113
- New Croton Reservoir 1302-0010 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Minor Tribs to New Croton Reservoir 1302-0148 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Kisco River, Lower and Tribs 1302-0060 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Kisco River, Upper and Tribs 1302-0061 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Minor Tribs to Lower Croton River 1302-0066 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Kensico Reservoir Tributaries 1702-0113 Listed as an Impaired water as well as having a pollutant of concern, Phosphorus, and an associated Phosphorus TMDL (New York City East of Hudson River Watershed).
- Wampus Lake 1702-0056
- Echo Lake 1301-0115
- Whippoorwill/Heaptaugua Lakes 1702-0237
- Sing Sing Creek and Tribs 1301-0118
- Pacantico River, Middle and Tribs 1301-0110
- Saw Mill River, Upper and Tribs 1301-0101

The eNOI authorizes the Town of New Castle to discharge stormwater under the terms and conditions of GP-0-24-001 (the SPDES General Permit) as outlined herein.
2.3 Information from the NYS DEC Acknowledging Previous Coverage [Part IIA]

The Town of New Castle has been recognized as an MS4 since the inception of the NYS DEC Stormwater Program in 2009. The Town’s computer system holds the initial SWMP as prepared by Dolph Rotfeld Engineering, P.C. as well as the annual stormwater reports submitted to NYS DEC per the permit requirements. All information can be found on the Town’s intranet: m: Stormwater and on the Town’s website at: https://www.mynewcastle.org/322/Stormwater

2.4 Inventory of Entities Assisting in Permit Implementation [Part IV.B]

The Town of New Castle is a member of the East of Hudson Watershed Corporation which was incorporated as a not-for-profit corporation on October 18, 2011 to assist the municipalities with land area in the New York City Watershed. The East of Hudson Watershed Corporation is a local development corporation established by the municipalities in Northern Westchester, Putnam, and Dutchess Counties in the New York City Watershed to install stormwater retrofit projects to meet the requirements for phosphorus reduction defined by the New York State Department of Environmental Conservation (NYSDEC). The Corporation is working in conjunction with the NYSDEC and New York City Department of Environmental Protection (NYCDEP) to further Stormwater MS4 quality projects in the Croton and Kensico Reservoir Basins. The certificate of incorporation and amendments thereto as well as other information regarding the EOH WC implementation efforts can be found on the website at https://eohwc.org/. The East of Hudson Watershed Corporation is assisting the Town of New Castle with Implementation of the Post-Construction Stormwater Management Retrofit Program as outlined in Part IX.A.6f of GP-0-24-001 (the SPDES General Permit). At this time there are no other alternative implementation agreements.

2.5 Staffing Plan Responsible for Program Implementation/ Organizational Chart [IVA.2.]

The Town of New Castle has compiled a Stormwater Management Team composed of the Department Heads in charge of the Town Departments who are responsible for undertaking each of area of the stormwater permit. In addition, this Stormwater Management Team will share a joint calendar which contains the permit deadlines associated with GP-0-24-001 (The SPDES Permit). The Town of New Castle Stormwater Management Team is composed of the following individuals:

<table>
<thead>
<tr>
<th>Minimum Control Measure</th>
<th>Individual / Title</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater Program Coordinator</td>
<td>Sabrina D. Charney Hull</td>
<td>914-238-4723 <a href="mailto:sabrina@mynewcastle.org">sabrina@mynewcastle.org</a></td>
</tr>
<tr>
<td></td>
<td>Director of Planning</td>
<td></td>
</tr>
<tr>
<td>Public Information and Outreach</td>
<td>Sabrina D. Charney Hull</td>
<td>914-238-4723 <a href="mailto:sabrina@mynewcastle.org">sabrina@mynewcastle.org</a></td>
</tr>
<tr>
<td></td>
<td>Director of Planning</td>
<td></td>
</tr>
<tr>
<td>Public Participation and Involvement</td>
<td>Sabrina D. Charney Hull</td>
<td>914-238-4723</td>
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### 2.6 Stormwater Program Coordinator [Part IV.B1.]

The individual responsible for coordinating the development of the Stormwater Management Plan (SMPM) is the Stormwater Program Coordinator. The New Castle Stormwater Program Coordinator is knowledgeable in the principles and practices of stormwater management, the requirements of the SPDES general permit, and the SWMP. The Stormwater Program Coordinator oversees the development, implementation, and enforcement of the SWMP; coordinates all elements of the SWMP to ensure compliance with this SPDES general permit; and develops and submits the Annual Report (Part V.B.2.). The Stormwater Program Coordinator is the New Castle Director of Planning.

Mrs. Sabrina D. Charney Hull, AICP  sabrina@mynewcastle.org  (914)238-4723

### 2.7 Availability of SWMP Plan

This plan and any updates to this plan as well as documentation associated with implementation of the SWMP is available on the Town’s website [https://www.mynewcastle.org/322/Stormwater] as well as accessible on the town’s intranet:[M:\STORMWATER\2024 MS4 General Permit]. This information is available to the Stormwater Management Team and other staff responsible for implementation, as well as other agencies (NYS DEC and the U.S. Environmental Protection Agency (USEPA) staff. The public may access this information on the Town website and by visiting the Town Development Department Monday through Friday from 8:40AM to 3:00 PM.

### 2.8 Timeframes for SWMP Plan Development or Update

This SWMP will be updated in accordance with the timeframes set forth in GP-0-24-001 (the SPDES General Permit). Annually, after the end of each Reporting Year and by April 1st, the SWMP plan must be updated to ensure the permit requirements are implemented. More frequent updates may occur depending on the required activity or plan component.
2.9 Minimum Control Measures

This SWMP reflects the New Castle’s responsibilities to address the six minimum control measures (MCMs) for a traditional land use MS4 as found in Part VI. Minimum Control Measures (MCMs) For Traditional Land Use Control MS4 Operators; and Part IX. Watershed Improvement Strategies for TMDL Implementation (East of Hudson Watershed).

2.10 Comprehensive System Mapping

Comprehensive System Mapping is required within the MS4's automatically designated area or an additionally designated area (EOH Watershed). This is approximately 70% of New Castle’s land area. The Comprehensive System mapping will also include data from the 30% of the community outside of the EOH Watershed.

The Town of New Castle contains a comprehensive mapping system using ArcGIS. This system includes (or will include) all mapping requirements contained in in GP-0-24-001 (the SPDES General Permit). This mapping system is intended to be used as a planning tool to allow prioritization of efforts and facilitate management decisions by the Town. Annually, after Phase I (Part IV.D.2.a.) completion, the Town will update the comprehensive system mapping including updates to prioritization information of monitoring locations (Part VI.C.1.d. of the SPDES General Permit), construction site prioritization (Part VI.D.5 of the SPDES General Permit), and municipal facilities (Part VI.F.2.c.i. of the SPDES General Permit).

The Town has completed the mapping necessary to comply with the 6-month requirements (as noted below) which is found in the Town’s Intranet located at M:\STORMWATER and on the Town’s ArcGIS system. The Town previously maintained its own ArcGIS system. This was a desktop-based mapping system which included use of the “Collector APP” which was used to verify outfall information. It was also anticipated that the “Collector App” would be used to obtain catchbasin attributes as required in the SPDES Permit, however technology changes occurred whereby the “Collector App” was discontinued and ESRI moved ArcGIS from a desktop service to a web-based mapping program. As such the Town has been migrating information to the web-based system and will be working with a mapping consultant to ensure that this mapping system can be utilized as a planning tool consistent with the requirements of GP-0-24-001 (the SPDES General Permit). GP-0-24-001 identifies different components of a mapping system to be completed within different timeframes as outlined below:

- Within six (6) months of the EDC, the comprehensive system mapping must include the following information:
  a. MS4 outfalls
  b. Interconnections
  c. Preliminary storm-sewershed boundaries
d. MS4 Infrastructure, including:
   i. Conveyance system
      a) Type (closed pipe or open drainage);
      b) Conveyance description for closed pipes (material, shape, dimensions);
      c) Conveyance description for open drainage (channel/ditch lining material, shape, dimensions); and
      d) Direction of flow;
   ii. Culvert crossings (location and dimensions)
   iii. Stormwater structures
      a) Type (drop inlet, catch basin, or manhole); and
      b) Number of connections to catch basins, and manholes;
   e. Basemap information:
      i. Automatically and additionally designated areas (based on criterion 3 of Additional Designation Criteria in Appendix B);
         ii. Names and location of all surface waters of the State, including:
             a) Waterbody classification;
             b) Waterbody Inventory/Priority Waterbodies List (WI/PWL);
      ii. Impairment status; and
      iii. POC, if applicable;
      iv. TMDL watershed areas;
         a) Land use, including:
            1. Industrial;
            2. Residential;
            3. Commercial;
            4. Open space; and
            5. Institutional;
      v. Roads; and
      vi. Topography.

➢ The comprehensive system mapping must be updated with the data collected for each phase of mapping within the timeframe for each phase as outlined below:
   a. Phase I: Within three (3) years of the EDC, the comprehensive system mapping must include the following information:
      i. Monitoring locations, with associated prioritization
      ii. Preliminary storm-sewershed boundaries
      iii. Focus areas
         iv. Publicly owned/operated post-construction stormwater management practices (SMPs);
      v. Municipal facilities, with associated prioritization
      vi. Additional TMDL Mapping
         a) Retail and Wholesale Plant nurseries
         b) Commercial lawn care facilities
c) Golf Courses

d) Commercial or industrial yard waste storage areas (yard waste composting and disposal areas)

e) MS4 Infrastructure with a history of issues (clogged infrastructure, I/I)

f) Post-Construction Stormwater Management Inventory including Type and Ownership.

b. Phase II: Within five (5) years of the EDC, the comprehensive system mapping must include the following information:

i. MS4 infrastructure, including:

a) Conveyance system
   i) Type (closed pipe or open drainage); and
   ii) Direction of flow;

b) Stormwater structures
   i) Type (drop inlet, catch basin, or manhole); and
   ii) Number of connections to and from drop inlets, catch basins, and manholes;

ii. Privately owned/operated post-construction SMPs which discharge to the MS4.

a) If the location of the privately-owned post-construction SMPs cannot be determined without accessing the private property, the Town of New Castle must map the location of the property that the postconstruction SMP is located on using street address or tax parcel.

2.11 Legal Authority

Per GP-0-24-001 (the SPDES General Permit) the Town of New Castle has adopted Chapter 108A Stormwater Management and Erosion and Sediment Control and Chapter 108B Illegal Discharges and Illicit Connections within the New Castle Town Code. These local laws can be found on the Town’s website through e-code at https://ecode360.com/NE0395#NE0395. These local laws follow the requirements as reflected in The New York State Department of Environmental Conservation Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems, April 2006 (NYS DEC Model IDDE Local Law 2006) and the New York State Department of Environmental Conservation Sample Local Law for Stormwater Management and Erosion & Sediment Control, March 2006 (NYS DEC Sample SM and E&SC Local Law 2006).

2.12 Enforcement Measures & Tracking

The Town of New Castle has developed an Enforcement Response Plan (ERP) which describes the actions to be taken for violations that occur in relation to Chapter 108A Stormwater Management and Erosion and Sediment Control and Chapter 108B Illegal Discharges and Illicit Connections within the New Castle Town Code and post construction maintenance requirements. A majority of the actions as described in the below Enforcement
Response Plan have always been in place and administered by the Engineering Department since the adoption of Chapter 108A by the Town Board of the Town of New Castle on April 4, 2007 (Local Law No. 3-2007) and Chapter 108B (adopted on May 22, 2007, as Local Law No. 7-2007).

