

**STORMWATER
PROGRAM MANAGEMENT PLAN**

FOR

Town of Scarborough

Date: November 26, 2008

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SECTION 1 INTRODUCTION

Section 1.1 Overview of Regulatory Program

The General Permit for Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (heretofore referenced as the "General Permit") was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2008. The General Permit authorizes the direct discharge of stormwater from or associated with a regulated small municipal separate storm sewer system ("MS4") to an MS4 or waters of the State other than groundwater. Discharges must meet the requirements of the General Permit and applicable provisions of Maine's waste discharge and water classification statutes and rules. Compliance with the General Permit authorizes a person to discharge stormwater, pursuant to 38 M.R.S.A. § 413. Several key requirements of the General Permit are described below.

1.1.1 Stormwater Program Management Plan

The regulated MS4, hereinafter the "permittee," shall develop, implement, and enforce a Stormwater Program Management Plan ("Plan") implementing six minimum control measures, set forth in Section H of the Permit, which are designed to reduce the discharge of pollutants within the Urbanized Area (UA), from its regulated small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. Maximum extent practicable is generally a focus on pollution prevention and source control. Maximum extent practicable is an iterative process with an ultimate goal of protecting and improving water quality. For the purposes of the permit, narrative effluent limitations requiring implementation of BMPs are generally the most appropriate form of effluent limitations when designed to satisfy technology requirements (including reductions of pollutants to the MEP) and to protect water quality. The Plan and all Minimum Control Measures must be substantially implemented by June 30, 2013. The permittee shall describe in its Stormwater Program Management Plan how it will reduce or eliminate polluted stormwater runoff to the maximum extent practicable within the UA, from its MS4.

1.1.2 Minimum Control Measures (MCM's)

The General Permit requires that for each MCM, the permittee shall: define appropriate best management practices (BMPs); designate a person(s) responsible for each BMP; define a time line for implementation of each BMP; and define measurable goals for each BMP. The Minimum Control Measures to be included in the Plan are as follows:

- Public education and outreach on stormwater impacts
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site stormwater runoff control
- Post-construction stormwater management in new development and redevelopment
- Pollution prevention/good housekeeping for municipal operations

1.1.3 Evaluation and Assessment

As specified in Part IV(J)(1) of the General Permit, the permittee shall evaluate program compliance, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals.

1.1.4 Annual Reporting and Record Keeping

The permittee shall keep records required by the permit for at least three (3) years following its expiration, or longer if requested by the Commissioner. The permittee shall make records, including its Stormwater Program Management Plan, available to the public at reasonable times during regular business hours.

By September 1, 2009, and annually thereafter by September 1, the permittee shall submit a report for the Department's review and approval to:

**Municipal/Industrial Stormwater Coordinator
Department of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017**

The report must include the following.

- a. The status of compliance with permit conditions based on the permittee's Plan, an assessment of the appropriateness of identified best management practices, progress towards achieving identified measurable goals for each of the Minimum Control Measures, and progress toward achieving to goal of reducing the discharge of pollutants to the MEP.
- b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.
- c. A summary of the stormwater activities the permittee intends to undertake pursuant to its Plan during the next reporting cycle.
- d. A change in any identified BMPs or measurable goals that apply to the Plan.
- e. A summary describing the activities, progress, and accomplishments for each of the minimum control measures #1 through #6 (including such items as the status of education and outreach efforts, public involvement activities, stormwater mapping efforts, dry weather inspections, detected illicit discharges, detected illicit connections, illicit discharges that were eliminated, construction site inspections, number and nature of enforcement actions, post construction BMP status and inspections, and the status of the permittee's good housekeeping/pollution prevention program.

Changes to the report based on the Department's review comment(s) must be submitted to the Department within 30 days of the receipt of the comment(s). If possible, the permittee will provide an estimate of annual expenditures for permit compliance for the reporting period and projected budget for the following year.