The Engineering Department is the lead office with the Town Engineer being the Stormwater Management Officer. The Engineering Department consists of the Town Engineer, Assistant Civil Engineer, Civil Engineering Technician and an Environmental Coordinator. This office will be notified of a violation or illicit discharge through routine field inspections, reports that come into the Town’s stormwater hotline, email or in-person/phone call in complaints. Once a complaint is made an investigation is undertaken by the Engineering Department and a preliminary inspection report is prepared. The Town Engineer, as the Stormwater Management Officer, will review the report and the information associated with the complaint and determine whether or not a violation has occurred. If a violation has been determined to occur, a letter is prepared and mailed to the subject property owner specifying the nature of the violation, the code relationship of such violation and a description of the necessary mitigation measures to bring the activity into compliance with Chapter 108A or Chapter 108B. This letter is sent to the property owner and depending on the location, nature and magnitude of the violation, copies of the letter may be sent to other interested parties (e.g. Commissioner of Public Works, Building Inspector, Bureau of Environmental Quality - Westchester County Department of Health, New York State DEC, New York City DEP, neighboring affected municipalities). The Town Engineer will work to obtain voluntary compliance, prior to escalating the situation per the Town Code, to remedy the violation if the violator is willing. If the violation presents an immediate health or safety issue, immediate action to cure the violation will occur. All violations are documented and maintained within the Town’s Integrated Parcel Management System (Municity), where all building permits numbers are tracked and maintained. If the violation on a property does not have an associated building permit number, the violation will then be noted on an excel spreadsheet. This spreadsheet will be ARCGIS ready and will be joined within the Town’s mapping system. Eventually violations will be entered directly into this mapping tool. Specific detail of inspection reports and violation escalation is noted within each section of the Town Code as follows:

In regard to Chapter 108A Stormwater Management and Erosion and Sediment Control the Town Code requires that when a land development activity is not being carried out in accordance with the requirements of the Town Code, it may issue a written notice of violation to the landowner. The notice of violation shall contain:

(1) The date, name and address of the landowner, developer or applicant;
(2) The address, when available, or a description of the building, structure or land upon which the violation is occurring;
(3) A statement specifying the nature of the violation;
(4) A description of the remedial measures necessary to bring the land development activity into compliance with this chapter and a time schedule for the completion of such remedial action;

(5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;

(6) A statement that the determination of violation may be appealed to the Planning Board by filing a written notice of appeal within 15 days of service of notice of violation.

The Town may issue a stop-work order for violations of this chapter. Persons receiving a stop-work order shall be required to halt all land development activities, except those activities that address the violations leading to the stop-work order. The stop-work order shall be in effect until the Town confirms that the land development activity is in compliance and the violation has been satisfactorily addressed. Failure to address a stop-work order in a timely manner may result in civil, criminal, or monetary penalties in accordance with the enforcement measures authorized in this chapter.

Any land development activity that is commenced or is conducted contrary to this chapter may be restrained by injunction or otherwise abated in a manner provided by law. In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this chapter shall be guilty of a violation punishable by a fine not exceeding $500 or imprisonment for a period not to exceed six months, or both; or for conviction of a first offense; for conviction of a second offense, both of which were committed within a period of five years, punishable by a fine not less than $500 nor more than $1,000 or imprisonment for a period not to exceed six months, or both; and upon conviction for a third or subsequent offense, all of which were committed within a period of five years, punishable by a fine not less than $1,000 nor more than $2,500 or imprisonment for a period not to exceed six months, or both. However, for the purposes of conferring jurisdiction upon courts and judicial officers generally, violations of this chapter shall be deemed misdemeanors and for such purpose only all provisions of law relating to misdemeanors shall apply to such violations. Each week's continued violation shall constitute a separate additional violation.

If any building or land development activity is installed or conducted in violation of this chapter, the Stormwater Management Officer may prevent the occupancy of said building or land. It shall be the obligation of the landowner to remediate the violation, at which time the Stormwater Management Officer shall further consider allowing occupancy of the building or land. Any violator may be required to restore land to its undisturbed condition. In the event that restoration is not undertaken within a reasonable time after notice, the Town may take necessary corrective action, the cost of which shall become a lien upon the property until paid.

Chapter 108B Illegal Discharges and Illicit Connections within the New Castle Town Code also contains provisions for notice of violations and penalties for offenses. Specifically, the Town Code states that as soon as any person responsible for a facility or operation, or
responsible for emergency response for a facility or operation, has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into the MS4, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials, said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the Town in person or by telephone or facsimile no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the Town within three business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

When the Town's Stormwater Management Officer finds that a person has violated a prohibition or failed to meet a requirement of this chapter an order of compliance may be issued by written notice of violation to the responsible person. Such notice may require, without limitation:

1. The elimination of illicit connections or illegal discharges;
2. That violating discharges, practices, or operations shall cease and desist;
3. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
4. The performance of monitoring, analyses, and reporting;
5. Payment of a fine; and
6. The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by the Town or a contractor designated by the Town and the expense thereof shall be charged to the violator. In addition to or as an alternative to any penalty provided by law, any person who violates the provisions of this chapter shall be guilty of a violation punishable by a fine not exceeding $500 or imprisonment for a period not to exceed six months, or both for conviction of a first offense; for conviction of a second offense, both of which were committed within a period of five years, punishable by a fine not less than $500 nor more than $1,000 or imprisonment for a period not to exceed six months, or both; and upon conviction for a third or subsequent offense, all of which were committed within a period of five years, punishable by a fine not less than $1,000 nor more than $2,500 or imprisonment for a period not to exceed six months, or both. However, for the purposes of conferring jurisdiction upon courts and judicial officers generally, violations of this chapter shall be deemed misdemeanors, and for such purpose, only all provisions of law
relating to misdemeanors shall apply to such violations. Each week’s continued violation shall constitute a separate additional violation.

Any person receiving a notice of violation may appeal the determination of the Stormwater Management Officer to the Town Board within 15 days of its issuance. The Town Board shall hear the appeal within 30 days after its filing. Within five days of making its decision, the Town Board shall file same in the office of the Town Clerk and mail a copy by certified mail to the charged party. If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal, within five business days of the decision of the Town Board upholding the decision of the Stormwater Management Officer, then the Stormwater Management Officer shall request the owner’s permission for access to the subject private property to take any and all measures reasonably necessary to abate the violation and/or restore the property. If access is refused to the subject private property, a warrant in a court of competent jurisdiction to be authorized to enter upon the property to determine whether a violation has occurred. Upon determination that a violation has occurred, a court order may be issued to take any and all measures reasonably necessary to abate the violation and/or restore the property. The cost of implementing and maintaining such measures shall be the sole responsibility of the discharger.

Within 10 days after abatement of the violation by or under authorization of the Stormwater Management Officer, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest with the Town Board objecting to the amount of the charges within 10 days of receipt of said notice. If the amount due is not paid within 30 days after the disposition of any protest or the expiration of the time to file an appeal, whichever is earlier, the charges shall become a lien on the property to be collected in the same manner as real estate taxes.

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. If a person has violated or continues to violate the provisions of this chapter, a petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation may be sought. In lieu of enforcement proceedings, penalties and remedies authorized by this chapter, where a person has violated a provision of this chapter, they may be eligible for alternative remedies, upon recommendation of the Town Counsel and concurrence of the Stormwater Management Officer, where the violation was unintentional, the violator has no history of previous violations, the environmental damage was minimal, the violator acted quickly to remedy violation, the violator cooperated in investigation and resolution. In addition, alternative remedies may consist of attendance at compliance workshops, storm drain stenciling or storm drain marking, river, stream or creek cleanup activities.

2.13 Record Keeping, Reporting, Certification and SWMP Plan Evaluation
The Town of New Castle will maintain all of the requirements of GP-0-24-001 (The SPDES Permit) electronically on the Town’s intranet. Specific documents such as this SWMP Plan as well as other pertinent information will be available on the Town’s website. All information will be available to the public during business hours (8:40-3:30).

Reports will be submitted electronically to the NYS DEC in accordance with their requirements. Reports will be submitted annually for the period January 3rd of the current year to January 2nd of the following year. This year is considered the reporting year. All annual reports must be submitted to NYSDEC by April 1 of the year following the end of the reporting year. Interim Progress Reports will be submitted two times per year to verify the activities included in the SPDES general permit have been completed by the date specified using the appropriate forms provided by NYS DEC. Interim progress reports are due October 1 (for the period of January 3rd through June 30th of the same year) and by April 1 of the following year, along with the Annual Report (for the period of July 1st through January 2nd of the same year). All reports must be signed and certified by the New Castle Town Supervisor or the Town Administrator.

Once every five (5) years the Town of New Castle must evaluate the SWMP for compliance with the terms and conditions of GP-0-24-001 (The SPDES Permit).

3. **MINIMUM CONTROL MEASURES AS PER PART VI. MINIMUM CONTROL MEASURES (MCMs) FOR TRADITIONAL LAND USE CONTROL MS4 OPERATORS AND ADDITIONAL REQUIREMENTS OF PART IX WATERSHED IMPROVEMENT STRATEGY REQUIREMENTS FOR TMDL IMPLEMENTATION**

3.1 MCM 1-Public Education and Outreach Program

The Town of New Castle has been maintaining public education materials regarding the MS4 permit on its website located at [https://www.mynewcastle.org/322/Stormwater](https://www.mynewcastle.org/322/Stormwater). The educational materials include information regarding stormwater management and erosion and sediment control, aquatic buffers, car maintenance, homeownership, rain barrels, rain gardens, care of septic systems, winter deicing, etc. GP-0-24-001 (The SPDES Permit) requires development and implementation of an education and outreach program that first requires the identification of focus areas, target audiences and associated pollutant generating activities and then identifying Education and Outreach Topics. The Town is approaching the requirements of this minimum control measure through the use of the Town’s ArcGIS system, the Town Website, the Town’s social media outlets, the Supervisor’s e-newsletter, print material to be distributed in the offices of the Town Clerk and the Building Department and the annual water quality mailing.
3.1. A Program Development

- Within three years the Town of New Castle will need to identify the focus areas [in relation to the classification of waters, sewersheds for impaired waters, TMDL watersheds (East of Hudson), areas with construction activities, areas with on-site wastewater systems, areas by land use, stormwater hotspots and areas with illicit discharges.] This can be implemented through the use of the Town’s ARCGIS mapping platform. An ARCGIS data layer will be created to associate the permit required activities and water quality data to determine a target area for the distribution of messaging.

- Within three years the Town of New Castle will need to then identify the target audiences and pollutant generating activities in relation to the identified focus. The target audiences consist of residents; Commercial: business owners and staff; Institutions: managers, staff and students; Construction: Developers, contractors and design professionals; Industrial: Owners and staff; New Castle’s municipal staff. Once the mapping of the focus areas is complete, the land use types within and surrounding the focus areas will be examined to determine the audiences. The pollutant generating activities for each of the audiences will also be identified and then for education messages.

  - Example: The Town has mapped the extent of the EOH Watershed which has a TMDL for phosphorus. This watershed covers approximately 70% of the Town’s land area. The land use is primarily single-family residential but there also several “higher-intensity uses” such as schools, clubs, shopping center, etc. For the homeowners an educational message to reduce phosphorus can relate to maintenance of a septic system, picking up after your pet, and what to do with lawn clippings. For a school the education message to reduce phosphorus can target landscaping care and maintenance of driveways and parking lots.

3.1. B Implementation and Frequency

- Twice per year (once from March to August and once from September to February) the Town of New Castle must provide educational messages with specific information specific to phosphorus, to the applicable target audiences with the EOH Watershed. This must be documented in this stormwater management plan.

- As required of GP-0-24-001 the Town of New Castle has provided information regarding the prevention of illicit discharges to municipal employees, businesses and the public. The Town’s stormwater website, [https://www.mynewcastle.org/322/Stormwater](https://www.mynewcastle.org/322/Stormwater) contains information in accordance with this permit requirement and reflective to the outreach that has been made to inform the community. Specifically, this information
has been distributed through email to all municipal employees, circulated in the Town Supervisor’s e-newsletter and posted on the Town’s website. Printed materials are also available in the Town Clerk’s office and the Building Department.

➢ Once every five (5) years, the Town must identify and document in the SWMP Plan which methods are used for the distribution of educational messages. The Town of New Castle uses the following distribution methods; Printed materials, electronic materials, and social media. Municipal Staff attend workshops or focused training.

➢ Once every five (5) years, the Town will deliver an educational message to each target audience for each focus area based on the defined education and outreach topics and document this in this plan.
➢ Progress on Public Outreach and Education will be assessed yearly to review and update focus areas, target audiences and education and outreach topics and this shall be document in this plan.

➢ The Stormwater Coordinator will work to revise the Town’s stormwater website to create ease of access and understanding for the public in regards to the requirements contained in GP-0-24-001 (The SPDES Permit).

➢ Annually, the Town will provide information for consumption at the Town’s table on Community Day.

3.2 MCM 2-Public Involvement/Participation

The New Castle Stormwater Management Program provides opportunities to involve the public in the development, review and implementation of this plan. Specifically, the Town of New Castle provides opportunities for the public to provide their opinions through public hearing and meetings of the Town Board, Planning Board, and Zoning Board of Appeals. Specific opportunities to comment relate to the discussion of this stormwater management plan and the Stormwater Pollution Prevention Plans (SPPP) prepared on behalf of development applications before the Town’s land use boards. The Town also hosts a stormwater hotline for people to email or call with concerns or questions regarding stormwater. The New Castle Conservation Board and Sustainability Advisory Board offer opportunities for the public to get involved in reducing pollution to the Town’s waterways. The Town also hosts a display at the annual community day in the fall of each year whereby stormwater information is available.

The New Castle Town Engineer is the Stormwater Contact. The Town Engineer receives and responds to public concerns regarding stormwater management. The Stormwater Coordinator
receives and responds to public concerns regarding compliance with GP-0-24-001 (The SPDES Permit).

3.2. A Public Involvement/Participation

➢ Annually, the Town of New Castle will present this plan and the progress being made to satisfy the permit requirements at a Town Board meeting. This information will be conveyed in a craft annual report. This presentation will be a public hearing, whereby public notice will be provided and the public will be given an opportunity to ask questions and provide comments as part of the public hearing or through written comments received for a period of fourteen (14) days after the close of the public hearing.

➢ Within thirty (30) days of the termination of the written comment period, the Stormwater Coordinator will review the public input and where appropriate based on the public input received, will update this Stormwater Management Plan.

3.3 MCM 3-Illlicit Discharge Detection and Elimination

3.3A Illicit Discharge Detection

The Town of New Castle has developed an Enforcement Response Plan (ERP) which describes the actions to be taken for violations that occur in relation to Chapter 108B Illegal Discharges and Illicit Connections within the New Castle Town Code. A majority of the actions as described in the Town’s Enforcement Response Plan have always been in place and administered by the Engineering Department since the adoption of Chapter 108B (adopted on May 22, 2007, as Local Law No. 7-2007).

The Engineering Department is the lead office with the Town Engineer being the Stormwater Management Officer. The Engineering Department consists of the Town Engineer, Assistant Civil Engineer, Civil Engineering Technician and an Environmental Coordinator. This office will be notified of a violation or illicit discharge through routine field inspections, reports that come into the Town’s stormwater hotline [(914)-238-4723], email (building@mynewcastle.org) or in-person complaints(200 South Greeley Avenue, Chappaqua, NY). Once a complaint is made an investigation is undertaken by the Engineering Department and a preliminary inspection report is prepared. The Town Engineer, as the Stormwater Management Officer, will review the report and the information associated with the complaint and determine whether or not a violation has occurred. If a violation has been determined to occur, a letter is prepared and mailed to the subject property owner specifying the nature of the violation, the code relationship of such violation and a description of the necessary mitigation measures to bring the activity into compliance with Chapter 108A or Chapter 108B. This letter is sent to the property owner and depending on the location, nature and magnitude
of the violation, copies of the letter may be sent to other interested parties (e.g. Commissioner of Public Works, Building Inspector, Bureau of Environmental Quality - Westchester County Department of Health, New York State DEC, New York City DEP, neighboring affected municipalities). The Town Engineer will work to obtain voluntary compliance, prior to escalating the situation per the Town Code, to remedy the violation if the violator is willing. If the violation presents an immediate health or safety issue, immediate action to cure the violation will occur. All violations are documented and maintained within the Town’s Integrated Parcel Management System (MuniciPy), where all building permits numbers are tracked and maintained. If the violation on a property does not have an associated building permit number, the violation will then be noted on an excel spreadsheet. This spreadsheet will be ARCGIS ready and will be joined within the Town’s mapping system. Eventually violations will be entered directly into this mapping tool. Specific detail of inspection reports and violation escalation is noted within each section of the Town Code. The specified detail in the Town Code reflects the detail noted in GP-0-24-001 (The SPDES Permit).

➤ GP-0-24-001 (The SPDES Permit) requires the Town of New Castle to monitor outfalls, interconnections and municipal facility Intraconnections.

  o Outfalls- any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, to surface waters of the State from the Town of New Castle. Areas of sheet flow which drain to surface waters of the State are not considered MS4 outfalls. During the summer of 2019 the Town of New Castle verified that there are 313 outfalls. These outfalls were identified using the ArcGIS Collector Application technology and this information is contained in the Town’s internal ArcGIS system;

  o Interconnections- any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, where the Town of New Castle is discharging to another MS4 or private storm sewer system. Areas of sheet flow which drain to another MS4 or private storm sewer system are not considered interconnections.

  o Municipal Facility Intraconnections- any point where stormwater is conveyed from the MS4 Operator’s municipal facility to the Town of New Castle. This is the most down-drainage end of the Town’s infrastructure located on the municipal facility prior to discharge to the Town.

➤ Within three (3) years, the Town of New Castle will develop an maintain an inventory of the monitoring locations (Outfalls, Interconnections, Municipal Facility Intraconnections). The inventory must be updated annually and will be contained in the Town’s ArcGIS system. The detailed inventory data shall include the following:

  o Inventory information for Town outfalls
     • ID;
     • Prioritization (high or low);
- Type of monitoring location;
- Name of New Castle’s municipal facility, if located at a municipal facility;
- Receiving waterbody name and class;
- Receiving waterbody WI/PWL Segment ID;
- Land use in drainage area;
- Type of conveyance (open drainage or closed pipe);
- Material;
- Shape;
- Dimensions;
- Submerged in water; and
- Submerged in sediment.

- Inventory information for interconnections
  - ID;
  - Prioritization (high or low);
  - Type of monitoring location;
  - Name of New Castle’s receiving discharge or private storm system;
  - Name of New Castle’s municipal facility, if located at a municipal facility; and
  - Receiving waterbody name and class.

- Inventory information for municipal facility Intraconnections
  - ID;
  - Prioritization (high or low);
  - Type of monitoring location;
  - Name of New Castle’s municipal facility; and
  - Receiving waterbody name and class.

- Within five (5) years and following the completion of mapping of the areas with potential to contribute phosphorus to the EOH Watershed, the New Castle outfall inventory must be updated with the number of each “phosphorus increasing land use” associated with each outfall in the EOH watershed area of New Castle.

- Within three (3) years the Town of New Castle must prioritize monitoring locations which are included in the monitoring inventory.

  - High priority monitoring locations in the Town of New Castle include
    - All outfalls, interconnections and Intraconnections within the EOH Watershed (Phosphorus TMDL)
    - The New Castle Department of Public Works
    - Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB; and/or
    - Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
Within thirty (30) days of when a monitoring location is constructed or discovered, the Town must update the monitoring location inventory and document the update in this SWMP.

Within two (2) years the Town must develop and implement a monitoring locations inspection and sampling program. This program must be documented in this SWMP. The monitoring locations inspection and sampling program should include the following:

- During dry weather, one (1) inspection of each monitoring location identified in the inventory every five (5) years following the most recent inspection;

- Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet (Appendix B) or an equivalent form containing the same information and include the completed monitoring location inspections and sampling results in the SWMP Plan (e.g., the completed Monitoring Locations Inspection and Sampling Field Sheets);

- Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of physical indicators present in the flow to better inform track down procedures. If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary;

- Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories;

- Provisions to initiate, or cause to initiate, track down procedures in accordance with the timeframes specified for monitoring locations with an overall characterization as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used;

- Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004) or equivalent.
- If those same physical indicators persist, the Town of New Castle must initiate illicit discharge track down procedures.

- Within six (6) months of inspecting outfalls, the Town must initiate actions to repair outfall protection and/or bank stability problems identified during the inspection. Repairs must be completed in accordance with the NYS E&SC 2016. The Town of New Castle must document completion of this requirement in this SWMP.

- The Town of New Castle must implement the training provisions for the monitoring locations inspection and sampling procedures and document such in this SWMP.

  - If new staff are added, training on the Town of New Castle’s monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling procedures;

  - For existing staff, training on the Town of New Castle’s monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter; and

  - If the monitoring locations inspection and sampling procedures are updated, training on the updates must be given to all staff prior to conducting monitoring locations inspections and sampling.

  - The names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling procedures training must be provided in the SWMP and it must be updated annually; and

- Annually, by April 1, the Town of New Castle must:

  - Review and update the monitoring location inspection and sampling procedures based on monitoring location inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems); and

  - Document the completion of this requirement in the SWMP Plan.

3.3.B Illicit Discharge Track Down Program

- Within two (2) years of the Town must develop and implement an illicit discharge track down program to identify the source of illicit discharges and the responsible party. The illicit discharge track down program must be documented in this plan and must specify:
The illicit discharge track down procedures including:

- Procedures as described in Chapter 13 of CWP 2004 or equivalent;
- Steps taken for illicit discharge track down procedures;
- The following timeframes to initiate illicit discharge track down:
  - Within twenty-four (24) hours of discovery, the Town of New Castle must initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharges;
  - Within two (2) hours of discovery, the Town of New Castle must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the Regional Water Engineer and local health department; and
  - Within five (5) days of discovery, the Town of New Castle must initiate track down procedures for suspect illicit discharges.
- The Town must implement the following training provisions for New Castle’s Track Down Procedures:
  - If new staff are added, training on the New Castle’s illicit discharge track down procedures must be given prior to conducting illicit discharge track downs;
  - For existing staff, training on New Castle’s illicit discharge track down procedures must be given prior to conducting illicit discharge track downs and once every five (5) years, thereafter; and
  - If the illicit discharge track down procedures are updated training on the updates must be given to all staff prior to conducting illicit discharge track downs.
  - The names, titles, and contact information for the individuals who have received illicit discharge track down procedures training must be updated annually and must be included in this SWMP Plan.

- Annually, by April 1, the Town of New Castle must review and update the illicit discharge track down procedures; and Document the completion of this requirement in the SWMP Plan.

3.3.C Illicit Discharge Elimination Program

- Within two (2) years the Town of New Castle must develop and implement an illicit discharge elimination program. This program must be documented in this plan and must include the following procedures:
• Provisions for escalating enforcement and tracking, both consistent with the Town’s Enforcement Response Plan;

• Provisions to confirm that corrective actions have been taken;

• Steps taken for illicit discharge elimination procedures;

• The timeframes for illicit discharge elimination must include:
  ▪ Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health of the environment, the Town of New Castle must eliminate the illicit discharge;
  ▪ Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health of the environment, the Town of New Castle must eliminate the illicit discharge;

• Where elimination of an illicit discharge within the specified timeframes is not possible, the MS4 must notify the Regional Water Engineer.

• The following training provisions must be implemented and included as part of the procedures for the Illicit Discharge Elimination Program:
  ▪ If new staff are added, training on the Town of New Castle illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations;
  ▪ For existing staff, training on the Town of New Castle illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter; and
  ▪ If the illicit discharge elimination procedures training on the updates must be given to all staff prior to conducting illicit discharge eliminations.
  ▪ The names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training must be documented in the SWMP and must be updated annually; and

➤ Annually, by April 1, the Town of New Castle must:
  ○ Review and update the illicit discharge elimination procedures and document the completion of this requirement in the SWMP Plan.

3.3.D On-Site Wastewater Systems
New Castle must develop, implement and enforce a program within the East of Hudson watershed area of the community that ensures on-site wastewater systems are properly operated and do not contribute pollutants to the Town. To ensure this, New Castle must:

- Once every five (5) years, ensure that residential septic tanks/cesspools are pumped out and system components area inspected.

- Ensure the following information is collected and document the completion of this requirement in this SWMP:
  - Individual performing the inspection/pump out;
  - Inspection date;
  - Address;
  - Location of system on property; and
  - Evidence of failed system (if applicable).

- The Town shall refer failures to the Westchester County Department of Health to ensure that corrective actions are taken; and

- Eliminate illicit discharges from on-site wastewater systems in accordance with the timeframes of the Illicit Discharge Elimination Program.

3.4 MCM 4-Construction Site Stormwater Runoff Control

New Castle is required to develop, implement and enforce a program to ensure construction sites area effectively controlled. This minimum control measure is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction SMPs.

The Town of New Castle has been implementing Chapter 108A Stormwater Management and Erosion and Sediment Control and a majority of the requirements of this minimum control measure have always been in place and administered by the Engineering Department since the adoption of Chapter 108A by the Town Board of the Town of New Castle on April 4, 2007 (Local Law No. 3-2007). While not necessarily written into policy or programmatic descriptions, day-to-day actions of the Engineering Department reflect compliance with this minimum control measure.