1.1.5 Impaired Waters and Total Maximum Daily Load (TMDL)

If the waterbody to which a discharge drains is impaired and has an EPA approved TMDL, then the discharge must be consistent with the TMDL waste load allocation and any implementation plan. If a TMDL is approved or modified by EPA subsequent to the effective date of this General Permit, the Department shall notify the permittee and may:

1. Require the permittee to review its Plan for consistency with the TMDL, and propose any necessary modification to the Plan to be submitted to the Department within six months of the receipt of notification concerning the TMDL;
2. Issue a watershed-specific General Permit for the area draining to the impaired waterbody. The watershed-specific MS4 General Permit may reference parts of this General Permit; or
3. Require an individual permit.

Section 1.2 Basis of Plan Development

This Stormwater Program Management Plan was developed in accordance with the requirements of the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems, which was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2008. Per the General Permit, implementation of the six MCMs is required only within the urbanized area, as defined by the latest decennial (2000) census by the U.S. Bureau of Census, of the regulated small MS4.

SECTION 2 REGULATED MS4 INFORMATION

Section 2.1 Location Maps

The location map for the permittee is included as Figure 2.2.

Section 2.2 Urbanized Area Map

The urbanized area map was developed from the U.S. Census Bureau Census 2000 Urbanized Area and Urban Cluster Data, and is included as Figure 2.3.

Section 2.3 Priority Watersheds

The permittee's two highest priority watersheds are: located around Payne Rd and Cummings Rd and are part of the Red Brook Watershed which is an Urban Impaired Stream.

SECTION E MINIMUM CONTROL MEASURES

MCM 1 Public Education and Outreach

The permittee will fulfill the requirements for Public Education and Outreach through participation in the Interlocal Stormwater Working Group (ISWG) and the permittee's provision of funding to the ISWG for Public Education and Outreach services, as described in this section of the plan.

MCM Goals

1. To raise awareness that polluted stormwater runoff is the most significant source of water quality problems for Maine's waters;
2. To motivate people to use Best Management Practices (BMPs) which reduce polluted stormwater runoff ; and
3. To reduce polluted stormwater runoff as a result of increased awareness and utilization of BMPs.

BMP 1.1 - Continue Awareness Outreach Efforts from the Previous MS4 Permit Cycle.

Measurable Goal 1.1.1 – In Permit Year 1, the ISWG will continue to provide a thinkbluemaine.org link on their individual municipal websites to raise awareness of stormwater issues.

Measurable Goal 1.1.2 – In Permit Year 1, the ISWG will continue to use the think blue Maine ducky logos in all YardScaping materials to reinforce the connection between lawn care activities and stormwater issues.

Measurable Goal 1.1.3 – In Permit Year 1, the ISWG will continue to provide informational material in municipal buildings to raise awareness of stormwater issues.

Reporting: documentation of available stormwater information on municipal website and list of display materials (fact sheets, brochures and display board) and location(s) for permit year one.

Responsible Party: The Public Works Director and/or his/her designee in cooperation with ISWG Education Coordinator.

BMP 1.2 – Work with existing partners and seek out partners to help raise awareness of stormwater issues.

Measurable Goal 1.2.1 – During Permit Year 1, partner with thinkbluemaine, Casco Bay Estuary Partnership, Maine Board of Pesticide Control, Maine DEP and UMaine Cooperative Extension.

Measurable Goal 1.2.2 – By the end of Permit Year 2, investigate potential partnerships with organizations identified in the Awareness Plan to be developed in Permit Year 1.

Reporting – ISWG will list partners and cooperative activities that resulted in the dissemination of stormwater awareness messages.

Responsible party – ISWG Education Coordinator

BMP 1.3 – Develop and implement Stormwater Awareness Plan.

Measurable Goal 1.3.1 – In Permit Year 1, assess or utilize existing assessments of the target audience to document baseline level of awareness by which the implementation of the awareness plan can be measured.

Measurable Goal 1.3.2 – By March 2, 2009 submit a plan to raise awareness of stormwater issues such as the path stormwater runoff takes, sources of stormwater pollution and the impact that polluted stormwater runoff has in the community(s).

The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

Measurable Goal 1.3.3 – Unless DEP responds in writing or verbally otherwise, then as of July 1, 2009 the Awareness Plan is considered approved and implementation of the Stormwater Awareness Plan will begin including annual evaluations of process indicators and year three and five evaluations of both process and impact indicators as identified in the approved Awareness Plan.

Reporting: The Permit Year 1 annual report will document the target audience baseline level of awareness, the date draft and final Plan(s) were submitted to DEP, when the Plan was approved, and significant milestones to be reported in the remaining permit years. Permit Years 2 and 4 will report on the implementation of the Plan and process indicators; making sure to cover significant milestones and any changes made to the plan. Permit Year 3 the report will include a cursory evaluation and assessment on both the progress of implementing the Plan as well as the impact the efforts are having on the target audience. Permit Year 5 report will provide an in-depth assessment of both the implementation and impact of the Plan.

Responsible Party – ISWG Education Coordinator

Overall Schedule for Raising Awareness.

Year 1: By March 2, 2009, the plan will be submitted to the MeDEP for approval. By the end of Permit Year 1, the plan will be approved and ready for implementation.

Year 2: implement the plan and report process indicators.

Year 3: continue implementation, conduct cursory impact indicator evaluation and report both impact and process indicators.

Year 4: continue implementation and report process indicators.

Year 5: continue implementation, conduct impact indicator evaluation and do an in-depth 5-year assessment of the plan including both impact and process indicators.

BMP 1.4 - Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle.

Measurable Goal 1.4.1 – In Permit Year 1, the ISWG will continue to refine YardScaping materials, as needed, based on either new research or feedback from users; to offer YardScaping Adult Education classes to change lawn care practices and build local support for implementation of YardScaping practices; and develop and streamline the Point of Sale lawn care education program by incorporating lessons learned, developing new or refining existing promotional materials, offering YardScaping classes at Point of Sale locations, refining tracking methods for products and promotional materials, and building local networks for dissemination of YardScaping materials.

Reporting: The annual report will provide a list of events or occasions where ISWG provided YardScaping information or education, the MS4 audience, the number of people contacted, the date and, where applicable, the number of people who planned to implement changes in their lawn care practices. The report will also include evaluation: anecdotal or documented, as well as lessons learned.

Responsible party - ISWG Education Coordinator

BMP 1.5 – Develop and implement BMP Adoption Plan

Measurable Goal 1.5.1 – In Permit Year 1, assess or utilize existing assessments of the target audience to document baseline level of action by which the implementation of the BMP Adoption Plan can be measured.

Measurable Goal 1.5.2 – By March 2, 2009 submit a plan to encourage targeted audience to adopt or practice specific BMPs that will reduce stormwater pollution. The Plan will include:

- a) The BMP
- b) The target audience
- c) The outreach tool(s) to be used
- d) The message
- e) The distribution system
- f) The time line
- g) The person(s) responsible for implementation
- h) An impact evaluation protocol
- i) A plan modification protocol
- j) The targeted level of change as a result of the outreach effort (specific measurable goals for plan implementation).

Measurable Goal 1.5.3 – Unless DEP responds in writing or verbally otherwise, then as of July 1, 2009 the BMP Adoption Plan is considered approved and implementation of the Plan will begin including annual evaluations of process indicators and year three and five evaluations of both process and impact indicators as identified in the approved BMP Adoption Plan.

Reporting – The Permit Year 1 annual report will document the target audience baseline, the date draft and final plan(s) were submitted to DEP, when the Plan was approved, and significant milestones to be reported in the remaining permit years. Permit Years 2 and 4 will report on the implementation of the Plan and process indicators; making sure to cover significant milestones and any changes made to the Plan. Permit Year 3 the report will include a cursory evaluation and assessment on both the progress of implementing the Plan as well as the impact the efforts are having on the target audience. Permit Year 5 report will provide an in-depth assessment of both the implementation and impact of the Plan.

Responsible party - ISWG Education Coordinator

Overall Schedule for Targeted BMP Adoption.