3.4.A Applicable Construction Activities/Projects/Sites

The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities that:
i. Result in a total land disturbance of greater than or equal to one acre; or  
ii. Disturb less than one acre if part of a larger common plan of development  
or sale; and  
iii. In the EOH Watershed must include construction projects that disturb between 5,000  
square feet (sf) and (1) acre in the construction site runoff control program described  
herein. Construction projects meeting this threshold are low priority construction sites;  
and  
iv. Establish that land activity is defined as construction activity including clearing, grading,  
evacuating, soil disturbance or placement of fill that results in land disturbance of equal  
to or greater than 5,000 sf and activities disturbing less than 5,000 sf of total land area  
that are part of a larger common plan of development or sale will occur under one plan.  

➤ Chapter 108A Stormwater Management and Erosion and Sediment Control meets with the  
above noted requirements. Specifically:  

   o Land Development Activity is defined as any construction activity, including clearing,  
   grading, excavating, soil disturbance or placement of fill, that results in land  
disturbance equal to or greater than 5,000 square feet or the creation of new  
impervious area as follows:  

   o  
   ▪ Properties located within a R- 114 A District - Creation of greater than 250  
square feet new impervious area;  
   ▪ Properties located within a R- 112 A District - Creation of greater than 500  
square feet new impervious area;  
   ▪ Properties located within a R- 1 A and R -2A Districts - Creation of greater than  
1,000 square feet new impervious area;  
   ▪ All commercially zoned, non- residential, properties - Creation of greater than  
1,000 square feet new impervious area.  

   o Further, Chapter 108A requires SWPPPs for land development activities  
disturbing one or more acres or creation of new impervious areas as follows:  

   ▪ Properties located within a R-1/4 A District creating greater than 250  
square feet new impervious area;  
   ▪ Properties located within a R-1/2 A District creating greater than 500  
square feet new impervious area;  
   ▪ Properties located within a R-1A and R-2A Districts creating greater than  
1,000 square feet new impervious area;  
   ▪ All commercially zoned, non-residential, properties creating greater  
than 1,000 square feet new impervious area;  
   ▪ Whether or not those land development activities involve discharging a  
pollutant of concern to either an impaired water identified on the
Department’s 303(d) list of impaired waters or to a total maximum daily load (TMDL) designated watershed for which pollutants in stormwater have been identified as a source of the impairment, must provide the following water quantity and/or quality controls (post-stormwater construction controls) or as outlined in Appendix A of Chapter 108A which describes Field Permeability Testing Requirements.

- In addition, Chapter 108A requires the Town to look back a period of three (3) years on any Building Permit issued after April 14, 2024 to determine if the Land Development Activity complies with the provisions of Chapter 108A. If it is determined that the total aggregate area of the new impervious areas from Building Permit exceeds the minimum thresholds as defined under Land Development Activity, a SPPP (in accordance with this Chapter) will be required.

For construction activities where the Town of New Castle is listed as the owner/operator on the Notice of Intent for coverage under the CGP:

1. The Town of New Castle must ensure compliance with the CGP; and
2. The additional requirements for construction oversight (SPPP Review, Pre-Construction Meeting, Construction Site Inspections and Construction Site Close-out) are not required.

3.4.B Public Reporting of Construction Site Complaints

Within six (6) months the Town of New Castle must establish and document in the SWMP Plan an email or phone number (with message recording capability) for the public to report complaints related to construction stormwater activity.

- As per the Town of New Castle’s Emergency Response Plan, the Engineering Department is the lead office with the Town Engineer being the Stormwater Management Officer. The Engineering Department consists of the Town Engineer, Assistant Civil Engineer, Civil Engineering Technician and an Environmental Coordinator. This office will be notified of a violation (construction site complaint) or illicit discharge through routine field inspections, reports that come into the Town’s stormwater hotline [(914)-238-4723], email (building@mvnewcastle.org) or in-person complaints (200 South Greeley Avenue, Chappaqua, NY). Once a complaint is made an investigation is undertaken by the Engineering Department and a preliminary inspection report is prepared. This information is included in this SWMP and posted on the Town’s website at https://www.mvnewcastle.org/322/Stormwater. The Town’s stormwater website will be restructured to reflect this SWMP and make it easier for the public to understand this program.

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The Town of New Castle must document reports of construction site complaints in the SWMP Plan with the following information:

i. Date of the report;
ii. Location of the construction site;
iii. Nature of complaint;
iv. Follow up actions taken or needed; and
v. Inspection outcomes and any enforcement taken.

➢ The Town of New Castle’s Emergency Response Plan, which is included in this SWMP, documents the details that must be reported in relation to construction site complaints which are handled similar to a violation. The report information includes:

- The date, name and address of the landowner, developer or applicant;
- The address, when available, or a description of the building, structure or land upon which the violation is occurring;
- A statement specifying the nature of the violation;
- A description of the remedial measures necessary to bring the land development activity into compliance with this chapter and a time schedule for the completion of such remedial action;
- A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
- A statement that the determination of violation may be appealed to the Planning Board by filing a written notice of appeal within 15 days of service of notice of violation.

3.4.C Construction Oversight Program

Within one (1) year the Town of New Castle must develop and implement a construction oversight program. The construction oversight program must be documented in the SWMP Plan specifying:

a. The construction oversight procedures including:
   i. When the construction site stormwater control program applies;
   ii. What types of construction activity require a SWPPP;
   iii. The procedures for submission of SWPPPs;
   iv. SWPPP review requirements;
   v. Pre-construction oversight requirements;
   vi. Construction site inspection requirements;
   vii. Construction site close-out requirements;
   viii. Enforcement process/expectations for compliance; and
   ix. Other procedures associated with the control of stormwater runoff from applicable construction activities.
b. The training provisions for the Town of New Castle’s construction oversight procedures:
   
i. If new staff are added, training on New Castle’s construction oversight procedures must be given prior to conducting any construction oversight activities;
   
ii. For existing staff, training on the New Castle’s construction oversight procedures must be given prior to conducting any construction oversight activities and once every five (5) years, thereafter; and
   
iii. If the construction oversight procedures are updated, training on the updates must be given to all staff prior to conducting construction oversight.

c. The names, titles, and contact information for the individuals who have received construction oversight training and update annually;

d. Procedures to ensure those involved in the construction activity itself (e.g. contractor, subcontractor, qualified inspector, SWPPP reviewers) have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other NYS DEC endorsed entity; and

e. Annually, by April 1, New Castle must:
   
i. Review and update the construction oversight procedures; and
   
ii. Document the completion of this requirement in the SWMP Plan.

   o The Town of New Castle Engineering Department currently performs construction oversight with regards to all stormwater improvements. The Town Engineer reviews all building permit applications and reviews all SWPPPs. The Town Engineer confirms which construction activities require a SWPPP. Currently, if a SWPPP is required, that document will be prepared by the Applicant’s design engineer and will be prepared in accordance with the NYS DEC Stormwater Management Design Manual. The Town Engineer reviews the SWPPP and will issue an approved site plan so that construction can commence in conjunction with the installation of all erosion and sedimentation controls. The Engineering Office is responsible for pre-construction, site inspections and site close-out punch list. This office also serves as the compliance assurance and enforcement office, which will require design engineer certification of compliance and as-built drawings.

   o The Town Engineering Office is preparing the Construction Oversight Program Plan which will be made a part of this SWMP.

3.4. D. Construction Site Inventory & Inspection Tracking

   Within six (6) months the Town of New Castle must develop and maintain an inventory of applicable construction sites in the SWMP Plan. The following information must be included in the inventory:
i. Location of the construction site;
ii. Owner/operator contact information, if other than the Town of New Castle;
iii. Receiving waterbody name and class;
iv. Receiving waterbody WI/PWL Segment ID;
v. Prioritization (high or low);
vi. Construction project SPDES identification number;
vii. SWPPP approval date;
viii. Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and
ix. Current status of the construction site/project (i.e., active, temporarily shut down, complete).

Annually, the Town of New Castle must update the inventory if construction projects are approved or completed.

- The Town Engineering Department currently maintains an inventory of construction sites. This inventory includes the elements listed above. As the Town moves to implement GP-J-24-001 (This SPDES Permit) this information will be connected to the Town’s ArcGIS system. At present, a spreadsheet, derived from the NYS DEC regarding all construction sites in the Town of New Castle is located with this SWMP on the Town’s intranet located at M:\STORMWATER\2024 MS4 General Permit\New Castle SWMP Plan. Updates to this spreadsheet will be made by the Town Engineering Department and all updates will be available as part of the Town’s SWMP.

3.4.E. Construction Site Prioritization

Within one (1) year the Town of New Castle must prioritize all construction sites which are included in the construction site inventory as follows:

- High priority construction sites include construction sites:
  a) With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State that is:
     i) Listed in Appendix C with silt/sediment, phosphorus, or nitrogen as the POC;
     ii) Classified as AA-S, AA, or A; or
     iii) Classified with a trout (T) or trout spawning (TS) designation
  b) With greater than five (5) acres of disturbed earth at any one time;
  c) With earth disturbance within one hundred (100) feet of any lake or pond; and/or
     d) Within fifty (50) feet of any rivers or streams;
- All other construction sites are considered low priority.
Within thirty (30) days of when a construction site becomes active, the Town of New Castle must prioritize those construction sites; and

Annually, after the initial prioritization the Town of New Castle must update the construction site prioritization in the inventory based on information gathered as part of the construction oversight program. The completion of this permit requirement must be documented in the SWMP Plan.

If the prioritization of the construction site changes priority based on information gathered as part of the construction oversight program, the Town of New Castle must comply with the requirements that apply to that prioritization.

The Town of New Castle Department of Engineering working with the Stormwater Coordinator will be prioritizing all active construction sites and integrating this prioritization within the Town's ArcGIS system.

3.4.F. SWPPP Review

Per GP-0-24-001, the Town of New Castle must ensure individual(s), responsible for reviewing SWPPPs for acceptance, receive:

i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other NYS DEC endorsed entity. This training must be completed within three (3) years and every three (3) years thereafter.

ii. Document the completion of this requirement in the SWMP Plan.

Ensure SWPPP reviewers receive this training prior to conducting SWPPP reviews for acceptance.

i. Individuals without these trainings cannot review SWPPPs for acceptance.

ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

Ensure individuals responsible for reviewing SWPPPs review all SWPPPs for applicable construction activities and for conformance with the requirements of the CGP, including:

i. Erosion and sediment controls must be reviewed for conformance with the NYS E&SC 2016, or equivalent;

ii. Individuals responsible for review of post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and
iii. Post-construction SMPs must be reviewed for conformance with the NYS SWMDDM 2015 or equivalent, including:
   a) All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDDM 2015.
   b) Deviations from the performance criteria of the NYS SWMDDM 2015 must demonstrate that they are equivalent.
   c) The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

iv. Requirements for SWPPPs in the EOH Watershed that include post-construction stormwater controls must include “post-construction SMPs in the SWPPP must be designed in conformance with Chapter 10 of the NYS SWMDDM 2015 for Enhanced Phosphorus Removal Design Standards”;

V. Performance standards must include the following enhanced stabilization requirements: “For construction sites located in the NYC East of Hudson Watershed, where soil disturbance activity has temporarily or permanently ceased, the application of soil stabilization measures must be initiated by the end of the next business day and completed within seven (7) days from the date the current soil disturbance activity ceased. The soil stabilization measures must be in conformance with the NYS E&SC 2016.”

In the SWMP Plan, document and update annually the names, titles, and contact information for the individuals who have received the appropriate training. In the SWMP Plan, document the SWPPP review including the information found in Part III.B. of the CGP. Prioritize new construction activities; and notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form created by the NYS DEC and required by the CGP, signed in accordance with Part X.J.

➢ The New Castle Town Engineer is responsible for the review and approval of SWPPPs. The Town Engineer, by virtue of his professional engineering license, is a qualified professional and therefore is exempt from the training requirement. The engineering staff consisting of the Assistant Civil Engineer, and the Civil Engineering Technician, if responsible for reviewing SWPPPs have or will take the necessary training prior to review of SWPPPs.

➢ The Table below identifies the Town of New Castle Staff that have or will be receiving training this calendar year and are responsible for SWPPP review
<table>
<thead>
<tr>
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3.4.G. Pre-Construction Meeting

GP-0-24-001 requires that prior to commencement of construction activities, the Town of New Castle must ensure a pre-construction meeting is conducted. The date and content of the preconstruction inspection/meeting must be documented in the SWMP Plan. The owner/operator listed on the CGP NOI (if different from the Town of New Castle), the Town of New Castle, contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity by Part IV.C. the CGP) must attend the meeting in order to:

- All attendees will be required to sign-in (sign-in sheet) at the pre-construction meeting including the applicant, applicant’s design engineer and contractor.