Year 1: By March 2, 2009, the plan will be submitted to the MeDEP for approval. By the end of Permit Year 1, the Plan will be approved and ready for implementation.

Year 2: implement the Plan and report process indicators.

Year 3: continue implementation, conduct cursory impact indicator evaluation and report both impact and process indicators.

Year 4: continue implementation and report process indicators.

Year 5: continue implementation, conduct impact indicator evaluation and do an in-depth 5-year assessment of the Plan including both impact and process indicators.

BMP 1.6 –School Outreach

Measurable Goal 1.6.1 – In Permit Year 1, continue the incorporation and implementation of “It’s all connected” school curriculum in elementary and/or middle schools.

Measurable Goal 1.6.2 – In Permit Years 2 - 5, as funding permits, continue the incorporation and implementation of “It’s all connected” school curriculum in elementary and/or middle schools.

Reporting – Annual reports will include the total number of students reached, which schools were involved and the lesson topics that were covered.

Responsible party - ISWG Education Coordinator

MCM 2 PUBLIC INVOLVEMENT AND PARTICIPATION

The permittee will fulfill the requirements for Public Involvement and Participation through participation in the Interlocal Stormwater Working Group (ISWG) and the permittee’s provision of funding to the ISWG for Public Involvement and Participation services, or through directly fulfilling the requirements, as described in this section of the plan.

Goals:

1. Involve the public in both the planning and implementation process of improving water quality and reducing quantity via the stormwater program.

BMP 2.1 – Public Notice Requirement

Measurable Goal 2.1.1 – ISWG and/or its members will follow state and local Public Notice requirements for both ISWG and individual Stormwater Management Plans. Copies of the plans will be made available on the Maine DEP web site.

Measurable Goal 2.1.2 – ISWG and/or its members will follow state and local Public Notice requirements when involving stakeholders in the implementation of the Small MS4 General Permit.

Report – The annual report will describe compliance with public notice requirements including documentation of meetings and attendance, where applicable.

Responsible party – ISWG Stormwater Program Coordinator or The Public Works Director and/or his/her designee

BMP 2.2 - Host Public Events

Measurable Goal 2.2.1 – ISWG and/or permittee will annually host/conduct or participate in at least one public event such as storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events, conservation commission outreach program, Urban Impaired Stream outreach program, or adopt a storm drain or local stream program). The target audience will be a segment of the urbanized area population the permittee wishes to reach. The ISWG and/or permittee will consult with DEP to ensure the event will satisfy requirements.

Reporting - The annual report will include description of the event including estimated attendance/participation and an impact evaluation to assess effectiveness of the methods used to plan and host the event.

Responsible Party: ISWG Education Coordinator or The Public Works Director and/or his/her designee

MCM 3 Illicit Discharge Detection and Elimination

MCM Goals

1. Develop a watershed based storm sewer system infrastructure map;
2. Implement and enforce a non-stormwater discharge ordinance;
3. Develop and implement a prioritized dry weather outfall inspection plan; and
4. Develop and implement a strategy to detect any illicit discharges to the open ditch system within each MS4's highest priority watershed.

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal

Separate Storm Sewer Systems Part IV(H)(3).

BMP 3.1 – Develop a watershed based storm sewer system infrastructure map.

Measurable Goal 3.1.1 – At a minimum, the permittee will review its respective storm sewer infrastructure maps and revise as necessary in Permit Year 1

Measurable Goal 3.1.2 – By the end of Permit Year 1, the permittee will develop a schedule of targeted mapping percentages to be accomplished each permit year, including a target schedule for mapping in the permittee’s highest priority watershed.

Measurable Goal 3.1.3 – By the end of the Permit Year 5, the permittee will develop a watershed based storm sewer system infrastructure map showing the location of all stormwater catch basins, connecting surface and subsurface infrastructure depicting the direction of in-flow and out-flow pipes, and the locations of all discharges from all stormwater outfalls operated by the permittee. Each catch basin will be uniquely identified to facilitate control of potential illicit discharges, and to ensure proper operation and maintenance of the structures. For each outfall, the following information will be included: type, material, and size of conveyance, outfall or channelized flow (e.g. 24” concrete pipe); the name and location of the immediate surface waterbody or wetland to which the stormwater runoff discharges (or, if an outfall does not discharge directly to a named waterbody, the name and location of the nearest named waterbody to which the outfall eventually discharges.)

Reporting – Annual update of mapping efforts undertaken in the Permit Year.

Responsible Party: The Public Works Director and/or his/her designee

BMP 3.2 – Adopt non-stormwater discharge ordinance.

Measurable Goal 3.2.1 – The permittee adopted an on September 5th, 2007.

Responsible Party: The Public Works Director and/or his/her designee

Reporting - Documentation of illicit discharge incidents and municipal enforcement actions as a result of the adopted ordinance will be included in annual reports to DEP each year of the permit.

Responsible Party: The Public Works Director and/or his/her designee

BMP 3.3 – Develop dry weather outfall inspection program.

Measurable Goal 3.3.1 – By end of Permit Year 1, select and delineate the boundaries of Red Brook.

Measurable Goal 3.3.2 – By end of Permit Year 1, determine Red Brook’s two highest

- priority sub-watersheds (discussed w/DEP prior to submitting Plan)
- Measurable Goal 3.3.3 – By end of Permit Year 1, have SOP for dry weather outfall inspection program.
- Measurable Goal 3.3.4 – By end of Permit Year 1, have forms and data collection system in place for dry weather outfall inspections.
- Measurable Goal 3.3.5 – By end of Permit Year 1, have trained inspectors on how to conduct and record dry weather inspections.
- Measurable Goal 3.3.6 – By end of Permit Year 1, develop and implement a policy/procedure or protocol that identifies the steps that must be taken when an illicit discharge is encountered.
- Measurable Goal 3.3.7 – By the end of Permit Year 1, conduct at least 20-30 dry weather outfall inspections in the two highest priority sub-watersheds.
- Measurable Goal 3.3.8 – In Permit Years 2 - 5, conduct annual dry weather outfall inspections in additional sub-watersheds within the two highest priority watersheds, such that by Permit Year 5, inspections are being conducted in all subwatersheds of the highest priority watershed, and in one or more subwatersheds of the second highest priority watershed. Note: document and make use of opportunistic inspections.

Reporting - Inspection results will be documented in a database management system or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible Party: The Public Works Director and/or his/her designee

BMP 3.4: Open ditch Illicit Discharge Program

- Measurable Goal 3.5.1 – By the end of PY 2 determine the amount of open ditch owned or operated by the permittee within the Red Brook watershed.
- Measurable Goal 3.5.2 During Permit Years 3 - 5, the permittee will develop a strategy for detecting illicit discharges in their open ditch system within the highest priority watershed of each regulated MS4.
- Measurable Goal 3.5.3 – By the end of Permit Year 5, to the extent allowable under State or local law, the permittee will implement a strategy for detecting illicit discharges within its open ditch systems in their highest priority watershed.

Reporting - Annual reports to DEP each year of the permit will include a status report on the development and implementation of the Open Ditch Illicit Discharge Program, including a description of the strategy to be employed, once developed. Note: reporting of illicit discharge detections and actions taken will be done under MCM 3, Goal 2, Non-Stormwater Discharge Ordinance.

Responsible Party: The Public Works Director and/or his/her designee

MCM #4 Construction Site Stormwater Runoff Control

Goals

Develop, implement, and enforce a program, to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV(H)(4).

Per General Permit Part IV(H)(4a.), the permittee will rely on the Maine Construction General Permit or Chapter 500, Stormwater Management.

BMP 4.1: Notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities;

Measurable Goal 4.1.1 – During Permit Year 1, continue notification procedures currently in place using [DESCRIBE PROCEDURES BEING USED, SUCH AS NOTICES ON BUILDING PERMIT APPLICATIONS, ETC.](YES) The permittee currently...

Measurable Goal 4.1.2 – by the end of Permit Year 1, evaluate current system and modify if necessary.