- Confirm the approved project has received, or will receive, coverage under the CGP or an individual SPDES permit;

- Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d;

- Review the construction oversight program and expectations for compliance; and
The Town of New Castle will prepare meeting minutes of the pre-construction meeting which include the sign-in sheet.

3.4.H Construction Site Inspections

- The Town of New Castle must ensure individuals(s), responsible for construction site inspections, receive:
  
  i. Four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other NYS DEC endorsed entity. This training must be complete, within three (3) years of the EDC and every three (3) years thereafter.
  ii. Document the completion of this requirement in the SWMP Plan.

- The Town of New Castle must ensure that all MS4 Construction Site Inspectors receive this training prior to conducting construction site inspections.
  
  i. Individuals that have not received training cannot inspect construction sites.
  ii. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

- Annually, the Town of New Castle must inspect all sites with construction activity identified in the Construction Site inventory during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention.
  
  i. Follow up to construction site inspections must confirm corrective actions are completed within timeframes established by the CGP and the Town of New Castle Emergency Response Plan.

- The Town of New Castle must document and update annually the names, titles, and contact information for the individuals who have received the trainings in the SWMP.

- The Town of New Castle must document all inspections using the Construction Site Inspection Report Form (Appendix D) or an equivalent form containing the same information. The Town of New Castle must include the completed Construction Site Inspection Reports in the SWMP Plan.

- In the East of Hudson Watershed, the Town of New Castle must inspect High Priority Construction sites during active construction, after the pre-construction meeting.
i. If the Town of New Castle is completing the inspections, the construction site must be inspected every ninety (90) days; or  
ii. If the Town utilizes the qualified inspector’s weekly inspection reports, as required by the CGP, to satisfy this requirement, the Town must inspect the construction site once every six (6) months, or sooner if any deficiencies are noted that require attention.  
iii. Inspections of land development activities in the EOH Watershed must include requirements for a qualified inspector to conduct two (2) site inspections every seven (!) calendar days for single-family homes and single-family residential subdivisions.

All construction site inspections must be documented in the SWMP.

3.4.1. Construction Site Close-out

The Town of New Castle must ensure a final construction site inspection is conducted and documentation of the final construction site inspection must be maintained in the SWMP Plan. The final construction site inspection must be documented using the Construction Site Inspection Report Form (Appendix D), or an equivalent form containing the same information, or accept the construction site owner/operator’s qualified inspector final inspection certification required by the CGP. The NYSDEC Notice of Termination (NOT) must be signed by the Town of New Castle as required by the CGP for projects determined to be complete. The NOT must be signed in accordance with Part X.J.

➢ The New Castle Engineering Department will perform a final site inspection and prepare a punch list which outlines the requisite items required prior to close-out. In addition, the applicant’s engineer is required to submit a certificate of construction compliance along with an as-built drawing, depending on the complexity and scope of the stormwater facilities required, as per the approved SWPPP. The punch list, as-built and certification letter and NYSDEC NOI’s and NOT’s would then be scanned and incorporated into the Town of New Castle’s Integrated ArcGIS system.

3.5 MCM 5-Post-Construction Stormwater Management

The Town of New Castle must develop, implement, and enforce a program to ensure proper operation and maintenance of post-construction SMPs for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants from stormwater runoff.

3.5.A. Applicable Post-Construction SMPs
The post-construction SMP program must address stormwater runoff to the MS4 from publicly owned/operated and privately owned/operated post-construction SMPs that meet the following:

1. Post-construction SMPs that have been installed as part of any CGP covered construction site or individual SPDES permit (since March 10, 2003); and
2. All new post-construction SMPs constructed as part of the construction site stormwater runoff control program (Part VI.D.).

3.5.B. Post-Construction SMP Inventory & Inspection Tracking

- In order to continue coverage, the Town of New Castle must:
  
  i. Maintain the inventory from previous iterations of this SPDES general permit for post-construction SMPs installed after March 10, 2003; and
  
  ii. Develop the inventory for post-construction SMPs installed after March 10, 2003 including post-construction SMPs:
      a) As they are approved or discovered; or
      b) After the owner/operator of the construction activity has filed the NOT with the NYS DEC.

- Annually, the Town of New Castle must update the inventory of post-construction SMPs to include the post-construction SMPs in that we have continued to maintain.

- Within five (5) years the following information must be included in the inventory either by using the Town of New Castle’s maintenance records or by verification of maintenance records provided by the owner of the postconstruction SMP:
  
  i. Street address or tax parcel;
  
  ii. Type;
  
  iii. Receiving waterbody name and class;
  
  iv. Receiving waterbody WI/PWL Segment ID;
  
  v. Date of installation (if available) or discovery;
  
  vi. Ownership;
  
  vii. Responsible party for maintenance;
  
  viii. Contact information for party responsible for maintenance;
  
  ix. Location of documentation depicting O&M requirements and legal agreements for post-construction SMP;
  

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xi. Reason for installation (e.g., new development, redevelopment, retrofit, flood control), if known;
xii. Date of last inspection;
xiii. Inspection results; and
xiv. Any corrective actions identified and completed.

➢ The Town of New Castle must document the inventory of post-construction SMPs in the SWMP Plan.

➢ The Town of New Castle Engineering Department, with the assistance of the Stormwater Coordinator, has been working with an excel spreadsheet to track maintenance of the post-stormwater management practices that are publicly owned and those that are approved as part of land development projects. The Town Engineering Department will be amending this spreadsheet to meet with the requirements as outlined in GP-0-24-001 (This SPDES Permit). This information will also be linked to the Town’s integrated ArcGIS mapping tool.

3.5.C. SWPPP Review

For post-construction SMP SWPPP review requirements, see section 3.4.F.

3.5.D. Post-Construction SMP Inspection & Maintenance Program

➢ Within one (1) year the Town of New Castle must develop and implement a post-construction SMP inspection and maintenance program. The post-construction SMP inspection and maintenance program must be documented in this SWMP Plan specifying:

   o The post-construction SMP inspection and maintenance procedures must include:

      i. Provisions to ensure that each post-construction SMP identified in the post-construction SMP inventory is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP, if available;

         a) The Town of New Castle can only accept Level 1 inspections (NYS DEC Maintenance Guidance 2017) by private owners inspecting postconstruction SMPs.

      ii. Documentation of post-construction SMP inspections using the Post-Construction SMP Inspection Checklist30 or an equivalent form containing the same information. The Town of New Castle must include the completed post-construction SMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan;
iii. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher-level inspection) within thirty (30) days of post-construction SMP inspection;

iv. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete; and

v. Within thirty (30) days of inspection, the Town of New Castle must initiate all necessary maintenance and repair activities discovered for municipally owned or operated post-construction SMPs. The Town must document the completion of this requirement in this SWMP Plan.

➢ The Town of New Castle Engineering Department with assistance from the Stormwater Coordinator will be developing the Post-Construction SMP Inspection & Maintenance Program. This program will require additional staffing in order to complete the post-construction SMP Inventory & Inspection. Further analysis of this process will be developed.

- The training provisions for the Town of New Castle post-construction SMP inspection and maintenance procedures include:

  i. If new staff are added, training on the Town of New Castle’s post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.) and procedures outlined in the Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance;

  ii. For existing staff, training on the Town of New Castle post-construction SMP inspection and maintenance procedures and procedures outlined in the Department endorsed program must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter; and

  iii. If the post-construction SMP inspection and maintenance procedures are updated, training on the updates must be given to all staff prior to conducting post-construction SMP inspection and maintenance.

- The names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training and update annually; and

- Annually, by April 1, the Town of New Castle must:
i. Review and update the post-construction SMP inspection and maintenance procedures (Part VI.E.4.a.); and

ii. Document the completion of this requirement in the SWMP Plan.

The Table below identifies the Town of New Castle Staff that have or will be receiving post-construction SMP inspection training this calendar year and are responsible for SWPPP review.

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3.5.E. Croton Watershed Retrofit Program

Approximately 70% of New Castle’s land area is within the Croton Watershed. The Town of New Castle is identified within the Croton Watershed Phase II TMDL Implementation Plan, January 2009, and must continue to implement the retrofit program according to the following schedule:

Within one (1) year the Town must submit to the Department a retrofit plan that identifies the following:

- Project name;
- Location;
- Proposed retrofit type;
- Anticipated date for construction;
- Estimated phosphorus reduction (using the criteria in the Croton Watershed Phase II TMDL implementation Plan, January 2009); and
- Estimated total phosphorus reduction for all projects demonstrating they will meet the reduction specified in the Croton Watershed Phase II TMDL Implementation Plan, January 2009.
Within five (5) years of the EDC, all retrofit projects must be constructed to achieve the five (5) year phosphorus reduction assigned to the Town of New Castle, as required by the Croton Watershed Phase II TMDL Implementation Plan, January 2009.

Annually, by December 31, New Castle (or an RSE representing MS4 Operators) must submit to the Department any changes made to the retrofit plan. The Town of New Castle must document the retrofit program in this SWMP Plan specifying:

- Progress on retrofit projects already commenced; and
- Identification of retrofit projects for the upcoming construction season; and
- Certification that completed retrofit projects have been constructed in accordance with the retrofit plans.

The Town of New Castle is a member of the East of Hudson Corporation. The East of Hudson Watershed Corporation is a local development corporation established by the municipalities in Northern Westchester, Putnam, and Dutchess Counties in the New York City Watershed to install stormwater retrofit projects to meet the requirements for phosphorus reduction defined by the New York State Department of Environmental Conservation (NYSDEC). The Corporation is working in conjunction with the NYSDEC and New York City Department of Environmental Protection (NYCDEP) to further Stormwater MS4 quality projects in the Croton and Kensico Reservoir Basins. This Corporation conducts work to help the 19 municipalities and Putnam County satisfy the retrofit program requirements of GP-0-24-001 (This SPDES Permit). A status report that meets with the requirements of the Retrofit Plan as contained herein will be provided.

3.6 MCM 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING

The Town of New Castle must develop and implement a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges. This MCM is designed to ensure the Town of New Castle’s own activities do not contribute pollutants to surface waters of the State.

3.6.A. Best Management Practices (BMPs) for Municipal Facilities & Operations

- Within three (3) years of the EDC, the Town of New Castle must incorporate best management practices (BMPs) into the municipal facility program and municipal operations program to minimize the discharge of pollutants associated with municipal facilities and municipal operations, respectively. The BMPs to be considered are as follows and are documented in this SWMP Plan:
  
a. Minimize Exposure
i. Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:

1. Locate materials and activities inside or protect them with storm resistant coverings;
2. Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;
3. Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;
4. Clean up spills and leaks promptly using dry methods (e.g. absorbents) to prevent the discharge of pollutants;
5. Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;
6. Use spill/overflow protection equipment;
7. Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;
8. Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks; and/or i) Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).

ii. No Exposure Certification for High Priority Municipal Facilities.

1. Municipal facilities may qualify for No Exposure Certification (Appendix D) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt and/or runoff.

2. High priority municipal facilities (Part VI.F.2.c.i.a)) with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility (Part VI.F.2.c.i.c)) if only routine maintenance is performed inside and all other no exposure criteria are met.

3. Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.
4. Municipal facilities must maintain the No Exposure Certification and document in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.

b. Follow a Preventive Maintenance Program

➢ Implement a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all fueling areas, vehicles and equipment and systems to prevent leaks, spills and other releases. This includes:

1. Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;
2. Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures, covering fuel areas); and
3. Ensure vehicle wash-water is not discharged to the MS4 or to surface waters of the State. Wash equipment/vehicles in a designated and/or covered area where wash-water is collected to be recycled or discharged to the sanitary sewer.

➢ Routine maintenance must be performed to ensure BMPs are operating properly.

➢ When a BMP is not functioning to its designed effectiveness and needs repair or replacement:

1. Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and
2. Interim measures must be taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.

c. Spill Prevention and Response Procedures

➢ Minimize the potential for leaks, spills and other releases that may be exposed to stormwater and develop plans for effective response to such spills if or when they occur. At a minimum, the Town of New Castle must:

1. Store materials in appropriate containers;
2. Label containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides”) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;

3. Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;

4. Develop procedures for stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;

5. Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made;

6. Develop procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a leak, spill, or other release occurs. If possible, one of these individuals should be a member of the stormwater pollution prevention team. Any spills must be reported in accordance with 6 NYCRR 750-2.7; and

7. Following any spill or release, the Town of New Castle must evaluate the adequacy of the BMPs identified in the municipal facility specific SWPPP. If the BMPs are inadequate, the SWPPP must be updated to identify new BMPs that will prevent reoccurrence and improve the emergency response to such releases.