BMP 4.2 – Develop and implement a mechanism to annually document every construction activity that disturb one or more acres within the Urbanized Area.

Measurable Goal 4.2.1 – In Permit Year 1 implement a tracking system to record every activity that disturbs one or more acres. Note: this system must track and differentiate construction activities within UIS watersheds; the priority watershed(s) and all other watersheds. The system will be used to summarize data to be included in annual reports submitted to the DEP.

BMP 4.3 – Develop and implement a construction site inspection program.

Measurable Goal 4.3.1 – By no later than June 30, 2009, develop a procedure for construction site inspections by either a municipal official or a contracted third party to meet the terms and conditions of the MS4 General Permit.

Measurable Goal 4.3.2 – By no later than June 30, 2009, develop a standardized inspection form to ensure documentation of all required inspections.

Measurable Goal 4.3.3 – By no later than June 30, 2009, develop a process for tracking and notifying the site developer or contractor of noncompliance issues. For sites that are not in compliance, the inspector(s) will provide site operators with guidance on how to come into compliance. Sites that are not brought into compliance within the inspector's specified time period shall be issued a written notice of deficiencies. Continued noncompliance will be reported to the DEP with supporting documentation.

Measurable Goal 4.3.4 – By no later than June 30, 2009, develop and implement (as needed) a training program for municipal inspectors.

Reporting - Inspection results will be documented in a database management system or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible party: The Town Planner and/or his/her designee

MCM 5 Post-Construction Stormwater Management

Goals (within the Urbanized Area)

- Develop a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the permittee's MS4;
- Implement an ordinance or similar measure to ensure adequate long-term operation and maintenance of post construction BMPs;
- Ensure post construction BMPs are functioning as intended; and
- Document and report annually to the MDEP all applicable post-construction related information.

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal Separate Storm Sewer Systems Part IV(H)(5).

BMP 5.1 – Implement ordinance or similar measure

Measurable Goal 5.1.1 - Evaluate the reliance on Chapter 500 or local post construction requirements. In Permit Year 1 the ISWG members will determine if they will rely on the State permit process (Chapter 500) for the installation of post construction BMPs.

Measurable Goal 5.1.2 – In Permit Year 1 the permittee will adapt the model ordinance or other DEP approved measure to meet its desired format.

Measurable Goal 5.1.3 – By the end of Permit Year 1, the permittee will enact a post construction discharge ordinance or similar measure that ensures long term operation and maintenance of post construction BMPs.

Measurable Goal 5.1.4 – In Permit Years 2 - 5 the permittee will implement the post construction ordinance.

Reporting – Status of implementation of ordinance or similar measure will be provided in the annual report.

Responsible party: The Town Planner and/or his/her designee

BMP 5.2 – Develop and implement an inspection program for post-construction BMPs for which the owner or operator has not hired a qualified third party inspector, and which are located in the direct watershed of a lake most at risk from new

development or in watersheds of an urban impaired stream.

Measurable Goal 5.2.1 – The permittee will develop an inspection program, including procedures, protocols, forms, recordkeeping, and training within one year of ordinance adoption.

Measurable Goal 5.2.2 – In PYs 3-5 the permittee will implement the inspection program and document all inspection results. The permittee will also conduct yearly evaluations of program and modify as necessary.

Reporting - Documentation of all inspections will be entered into a database management system or other recordkeeping system for tracking and annual reporting to DEP.

Statewide inspection forms are being developed and implemented in 2008 to facilitate consistency of data collected and to maximize the efficiency of the database management system. Information to be collected includes:

- The cumulative number of sites that have post construction BMPs discharging into the permittee's MS4;
- A summary of the number of sites that have post construction BMPs discharging into the permittee's MS4 that were reported to the municipality;
- The number of sites with documented functioning post construction BMPs; and
- The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.

Responsible party: The Town Planner and/or his/her designee

MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations

This program has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

MCM Goals

- Develop an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by regulated MS4s that have the potential to cause or contribute to stormwater or surface water pollution.
- Develop and implement written operation and maintenance procedures for its highest priority watershed that includes maintenance schedules and inspection procedures to ensure long term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.
- Develop and implement operation and maintenance procedures for the remaining watersheds within the Urbanized Area.
- Prevent the accumulation of sediment by developing a program to sweep all publicly accepted paved streets and publicly owned paved parking lots as well as cleaning catch basins and other stormwater structures.
- Develop a SWPPP which will outline sources of potential stormwater pollutants and the

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal Separate Storm Sewer Systems Part IV(H)(6).

BMP 6.1 Operations at municipally owned grounds and facilities.

Measurable Goal 6.1.1 – By the end of Permit Year 1 the permittee will develop an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by the permittee that have the potential to cause or contribute to stormwater or surface water pollution.

Measurable Goal 6.1.2 – By the end of Permit Year 2, the permittee will develop and implement written O & M procedures for its highest priority watershed that includes maintenance schedules and inspection procedures to ensure long term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.

Measurable Goal 6.1.3 – By the end of Permit Year 3, the permittee will develop and implement O & M procedures for the remaining watersheds within the Urbanized Area.

Measurable Goal 6.1.4 – As per the MS4 GP requirements the O&M Plan must at a minimum address:

- Alternative Products
- Automobile Maintenance
- Hazardous Materials Storage
- Landscaping and Lawn Care
- Parking Lot and Street cleaning + Roadway/Bridge maintenance
- Pest Control
- Road Salt Application and Storage
- Spill Response and Prevention
- Storm Drain System Cleaning
- Vehicle Washing
- Vehicle Fueling System

Reporting - Annual reports to DEP each year of the permit will include a status report on the development of the inventory and the development and implementation of the O & M procedures.

Responsible Party: The Public Works Director and/or his/her designee

BMP 6.2 Municipal employee training.

Measurable Goal 6.2.1 – By end of Permit Year 3 identify training needs and materials.

Measurable Goal 6.2.2 –During Permit Years 4 and 5 implement municipal employee

training program to reduce stormwater pollution potential from municipal operations. Topics to be covered by the training program may include, but not be limited to:

- a. Maintenance activities, maintenance schedules, and long-term inspection procedures for structural and non-structural stormwater controls to reduce pollutants discharged from the separate storm sewers.
- b. Controls for reducing or eliminating the discharge of pollutants into the separate storm sewers from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas, and waste transfer stations.
- c. Procedures for disposing of waste removed from the separate storm sewers and areas listed above in accordance with all regulatory requirements (such as dredge spoil, accumulated sediments, floatables, and other debris).

Reporting - Annual reports to DEP each year of the permit will include a status report on the development of the training program and number of employees trained.

Responsible Party: The Public Works Director and/or his/her designee

BMP 6.3 Street sweeping.

Measurable Goal 6.3.1 – Each permit year the permittee will continue, or develop and implement, a program to sweep all publicly accepted paved streets and publicly owned paved parking lots maintained by the permittee at least once a year as soon as possible after snowmelt.

Reporting - Annual reports to DEP each year of the permit will include a status report on street sweeping.

Responsible Party: The Public Works Director and/or his/her designee

BMP 6.4 Cleaning of stormwater structures including catch basins.

Measurable Goal 6.4.1 – Each permit year the permittee will continue, or develop and implement, a program to evaluate and, if necessary, clean catch basins and other stormwater structures that accumulate sediment at least once every other year and dispose of the removed sediments in accordance with current state law. The permittee will clean catch basins more frequently if inspections indicate excessive accumulation of sediment. Excessive accumulation is greater than or equal to 50 percent filled.

Reporting - Annual reports to DEP each year of the permit will include a status report on cleaning of stormwater structures.

Responsible Party: The Public Works Director and/or his/her designee

BMP 6.5 Maintenance and upgrading of stormwater conveyances and outfalls.

Measurable Goal 6.5.1 – By no later than June 30, 2009, evaluate and implement a prioritized schedule, as necessary, for repairing or upgrading the conveyances, structures and outfalls of the permittee’s MS4.

Reporting - Annual reports to DEP each year of the permit will include a status report on the maintenance and upgrading of stormwater conveyances and outfalls.

Responsible Party: The Public Works Director and/or his/her designee

BMP 6.6 – Stormwater Pollution Prevention Plans (SWPPP’s)

Measurable Goal 6.6.1 - In permit Year 1 the permittee will inventory all public works facilities, transfer stations, and school bus maintenance facilities operated by the permittee within its regulated area, with the exception of any facilities regulated under Maine’s Industrial Stormwater Program and determine which facilities have existing SWPPPs.

Measurable Goal 6.6.2 - The permittee will develop and implement SWPPPs for each applicable facility by the end of Permit Year 2. In Permit Years 3 - 5 the permittee will continue to implement its facility SWPPPs. The permittee will collaborate with DEP on developing a training program to provide to municipal facility staff informing them on the requirements of the SWPPP and how to effectively implement their plans.

Reporting - Annual reports to DEP each year of the permit will include a status report on the development of the SWPPP’s.

Responsible Party: The Public Works Director and/or his/her designee

**SECTION 4
GENERAL REQUIREMENTS**

Section 4.1 Required Signature

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based 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."

Signature _____ Date _____

Thomas Hall

Title Town Manager, Town of Scarborough

Section 4.2 Plan Availability

This Plan will be retained by the permittee's chief elected official or principal executive officer for the duration of the permit period and copies will be available and retained by municipal officials or employees responsible for implementation of the Plan. The permittee will make a copy of the Plan available to the following immediately upon request:

- a. The Commissioner of the Department;
- b. In the case of a regulated small MS4 adjacent to or interconnected with the permittee's storm sewer system, to the operator of that regulated small MS4; and
- c. In the case of a regulated small MS4 stormwater discharge to a water supply watershed, to the public water supply company.

APPENDICES

The permittee’s approach to meet the terms and conditions of Maine’s 2008 MS4 General Permit for urban impaired stream watersheds is based on identifying additional structural and non-structural treatment controls to reduce pollutants from the permittee’s separate storm sewer system to urban impaired streams.

Strategy 1: The permittee shall compile a prioritized list of potential pollutants of concern based on existing knowledge and assessment.

Measurable Goal 1.1: By end of permit year two, the permittee shall develop the strategies, methods, and timeline for developing the prioritized list. Methods and review items may include, but are not limited to:

- End of pipe exploration data
- Quantity and quality assessment data

Measurable Goal 1.2: By the end of Permit Year Three, the permittee shall complete the development of the prioritized list.

Strategy 2: (MS4 Permit Requirement) The permittee will implement BMPs as described in the table below. Additional BMPs may be implemented in Years Two – Five, based on the prioritized list of potential pollutants of concern developed under Strategy 1.

Measurable Goal	BMP	Implementation Schedule
2.1	Place signage identifying stream segments.	Permit Year Two
2.2	Provide training for municipal staff and boards	Permit Years One – Five
2.3	Implement enhanced municipal street sweeping program.	Permit Years One – Five, as appropriate, based on availability of impact assessment data
2.4	Assess and update mapping effort in priority watershed	Permit Years One – Five
2.5	Ban coal tar sealant	Permit Year Two
2.6	Identify necessary enhanced procedures for municipal facilities.	Permit Year One
2.7	Implement enhanced procedures at municipal facilities.	Permit Years Two – Five
2.8	Annual SWPP training for all “outdoor” departments.	Permit Years One - Five
2.9	Conduct one rain event (each permit year) inspection on all active construction sites w/in UIS watershed after every storm greater than a 2 year storm w/in 24 hours.	Permit Years One - Five
2.10	Explore use of alternative road de-icer	Permit Year One

2.11	Map impervious surfaces and catchment drainage areas	Permit Years One - Five
2.12	Identify/develop mailing list of watershed stakeholders	Permit Years One - Five
2.13	Participate in the development of a mechanism for implementation of the Long Creek Watershed Management Plan	Permit Year One
2.14	Participate in the implementation of the Long Creek Watershed Plan	Permit Years Two – Five