- Measures for cleaning up spills or leaks must be consistent with applicable petroleum bulk storage, chemical bulk storage, or hazardous waste management regulations at 6 NYCRR Parts 596-599, 613 and 370-373.

- This SPDES general permit does not relieve the Town of New Castle of any reporting or other requirements related to spills or other releases of petroleum or hazardous substances. Any spill of a hazardous substance must be reported in accordance with 6 NYCRR 557.4. Any spill of petroleum must be reported in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.3. Part VI.F.

d. Erosion and Sediment Controls

- Stabilize exposed areas and control runoff using structural and/or nonstructural controls to minimize onsite erosion and sedimentation.

- The Town of New Castle must consider:

  1. Structural and/or non-structural controls found in the NYS E&SC 2016;
2. Areas that, due to topography, land disturbance (e.g., construction), or other factors, have potential for significant soil erosion;
3. Whether structural, vegetative, and/or stabilization BMPs are needed to limit erosion;
4. Whether velocity dissipation devices (or equivalent measures) are needed at discharge locations and along the length of any channel to provide a non-erosive flow velocity from the structure to a water course; and
5. Address erosion or areas with poor vegetative cover, especially if the erosion is within fifty (50) feet of surface waters of the State.

e. Manage Vegetated Areas and Open Space on Municipal Property

   ➢ Maintain vegetated areas on the Town owned/operated property and right of ways:

     1. Specify proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction;
     2. Use lawn maintenance and landscaping practices that are protective of water quality. Protective practices include: reduced mowing frequencies; proper disposal of lawn clippings; and use of alternative landscaping materials (e.g., drought resistant planting);
     3. Place pet waste disposal containers and signage concerning the proper collection and disposal of pet waste at all parks and open space where pets are permitted; and
     4. Address waterfowl congregation areas where needed to reduce waterfowl droppings from entering the MS4.

f. Salt Storage Piles or Pile Containing Salt

   ➢ Enclose or cover storage piles of salt, or piles containing salt, used for deicing or maintenance of paved surfaces, except during loading, unloading, and handling. Implement appropriate measures (e.g., good housekeeping, routine sweeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile.

    g. Waste, Garbage, and Floatable Debris

     ➢ Keep all dumpster lids closed when not in use. For dumpsters and roll off boxes that do not have lids and could leak, ensure that discharges have a control (e.g., secondary containment, treatment); and
>

ii. Keep exposed areas free of waste, garbage, and debris or intercept them before they are discharged:

1. Manage trash containers at parks and open space (scheduled cleanings; sufficient number);
2. Pick up trash and debris on Town of New Castle owned/operated property and rights of way; and
3. Clean out catch basins within the appropriate timeframes

h. Alternative Implementation Options

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When alternative implementation options are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

3.6.B. Municipal Facilities

>

Municipal Facility Program- Within three (3) years of the EDC, the Town of New Castle must develop and implement a municipal facility program. The municipal facility program must be documented in the SWMP Plan specifying:

d. The municipal facility procedures including:

i. The BMPs incorporated into the municipal facility program;
ii. The high priority municipal facility requirements as applied to the specific municipal facility; and

iii. The low priority municipal facility requirements as applied to the specific municipal facility.

b. The training provisions for the Town of New Castle municipal facility procedures.

i. If new staff are added, training on the Town of New Castle municipal facility procedures must be given prior to conducting municipal facility procedures;
ii. For existing staff, training on the Town of New Castle municipal facility procedures must be given prior to conducting municipal facility procedures and once every five (5) years, thereafter; and

iii. If the municipal facility procedures are updated, training on the updates must be given to all staff prior to conducting municipal facility procedures.

iv. The names, titles, and contact information for the individuals who have received municipal facility training and update annually; and
v. Annually, by April 1, the Town of New Castle must:

1. Review and update the municipal facility procedures (Part VI.F.2.a.i.); and
2. Document the completion of this requirement in the SWMP Plan.

>

**Municipal Facility Inventory** - Within two (2) years the Town of New Castle must develop and maintain an inventory of all municipal facilities in the SWMP Plan. The following information must be included in the inventory:

a. Name of municipal facility;

b. Street address;

c. Type of municipal facility;

d. Prioritization (high or low);

e. Receiving waterbody name and class;

f. Receiving waterbody WII/PWL Segment ID;

g. Contact information;

h. Responsible department;

i. Location of SWPPP (if high priority; when completed);

j. Type of activities present on site;

k. Size of facility (acres);

l. Date of last assessment;

m. BMPs identified; and

n. Projected date of next comprehensive site assessment

>

Annually, the Town of New Castle must update the inventory if new municipal facilities are added.

>

**Municipal Facility Prioritization** - Within three (3) years of the EDC, the Town of New Castle must prioritize all known municipal facilities as follows:

a. High priority municipal facilities include municipal facilities that have one or more of the following on site and exposed to stormwater:
   i) Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
   ii) Fueling stations; and/or
   iii) Vehicle or equipment maintenance/repair.

b. Low priority municipal facilities include any municipal facilities that do not meet the criteria for a high priority municipal facility.

c. High priority municipal facilities which qualify for a No Exposure Certification are low priority municipal facilities.
Within thirty (30) days of when a municipal facility is added to the inventory, the Town of New Castle must prioritize those municipal facilities; and

- Annually, after the initial prioritization the Town of New Castle must update the municipal facility prioritization in the inventory based on information gathered as part of the municipal facility program, including cases where a No Exposure Certification ceases to apply. The completion of this permit requirement must be documented in this SWMP Plan.

3.6.C. High Priority Municipal Facility Requirements

- Municipal Facility Specific SWPPP-Within five (5) years the Town of New Castle must develop and implement a municipal facility specific SWPPP for each high priority municipal facility and retain a copy of the municipal facility specific SWPPP on site of the respective municipal facility. The SWPPP must contain:

  a. Stormwater Pollution Prevention Team-The municipal facility specific SWPPP must identify the individuals (by name and/or title) and their role/responsibilities in developing, implementing, maintaining, and revising the municipal facility specific SWPPP. The activities and responsibilities of the team must address all aspects of the municipal facility specific SWPPP.

  b. General Site Description- A written description of the nature of the activities occurring at the municipal facility with a potential to discharge pollutants, type of pollutants expected, and location of key features as detailed in the sitemap.

  c. Summary of potential pollutant sources-The municipal facility specific SWPPP must identify each area at the municipal facility where materials or activities are exposed to stormwater or from which authorized non-stormwater discharges originate, including any potential pollutant sources for which the municipal facility has reporting requirements under the Emergency Planning and Community Right-To-Know Act (EPCRA), Section 313.

    i. Materials or activities include the following: machinery; raw materials; intermediate products; byproducts; final products or waste products; and, material handling activities which includes storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.

    ii. For each separate area identified, the description must include:
a. **Activities** - A list of the activities occurring in the area (e.g., material storage, equipment fueling and cleaning);

b. **Pollutants** - A list of the associated pollutant(s) for each activity. The pollutant(s) list must include all materials that are exposed to stormwater; and

c. **Potential for presence in stormwater** - For each area of the municipal facility that generates stormwater discharges, a prediction of the direction of flow, and the likelihood of the activity to contaminate the stormwater discharge. Factors to consider include the toxicity of chemicals, quantity of chemicals used, produced or discharged, the likelihood of contact with stormwater; and history of leaks or spills of toxic or hazardous pollutants.

d. **Spills and releases** - For areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance to be covered under this SPDES general permit, the municipal facility specific SWPPP must include a list of spills or releases of petroleum and hazardous substances or other pollutants, including unauthorized non-stormwater discharges, that may adversely affect water quality that occurred during the last three-year period. The list must be updated when spills or releases occur.

e. **Site Map** - The municipal facility specific SWPPP must include a site map identifying the following, as applicable:

   i. Property boundaries and size in acres;

   ii. Location and extent of significant structures (including materials shelters), and impervious surfaces;

   iii. Monitoring locations with its approximate sewershed. Each monitoring location must be labeled with the monitoring location identification;

   iv. Location of all post-construction SMPs and MS4 infrastructure;

   v. Locations of discharges authorized under other SPDES permits;

   vi. Locations where potential spills or releases can contribute to pollutants in stormwater discharges and their accompanying drainage points;

   vii. Locations of haul and access roads;

   viii. Rail cars and tracks;

   ix. Arrows showing direction of stormwater flow;

   x. Location of all receiving waters in the immediate vicinity of the municipal facility, indicating if any of the waters are impaired and, if so, whether the waters have TMDLs established for them; xi) Locations where stormwater flows have significant potential to cause erosion;

   xii. Location and source of run-on from adjacent property containing significant quantities of pollutants and/or volume of concern to the municipal facility; and
xiv. Locations of the following areas where such areas are exposed to precipitation or stormwater:
   a. Fueling stations;
   b. Vehicle and equipment maintenance and/or cleaning areas;
   c. Loading/unloading areas;
   d. Locations used for the treatment, storage or disposal of wastes;
   e. Liquid storage tanks;
   f. Processing and storage areas;
   g. Locations where significant materials, fuel or chemicals are stored and transferred;
   h. Locations where vehicles and/or machinery are stored when not in use
   i. Transfer areas for substances in bulk;
   j. Location and description of non-stormwater discharges;
   k. Locations where spills or leaks have occurred; and
   l. Locations of all existing structural BMPs.

➢ Stormwater Best Management Practices (BMPs)- The municipal facility specific SWPPP must document the location and type of BMPs implemented at the municipal facility. The municipal facility specific SWPPP must describe how each BMP is being implemented for all the potential pollutant sources.

➢ Municipal facility assessments-The municipal facility specific SWPPP must include a schedule for completing and recording results of routine and comprehensive site assessments.

➢ Municipal Facility Assessments

a. Wet Weather Visual Monitoring

i. Once every five (5) years, the Town of New Castle must conduct wet weather visual monitoring of the monitoring locations and other sites of stormwater leaving the site that are discharging stormwater from fueling areas, storage areas, vehicle and equipment maintenance/fueling areas, material handling areas and similar potential pollutant generating areas.

1. All samples must be collected from discharges resulting from a qualifying storm event. The storm event must be documented using the Storm Event Data Form (Appendix D) and kept with the municipal facility specific SWPPP. The sample must be taken during the first thirty (30) minutes (or as soon as practical, but not to exceed one hour) of the discharge at the monitoring location.

2. No analytical tests are required to be performed on the samples for the purpose of meeting the visual monitoring requirements.
3. The visual examination must document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and any other obvious indicators of stormwater pollution.

4. The visual examination of the sample must be conducted in a well-lit area.

5. Where practicable, the same individual should carry out the collection and examination of discharges for the entire permit term for consistency.

6. The Town of New Castle must document the visual examination using the Visual Monitoring Form (Appendix D) and keep it with the municipal facility specific SWPPP to record:
   (i) Monitoring location ID;
   (ii) Examination date and time;
   (iii) Personnel conducting the examination;
   (iv) Nature of the discharge (runoff or snowmelt);
   (v) Visual quality of the stormwater discharge including observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution; and
   (vi) Probable sources of any observed stormwater contamination.

(vii) Corrective and follow up actions – If the visual examination indicates the presence of color, odor, floating solids, settled solids, suspended solids, foam, oil sheen, or other indicators of stormwater pollution, the Town of New Castle must, at minimum, complete and document the following actions:

   (1) Evaluate the facility for potential sources;
   (2) Remedy the problems identified;
   (3) Revise the municipal facility specific SWPPP; and
   (4) Perform an additional visual inspection during the first qualifying storm event following implementation of the corrective action. If the first qualifying storm event does not occur until the next visual monitoring period, this follow up action may be used as the next visual inspection.

b. The monitoring locations inspection and sampling program must be implemented at the municipal facility.

c. Comprehensive Site Assessments- Once every five (5) years following the most recent assessment, the Town of New Castle must complete a comprehensive site assessment for each high priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the municipal facility specific SWPPP and SWMP Plan that:

   i. The municipal facility complies with the terms and conditions of this SPDES general permit;
ii. Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;

1. Within twenty-four (24) hours, the Town of New Castle must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or
2. Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment;
   a. Within seven (7) days, the Town of New Castle must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

3.6.D. Low Priority Municipal Facility Requirements

➢ The Town of New Castle must identify procedures outlining BMPs for the types of activities that occur at the low priority municipal facilities. A municipal facility specific SWPPP is not required.

a. Municipal Facility Assessments: Low priority municipal facilities are not required to conduct wet weather visual monitoring. The monitoring locations inspection and sampling program must be implemented at the municipal facility.

b. Comprehensive Site Assessments: Once every five (5) years following the most recent assessment, the Town of New Castle must complete a comprehensive site assessment for each low priority municipal facility as identified in the inventory using the Municipal Facility Assessment Form (Appendix D) or an equivalent form containing the same information, and document in the SWMP Plan that:
   i. The municipal facility is in compliance with the terms and conditions of this SPDES general permit;
   ii. Deficiencies were identified and all reasonable steps will be taken to minimize any discharge in violation of the permit, which has a reasonable likelihood of adversely affecting human health or the environment;
   iii. Within twenty-four (24) hours, the Town of New Castle must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented; or
   iv. Deficiencies were identified and all reasonable steps will be to minimize any discharge in violation of the permit, which does not have a reasonable likelihood of adversely affecting human health or the environment;
a. Within seven (7) days, the Town of New Castle must prepare a schedule that includes corrective actions and specific interim milestones to be implemented until the corrective action is implemented.

3.6.E. Municipal Operations & Maintenance

The Municipal Operations Program- Municipal operations consist of the following: street and bridge maintenance; winter road maintenance; MS4 maintenance; open space maintenance; solid waste management; new construction and land disturbances; right-of-way maintenance; marine operations; or hydrologic habitat modification.

➢ Within three (3) years the Town of New Castle must develop and implement a municipal operations program. The municipal operations program must be documented in this SWMP Plan specifying:

a. The municipal operations procedures including:
   i. The BMPs (Part VI.F.1.) incorporated into the municipal operations program;
   ii. The municipal operations corrective actions requirements
   iii. Catch basin inspection and maintenance requirements
   iv. All other municipal operations maintenance requirements.

b. The training provisions for the Town of New Castle municipal operations
   i. If new staff are added, training on the Town’s municipal operations procedures must be given prior to conducting municipal operations procedures;
   ii. For existing staff, training on the Town’s municipal operations procedures must be given prior to conducting municipal operations procedures and once every five (5) years,
   iii. thereafter; and
   iv. If the municipal operations procedures are updated, training on the updates must be given to all staff prior to conducting municipal operations procedures.

c. The names, titles, and contact information for the individuals who have received municipal operations training and update annually; and

d. Annually, by April 1, the Town of New Castle must:
   i. Review and update the municipal operations procedures; and
   ii. Document the completion of this requirement in the SWMP Plan.

➢ Municipal Operations Corrective Actions

a. For municipal operations, Town of New Castle must either:
   i. Ensure compliance with the terms and conditions of this SPDES
   ii. general permit; or
iii. Implement corrective actions according to the following schedule and, after implementation, ensure the operations comply with the terms and conditions of this SPDES general permit:

1. Within twenty-four (24) hours of discovery for situations that have a reasonable likelihood of adversely affecting human health or the environment;

2. Initiated within seven (7) days of inspection and completed within thirty (30) days of inspection for situations that do not have a reasonable likelihood of adversely affecting human health or the environment; and

3. For corrective actions that require special funding or construction that will take longer than thirty (30) days to complete, a schedule must be prepared that specifies interim milestones that will ensure compliance in the shortest reasonable time.

➢ Catch Basin Inspection and Maintenance- Within three (3) years the Town of New Castle must:

a. Identify when catch basin inspection is needed with consideration for:
   i. Areas with construction activities
   ii. Residential, commercial, and industrial areas
   iii. Recurring or history of issues; or
   iv. Confirmed citizen complaints on three or more separate occasions in the last twelve (12) months.
   v. Twice a year, once from March to August and once from September to February, all catch basins located in the EOH Watershed must be inspected. This must be documented in this SWMP plan.

b. Inventory catch basin inspection information including:
   i. Date of inspection;
   ii. Approximate level of trash, sediment, and/or debris captured at time of clean-out (no trash, sediment, and/or debris, <50% of the depth of the sump, >50% of the depth of the sump);
   iii. Depth of structure;
   iv. Depth of sump; and
   v. Date of clean out, if applicable.

c. Based on inspection results, clean out catch basins within the following timeframes:

   i. Within six (6) months after the catch basin inspection, catch basins which had trash, sediment, and/or debris exceeding 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out;
ii. Within one (1) year after the catch basin inspection, catch basins which had trash, sediment, and/or debris at less than 50% of the depth of the sump as a result of a catch basin inspection must be cleaned out; and

iii. The Town of New Castle is not required to clean out catch basins if the catch basins are operating properly and:

iv. There is no trash, sediment, and/or debris in the catch basin; or

v. The sump depth of the catch basin is less than or equal to two (2) feet.

d. Properly manage (handling and disposal) materials removed from catch basins during clean out so that:

i. Water removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State;

ii. Material removed from catch basins is disposed of in accordance with any applicable environmental laws and regulations; and

iii. Material removed during the catch basin cleaning process will not reenter the MS4 or surface waters of the State.

e. Determine if there are signs/evidence of illicit discharges and procedures for referral/follow-up if illicit discharges are encountered.

➢ Roads, Bridges, Parking Lots, & Right of Way Maintenance

a. Sweeping

i. Within six (6) months the Town of New Castle must develop and implement procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and rights of way owned/operated by the Town. The procedures and completion of permit requirements must be documented in the SWMP Plan specifying:

1. All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every five (5) years in the spring (following winter activities such as sanding). This requirement is not applicable to:

   i. Uncurbed roads with no catch basins;
   
   ii. High-speed limited access highways; or

   iii. Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.

2. Annually, from April 1 through October 31, roads in business and commercial areas must be swept. This requirement is not applicable to:

   i. Uncurbed roads with no catch basins;
   
   ii. High-speed limited access highways; or
iii. Roads defined as interstates, freeways and expressways, or arterials by the USDOT 2013.

3. After the comprehensive land use mapping in ArcGIS is completed, annually from April 1 through October 31, all streets located in the EOH Watershed must be swept. This must be documented in this SWMP Plan.

b. Maintenance- Within five (5) years, in addition to the BMPs, the Town of New Castle must implement the following provisions:

   i. Pave, mark, and seal in dry conditions;
   ii. Stage road operations and maintenance activity (e.g., patching, potholes) to reduce the potential discharge of pollutants to the MS4 or surface waters of the State;
   iii. Restrict the use of herbicides/pesticide application to roadside vegetation; and
   iv. Contain pollutants associated with bridge maintenance activities (e.g. paint chips, dust, cleaning products, other debris).

> Winter Road Maintenance-Within five (5) years, in addition to the BMPs, the Town of New Castle must implement the following provisions:

a. Routinely calibrate equipment to control salt/sand application rates; and
b. Ensure that routine snow disposal activities comply with the Division of Water Technical and Operation Guidance Series 5.1.11, Snow Disposal.
APPENDIX A: Stream Classification Table
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<th>Name of Water Body</th>
<th>PWL</th>
<th>Classification</th>
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<td>Minor tribs to New Croton Reservoir</td>
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<td>Wampus Lake</td>
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<td>Whippoorwill/Heaptaugua Lakes</td>
<td>1702-0247</td>
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<td>1302-0060</td>
<td>B(TS)</td>
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</tr>
<tr>
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<td>B</td>
</tr>
</tbody>
</table>
Appendix B: Monitoring Locations Inspection and Sampling Field Sheet
Section 1: Background Data

<table>
<thead>
<tr>
<th>Subwatershed:</th>
<th>Monitoring Location ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's date:</td>
<td>Time (Military):</td>
</tr>
<tr>
<td>Investigators:</td>
<td>Form completed by:</td>
</tr>
<tr>
<td>Temperature (°F):</td>
<td>Rainfall (in.): Last 24 hours: Last 48 hours:</td>
</tr>
<tr>
<td>Latitude:</td>
<td>Longitude:</td>
</tr>
<tr>
<td>GPS Unit:</td>
<td>GPS LMK #:</td>
</tr>
<tr>
<td>Camera:</td>
<td>Photo #:</td>
</tr>
</tbody>
</table>

Land Use in Drainage Area (Check all that apply):

- [ ] Industrial
- [ ] Ultra Urban Residential
- [ ] Suburban Residential
- [ ] Commercial
- [ ] Open Space
- [ ] Institutional
- [ ] Other: ____________________________

Known Industries: ____________________________

Notes (e.g., origin, if known): ____________________________

Section 2: Monitoring Location Description

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>MATERIAL</th>
<th>SHAPE</th>
<th>DIMENSIONS (IN.)</th>
<th>SUBMERGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Pipe</td>
<td>□ RCP</td>
<td>□ Circular</td>
<td>Diameter/Dimensions:</td>
<td>In Water:</td>
</tr>
<tr>
<td></td>
<td>□ CMP</td>
<td>□ Single</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ PVC</td>
<td>□ Elliptical</td>
<td></td>
<td>□ Partially</td>
</tr>
<tr>
<td></td>
<td>□ HDPE</td>
<td>□ Double</td>
<td></td>
<td>□ Fully</td>
</tr>
<tr>
<td></td>
<td>□ Steel</td>
<td>□ Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Other: ______</td>
<td>□ Other: ______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Open drainage | □ Concrete | □ Trapezoid | Depth: _____ |
| | □ Earthen | □ Parabolic | Top Width: _____ |
| | □ Rip-Rap | □ Other: ______ | Bottom Width: _____ |

<table>
<thead>
<tr>
<th>In-Stream</th>
<th>(applicable when collecting samples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

Flow Present? | □ Yes | □ No |

Flow Description (if present) | □ Trickle | □ Moderate | □ Substantial |

Section 3: Quantitative Characterization

<table>
<thead>
<tr>
<th>PARAMETER</th>
<th>RESULT</th>
<th>UNIT</th>
<th>EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Flow #1 Volume</td>
<td></td>
<td>Liter</td>
<td>Bottle</td>
</tr>
<tr>
<td>Time to fill</td>
<td></td>
<td>Sec</td>
<td></td>
</tr>
<tr>
<td>Flow depth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flow width</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measured length</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time of travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature</td>
<td></td>
<td>°F</td>
<td>Thermometer</td>
</tr>
<tr>
<td>pH</td>
<td></td>
<td>pH Units</td>
<td>Test strip/Probe</td>
</tr>
<tr>
<td>Ammonia</td>
<td></td>
<td>mg/L</td>
<td>Test strip</td>
</tr>
</tbody>
</table>
Monitoring Locations Inspection and Sampling Field Sheet

Section 4: Physical Indicators for Flowing Monitoring Locations Only

Are Any Physical Indicators Present in the flow?  □ Yes  □ No  (If No, Skip to Section 5)

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>CHECK if Present</th>
<th>DESCRIPTION</th>
<th>RELATIVE SEVERITY INDEX (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odor</td>
<td>□</td>
<td>Sewage □ Rancid/sour □ Petrol/gas</td>
<td>□ 1 - Faint □ 2 - Easily detected □ 3 - Noticeable from a distance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sulfide □ Other.</td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td>□</td>
<td>Clear □ Brown □ Gray □ Yellow</td>
<td>□ 1 - Faint colors in sample bottle □ 2 - Clearly visible in sample bottle □ 3 - Clearly visible in flow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Green □ Orange □ Red □ Other.</td>
<td></td>
</tr>
<tr>
<td>Turbidity</td>
<td>□</td>
<td>See severity</td>
<td>□ 1 - Slight cloudiness □ 2 - Cloudy □ 3 - Opaque</td>
</tr>
<tr>
<td>Floatables</td>
<td>□</td>
<td>Sewage (Toilet Paper, etc.) □ Suds</td>
<td>□ 1 - Few/visible; origin not obvious □ 2 - Some; indications of origin (e.g., possible oil sheen) □ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)</td>
</tr>
<tr>
<td>-Does Not Include Trash!!</td>
<td></td>
<td>Petroleum (oil sheen) □ Other.</td>
<td></td>
</tr>
</tbody>
</table>

Section 5: Physical Indicators for Both Flowing and Non-Flowing Monitoring Locations

Are physical indicators that are not related to flow present?  □ Yes  □ No  (If No, Skip to Section 6)

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>CHECK if Present</th>
<th>DESCRIPTION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring Location Damage</td>
<td>□</td>
<td>Spalling, Cracking or Chipping □ Peeling Paint</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corrosion</td>
<td></td>
</tr>
<tr>
<td>Deposits/Stains</td>
<td>□</td>
<td>Oily □ Flow Line □ Paint □ Other.</td>
<td></td>
</tr>
<tr>
<td>Abnormal Vegetation</td>
<td>□</td>
<td>Excessive □ Inhibited</td>
<td></td>
</tr>
<tr>
<td>Poor pool quality</td>
<td>□</td>
<td>Odors □ Colors □ Floatables □ Oil Sheen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suds □ Excessive Algae □ Other.</td>
<td></td>
</tr>
<tr>
<td>Pipe benthic growth</td>
<td>□</td>
<td>Brown □ Orange □ Green □ Other.</td>
<td></td>
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</tbody>
</table>

Section 6: Overall Monitoring Location Characterization

□ Unlikely  □ Potential (presence of two or more indicators)  □ Suspect (one or more indicators with a severity of 3)  □ Obvious

Section 7: Data Collection

1. Sample for the lab?  □ Yes  □ No
2. If yes, collected from:  □ Flow  □ Pool
3. Intermittent flow trap set?  □ Yes  □ No  If Yes, type:  □ CBM  □ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?
Appendix C: Construction Site Inspection Report Form
### New York State Department of Environmental Conservation

#### Construction Site Inspection Report for SPDES MS4 General Permit GP-0-24-001

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Project Location:</td>
<td>Weather:</td>
</tr>
<tr>
<td>Permit # (if any): NYR</td>
<td>Contacted: □Yes □No</td>
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<tr>
<td>Name of SPDES Permittee:</td>
<td>Entry Time:</td>
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<td>Phone Number(s):</td>
<td>Exit Time:</td>
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#### SPDES Authority

<table>
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<tr>
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#### SWPPP Content

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#### Recordkeeping

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<td>18.</td>
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<td>□</td>
<td>□</td>
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<tr>
<td>19.</td>
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Visual Observations

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<th>No</th>
<th>N/A</th>
<th>Citation</th>
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</thead>
</table>
| 20. | □  | □  | □  | Are all erosion and sediment control measures installed properly? | GP-0-20-001: VII.I.
| 21. | □  | □  | □  | Are all erosion and sediment control measures being maintained properly? | GP-0-20-001: IV.A.1
| 22. | □  | □  | □  | Was written authorization issued for any disturbance greater than 5 acres? | GP-0-20-001: II.D.3
| 23. | □  | □  | □  | Have stabilization measures been implemented in inactive areas per Permit (>5 acres) or ESC Standard? | GP-0-20-001: II.D.3.b & III.B.1.f
| 25. | □  | □  | □  | Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal? | GP-0-20-001: V.A.2
| 26. | □  | □  | □  | Was there a discharge from the site on the day of inspection? | GP-0-20-001: I.D
| 27. | □  | □  | □  | Is there evidence that a discharge caused or contributed to a violation of water quality standards? | ECL 17-0501, 6 NYCRR 703.2 & GP-0-20-001: I.D

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge:

Describe any other water quality standards or permit violations:
Additional Comments:

☐ Photographs attached

<table>
<thead>
<tr>
<th>Overall Inspection Rating: □ Satisfactory  □ Marginal  □ Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Agency of Lead Inspector:</td>
</tr>
<tr>
<td>Names/Accidents of Other Inspectors:</td>
</tr>
</tbody>
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152
# Municipal Facility Assessment Form

For SPDES MS4 General Permit, GP-0-24-001

Assessments must be conducted by a person with the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility and evaluate the effectiveness of best management practices required by the SPDES MS4 General Permit (GP-0-24-001).

<table>
<thead>
<tr>
<th>MS4 Permit ID:</th>
<th>MS4 Operator Name:</th>
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<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Facility Type:</th>
<th>Date:</th>
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<table>
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<tr>
<th>Weather Conditions:</th>
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</thead>
<tbody>
<tr>
<td>Is stormwater runoff present during this assessment? Yes □ No □</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Comments:</th>
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## General

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<td></td>
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<td>5</td>
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<tr>
<td>6</td>
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</tr>
</tbody>
</table>

**Comments:**

---

## Good Housekeeping

<table>
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<tbody>
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<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

- Salt storage areas
- Container storage areas
- Maintenance areas
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staging areas</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Material stockpile areas</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**

**Vehicle and Equipment Areas**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Are vehicle/equipment parked indoors or under a roof?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14 Are vehicles/equipment washed in only designated areas?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15 Are vehicles washed regularly to remove contamination and prevent them from polluting stormwater?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16 Is all wash water treated in an oil/water separator prior to discharge?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17 Is all wash water managed so it does not enter the MS4?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Vehicle/Equipment Maintenance**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Is equipment stored under shelter or elevated and covered?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19 Are fluids drained over a drip pan or pad?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20 Are funnels or pumps used when transferring fluids?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21 Are waste rags and used absorbent pads disposed of properly?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22 Are any vehicles and/or equipment leaking fluids?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>23 Are drip pans immediately placed under leaks?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>24 Are materials, equipment, and activities located so that leaks are contained in existing containment and diversion systems (confine the storage of leaky or leak-prone vehicles and equipment awaiting maintenance to protected areas)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>25 Are vehicles inspected daily for leaks?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Fueling areas**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Is fueling performed under a canopy or roof?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>27 Are spill cleanup materials available at the fueling area?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>28 Are breakaway valves used on fueling hoses?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>29 Is the fueling handle lock disconnected so the operator must attend the fueling?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>30 Is stormwater runoff from fueling area treated in an oil/water separator?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>31 Is the fueling automatic stop inspected regularly to ensure it is working properly?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>32 Are all fuel deliveries monitored?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Comments:**

155
<table>
<thead>
<tr>
<th>Salt Storage Piles or Pile Containing Salt</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Is salt stored in a salt storage building or under a roof?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>34 Are controls in place to minimize spills while adding or removing material from the pile?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>35 Are salt spills cleaned up promptly?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>36 Is overflow and tracked salt removed promptly from loading areas?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>37 Is stormwater draining away from the salt pile directed to a vegetated filter area</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Fluids Management</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 Are all drums and containers of fluids stored with proper cover and containment?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>39 Are fluids stored in appropriate containers and/or storage cabinets?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>40 Are all fluids kept in original containers or labeled in a manner that describes the contents adequately?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>41 Are Material Safety Data Sheets (MSDS/SDS) readily available?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>42 Are all containers that are stored free of leaks or deposits?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>43 Are containers of product inspected regularly?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>44 Is used oil and antifreeze stored indoors and/or on spill containment pallets?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>45 Is used oil and antifreeze properly disposed of or recycled?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Lead Acid Batteries</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>46 Are lead-acid batteries stored indoors on spill containment pallets or in bins?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>47 Are intact batteries stored on an acid-resistant rack or tub?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>48 Are cracked or leaking batteries stored in labeled, closed, leak-proof containers?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>49 Is the date each battery was placed in storage recorded?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>50 Are batteries stacked more than 5 high?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>51 Are batteries inspected regularly for leaks?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments:

<table>
<thead>
<tr>
<th>Spill Prevention and Response Procedures</th>
<th>N/A</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>52 Are vehicles inspected daily for leaks?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Question</td>
<td>□ N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------</td>
<td>-------</td>
<td>-----</td>
</tr>
<tr>
<td>53</td>
<td>Is spill control equipment and absorbents readily available?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>54</td>
<td>Are emergency phone numbers posted in conspicuous areas?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>55</td>
<td>Are spills contained and cleaned up immediately?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>General Material Storage Areas</strong></td>
<td>□</td>
<td>Yes</td>
</tr>
<tr>
<td>56</td>
<td>Are leaking or damaged materials stored inside a building or another type of storm resistance shelter?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>57</td>
<td>Are all material stockpiles within containment structures (e.g., concrete barriers, earthen berms) or stored in a manner that does not allow discharge of impacted stormwater?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>59</td>
<td>Are used fuel tanks and other scrap metal and parts drained of fluids and stored under cover?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>59</td>
<td>Are outdoor containers covered?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>60</td>
<td>Are piles of spilis, asphalt, debrs, etc. stored under a roof or cover?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>61</td>
<td>Are spills of material or debris cleaned up promptly?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>62</td>
<td>Are used tire storage piles placed away from storm drains or conveyances?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>63</td>
<td>Are tires recycled frequently to keep the number of stored tires manageable?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Stormwater Management</strong></td>
<td>□</td>
<td>Yes</td>
</tr>
<tr>
<td>64</td>
<td>Are employees trained on the municipal facility procedures?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>65</td>
<td>Are BMPs and treatment structures working as designed?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>67</td>
<td>Are BMPs and treatment structures free from debris buildup or overgrown vegetation that may impair function?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>68</td>
<td>Catch basins should be cleaned in accordance with the timeframes listed in Part VI.F.3.c.iii / Part VII.F.3.c.iii, depending on the MS4 Operator type. Based on this, do any catch basins need to be cleaned?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>69</td>
<td>Are berms, curbing or other methods used to divert and direct discharges adequate and in good condition?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>70</td>
<td>Are rooftop drains directed to areas away from pavement?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Erosion and Sediment Controls</strong></td>
<td>□</td>
<td>Yes</td>
</tr>
<tr>
<td>71</td>
<td>Are soil stabilization measures (e.g., seed and mulch, rolled erosion control products) considered in areas that have the potential for significant soil erosion?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>72</td>
<td>Are natural buffers maintained around surface waters?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>73</td>
<td>Are flow velocity dissipation devices in place at monitoring locations and channel outlets (rock riprap, stone check dams, concrete baffles)?</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>74</td>
<td>Do controls conform to the NYS Standards and Specifications for Erosion and Sediment Control (2016), or equivalent?</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
### Corrective Actions and Comment

Describe Inspection findings and if necessary, the corrective actions taken

<table>
<thead>
<tr>
<th>Inspector Signature</th>
<th>Date:</th>
</tr>
</thead>
</table>
Appendix E: Storm Event Data Form
<table>
<thead>
<tr>
<th>Permit Number:</th>
<th>N Y R 2 0 A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name:</td>
<td></td>
</tr>
<tr>
<td>Contact First Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Last Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
<tr>
<td>Storm Event Date:</td>
<td></td>
</tr>
<tr>
<td>Storm Duration (in hours):</td>
<td></td>
</tr>
<tr>
<td>Rainfall Measurement from Storm Event (in inches):</td>
<td></td>
</tr>
<tr>
<td>Date of Last Measurable Storm Event:</td>
<td></td>
</tr>
<tr>
<td>Duration Between Storm Event Sampled and End of Previous Measurable Storm (in hours):</td>
<td></td>
</tr>
</tbody>
</table>

**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.

Facility Operator First Name (please print or type): [Signature]
Facility Operator Last Name (please print or type): [Signature]

Date: [ ]/ [ ]/ [ ]
Appendix F: Visual Monitoring Form
Visual Monitoring Form
MS4 GP-0-24-001

All high priority municipal facilities covered under the MS4 GP-0-24-001 must perform Visual Monitoring twice a permit term, separated by a minimum of one (1) year. Please see the permit Part VI.E/VI.F for additional requirements. This form is part of the facilities records and should be retained onsite with the facility’s Stormwater Pollution Prevention Plan. Please do not submit this form to the Department.

MS4 Operator Permit ID

Facility Name

Outfall Number

Examiner's Name

Examiner's Title

Reporting Year

Rainfall Amount

Qualifying Storm?

Runoff Source?

Rainfall  Snowmelt

Date/Time Collected

Date/Time Examined

1. Does the stormwater appear to be colored? .................................................................  Yes  No

If yes, describe

2. Is the stormwater clear or transparent? .................................................................  Yes  No

If yes, which of the following best describes the clarity of the stormwater: ....................... Clear  Milky  Opaque

3. Can you see a rainbow sheen effect on the water surface? ........................................ Yes  No

If yes, which best describes the sheen? ................................................................. Rainbow Sheen  Floating Oil Globules

4. Does the sample have an odor? ..............................................................................  Yes  No
If yes, describe

5. Is there something floating on the surface of the sample? ................................................................. ☐ Yes ☐ No
If yes, describe

6. Is there something suspended in the water column of the sample? .................................................. ☐ Yes ☐ No
If yes, describe

7. Is there something settled on the bottom of the sample? ................................................................. ☐ Yes ☐ No
If yes, describe

8. Is there foam or material forming on the top of the sample surface? ............................................... ☐ Yes ☐ No
If yes, describe

Detail any concerns, corrective actions taken and any other indicators of pollution present in the sample: