

PERMIT COMPLIANCE

Municipal Separate Storm Sewer System (MS4) Program Plan

Prepared for

The City of Portsmouth

~~June 16, 2017~~

REVISED JANUARY 30, 2019



CH2M HILL
5701 Cleveland St
Suite 200
Virginia Beach, VA 23462



Contents

Section	Page
Acronyms and Abbreviations	v
Background	1
MS4 Program Plan	1
Appendix	
A City of Portsmouth MS4 Program Plan	

Acronyms and Abbreviations

BMP	best management practices
CFR	Code of Federal Regulations
City	City of Portsmouth
DEQ	Department of Environmental Quality
DGS	Department of General Services
DMR	discharge monitoring report
DPU	Department of Public Utilities
EPCRA	Emergency Planning & Community Right-To-Know Act
ft ²	square feet
HHM	household hazardous materials
HRPDC	Hampton Roads Planning District Commission
HRSD	Hampton Roads Sanitation District
HUC	hydrologic unit code
ID	identification
KPB	Keep Portsmouth Beautiful
MS4	Municipal Separate Storm Sewer System
O&M	operations and maintenance
PFD	Portsmouth Fire Department
PRLS	Parks, Recreation, and Leisure Services
PY	permit year
SHD	State Health Department
SPCC	spill prevention, control and countermeasures
SWC	Stormwater Compliance
SWM	stormwater management
SWMF	Stormwater Management Facility
SWPPP	stormwater pollution prevention plans
TMDL	Total Maximum Daily Load
USGS	United States Geological Survey
VAC	Virginia Administrative Code
VDOT	Virginia Department of Transportation
VPDES	Virginia Pollutant Discharge Elimination System
VSMP	Virginia Stormwater Management Program
WMD	Waste Management Division

Background

The City of Portsmouth (City) was issued a major municipal permit (VA0088668) on June 2, 2016, and effective on July 1, 2016, for the discharge from the City Municipal Separate Storm Sewer System (MS4). The permit authorizes point source discharges of stormwater runoff and certain non-stormwater discharges from the MS4 operated or owned by the City, including the City schools. An MS4 is a conveyance or system of conveyances owned and/or operated by a public entity, which is designed or used to collect or convey stormwater runoff and is not part of a combined sewer system or publicly-owned treatment works. This can include streets, catch basins, curbs, gutters, ditches, manmade channels or storm drains that convey stormwater and ultimately discharge to receiving waters. The MS4 permit regulates the discharge from the municipally owned or operated storm sewer system, but not the municipality itself.

The MS4 outfalls addressed in the permit may discharge to tributaries of the Elizabeth River and do not drain the entire hydrologic unit code (HUC) acreage. The authorized discharges covered by the permit include discharges from all City MS4 outfalls including existing outfalls as well as any new outfalls constructed during the term of the permit. This document was developed as part of the permit requirements.

MS4 Program Plan

This report is the City's MS4 Program Plan, which documents the City's MS4 Program as it exists at the end of the first year of this permit cycle. This plan was prepared by the City of Portsmouth, Department of Public Works, Stormwater Compliance. The City reserves its full discretion to modify this plan in accordance with applicable laws (including Virginia Code Titles 15.2 and 62.1), applicable regulations, and the terms of this Permit.

This program plan is organized to directly reflect the requirements of the permit. The sections in the plan reflect the same section numbers/letters that are established in the permit.

Per Part I Section A.6 of the MS4, the City will maintain, implement, and enforce the MS4 Program Plan and accurately document the MS4 Program including all additions, changes, and modifications. Updates to the MS4 Program Plan will be submitted to the DEQ for review and approval in accordance with the due dates established by the permit. Updates to the MS4 Program Plan shall become effective and enforceable upon written approval from the Department. The City will post the MS4 Program Plan on the City website for easy accessibility to the public.

Appendix A
City of Portsmouth
MS4 Program Plan

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
A. Discharges Authorized Under this State Permit			
2. Permittee Responsibilities			
This state permit establishes the specific requirements applicable to the permittee for the term of this state permit. The permittee is responsible for compliance with this state permit. The permittee shall implement and update the MS4 Program Plan (as set forth in Part I.B) to ensure compliance with this state permit.	SWC	Responsibilities and responsible agencies are described in this Program Plan.	Each annual report shall include a current list of roles and responsibilities (these are described and updated in the Program Plan). Each annual report shall include a list of those circumstances of noncompliance outside of the permittee's control.
Where wasteloads have been allocated for pollutant(s) of concern in an approved TMDL, the permittee shall implement the special conditions as set forth in Part I.D of this state permit.			
The permittee shall clearly define the roles and responsibilities of each of the permittee's departments, divisions, or subdivisions in maintaining permit compliance.			
In the event the permittee is unable to meet conditions of this state permit because of circumstances beyond the permittee's control, a written explanation of the circumstances that prevented permit compliance shall be submitted to the Department in the annual report.			
3. Legal Authority			
The permittee shall maintain and use its legal authority authorized by the Commonwealth of Virginia to control discharges to and from the MS4 in the manner established by the specific requirements of this state permit. The legal authority shall enable the permittee to do the following:			
<i>a. Control the contribution of pollutants to the MS4.</i>	SWC	The Stormwater Management Ordinance (Chapter 31.2), Erosion and Sediment Control Ordinance (Chapter 11), Water, Sewers and Sewage Disposal Ordinance (Chapter 38), Fire Prevention Code (Chapter 13), and Garbage and Refuse Code (Chapter 16) provide the authority to control pollutant discharges to the MS4. City of Portsmouth Code of Ordinances (https://www.municode.com/library/va/portsmouth/codes/code_of_ordinances)	
<i>b. Prohibit illicit discharges to the MS4.</i>	SWC	The Stormwater Management Ordinance (Chapter 31.2), Erosion and Sediment Control Ordinance (Chapter 11), Water, Sewers and Sewage Disposal Ordinance (Chapter 38), Fire Prevention Code (Chapter 13), and Garbage and Refuse Code (Chapter 16) provide the authority to prohibit illicit discharges and connections, as well as illegal dumping. City of Portsmouth Code of Ordinances (https://www.municode.com/library/va/portsmouth/codes/code_of_ordinances)	
<i>c. Control the discharge of spills and the dumping or disposal of materials other than stormwater into the MS4.</i>	SWC	The Stormwater Management Ordinance (Chapter 31.2), Erosion and Sediment Control Ordinance (Chapter 11), Water, Sewers and Sewage Disposal Ordinance (Chapter 38), Fire Prevention Code (Chapter 13), and Garbage and Refuse Code (Chapter 16) provide the authority to control the discharge of spills and the dumping or disposal of materials other than stormwater into the MS4. City of Portsmouth Code of Ordinances (https://www.municode.com/library/va/portsmouth/codes/code_of_ordinances)	
<i>d. Require compliance with conditions in ordinances, permits, contracts, interjurisdictional agreements, or orders.</i>	SWC	The City has the authority to require compliance related to implementing the permit requirements, including but not limited to: Conditions in ordinances (including permits and orders issued under ordinances): <ul style="list-style-type: none">The City has authority as authorized by state law and as stated in local ordinances, including options for escalating enforcement steps as appropriate in the City's exercise of its enforcement discretion as the regulator of covered third party activities. Local enforcement authority includes:	

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		<ul style="list-style-type: none"> – Stormwater Management Ordinance (Chapter 31.2): see § 31.2-21. Enforcement and § 31.2-23. Pollution of the Stormwater System. – Erosion and Sediment Control Ordinance (Chapter 11): see § 11-7. Violations, Penalties, Legal Remedies. – Water, Sewers, and Sewage Disposal Ordinance (Chapter 38): see § 38-2. Violations of Chapter. – Fire Prevention Code (Chapter 13): § 13-83. Enforcement and § 13-84. Violations. • City of Portsmouth Code of Ordinances. • Contracts and interjurisdictional agreements: <ul style="list-style-type: none"> – To the extent authorized by state law, the City has authority to enter and carry out contracts and, in event of breach of any contract by a counterparty, to enforce such contracts according to the provisions 	
<p><i>e. Carry out all inspections, surveillance, and monitoring procedures necessary to determine compliance and noncompliance with permit conditions including the prohibition on illicit discharges to MS4.</i></p>	SWC	<p>The City has authority to conduct inspections and monitoring related to implementing the permit requirements, including but not limited to:</p> <ul style="list-style-type: none"> • Stormwater Management Ordinance (Chapter 31.2): § 31.2-13. Monitoring and Inspections. • Erosion and Sediment Control Ordinance (Chapter 11): § 11-6. Monitoring, Reports and Inspections. • Water, Sewers and Sewage Disposal Ordinance (Chapter 38): § 38-53. Right of entry and access to premises. • Fire Prevention Code (Chapter 13): § 8.1-9. Investigation. • City Portsmouth Code of Ordinances 	
4. MS4 Program Resources			
<p>The permittee shall submit to the Department a copy of each fiscal year’s budget including its proposed capital and O&M expenditures necessary to accomplish the activities required by this state permit. The permittee shall describe its method of funding the stormwater program with the copy of the fiscal year budget.</p>	SWC	<p>No program plan element associated with this requirement. See ‘Reporting Requirements.’</p>	<p>A copy of the fiscal year’s budget including its proposed capital and O&M expenditures necessary to accomplish the activities required by this state permit shall be submitted with each annual report.</p>
5. Permit Maintenance Fees			
<p>Permit maintenance fees shall be paid in accordance with Part XIII of the Virginia Stormwater Permitting Program regulations (4 VAC 50-60-700 et seq.).</p>	SWC	<p>Fees will be paid as required.</p>	
6. MS4 Program Plan			
<p>The permittee shall maintain, implement, and enforce an MS4 Program Plan accurately documenting the MS4 Program Plan including all additions, changes, and modifications.</p> <p>Updates to the MS4 Program Plan shall be submitted to the Department for review and approval in accordance with the due dates established by this state permit. Updates to the MS4 Program Plan shall become effective and enforceable upon written approval from the Department.</p> <p>Upon development, the most recent MS4 Program Plan shall be posted on the permittee's website, and/or provided in another location easily accessible to the public.</p>	SWC	<p>This document is the City’s MS4 Program Plan, which has been developed to document the City’s MS4 Program as it exists at the end of the 1st year of this permit cycle.</p> <p>The City reserves its full discretion to modify this plan in accordance with applicable laws (including Virginia Code Titles 15.2 and 62.1), applicable regulations, and the terms of this Permit.</p>	<p>Using the last annual report before this state permit effective date as a baseline, no later than 12 months after the permit effective date, the permittee shall submit to the Department for review and approval an updated MS4 Program Plan to describe implementation of this MS4 Program Plan and meet the conditions described in this section (see description at left).</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		After submission to DEQ and DEQ approval, the MS4 Program Plan will be posted to the City's website.	
7. MS4 Program Review and Updates			
The permittee will review the current MS4 Program annually, in conjunction with the preparation of the annual report required under Part I.E of this permit.	SWC	The MS4 Program will be reviewed annually and the MS4 Program Plan updated accordingly.	All modifications and proposed modifications shall be reported in accordance with this section of the permit.
B. Stormwater Management			
1. Planning			
<p>No later than 12 months after the effective date of this state permit, the permittee shall submit to the Department a summary of potential SWM projects to be completed during the term of the permit.</p> <p>No later than 30 days following funding allocation for project development, the permittee shall identify and summarize the project on the permittee's website. Project status shall be updated on the website no less than once per year and no later than 30-days following project completion.</p>	SWC	<p>At a minimum, the SWM project summary sheet shall include the following for each project in the summary: type of project or SWMF, number of acres that the SWMF treats, impervious and pervious acreage treated by the potential project, condition of the downstream channel, amount of total pollutant reduction, feasibility for implementation, and estimated cost of implementation. The summary shall include a prioritized list of the identified projects for consideration of implementation.</p> <p>For any identified retrofit opportunities and stream restoration projects, subsequent decisions regarding whether and when to proceed will be determined at the City's discretion considering related provisions of this permit, such as the Prior Developed Land Retrofitting provision, TMDL Action Plans, accessibility, costs, and other relevant factors.</p>	<p>No later than 12 months after the permit effective date, the permittee shall provide the SWM project summary sheet.</p> <p>Each annual report shall include an updated project summary sheet.</p> <p>Each annual report shall include a current weblink to the project status page.</p> <p>Each annual report shall include a status update for those water quality projects for which implementation or construction occurred during the reporting year.</p>
2. MS4 Program Implementation			
<i>a. Construction Site Runoff and Post Construction Runoff from Areas of New Development and Development on Prior Developed Lands</i>			
1) The permittee shall implement a local erosion and sediment control program consistent with the Virginia Erosion and Sediment Control Law and Virginia Erosion and Sediment Control Regulations, and a SWM program consistent with the Virginia Stormwater Management Act and Virginia Stormwater Management Program Regulations.	SWC	<p>The Erosion and Sediment Control Ordinance (Chapter 11 of the City Code) requires an erosion and sediment control plan for clearing and grading activities equal to or greater than 2,500 square feet of land disturbance.</p> <p>Erosion and sediment control and inspection and enforcement activities are also tracked, along with VSMP permit activities, using the Tidemark work order system.</p>	<p>Each annual report shall contain the number of regulated land disturbing activities approved and the total number of acres disturbed.</p> <p>Each annual report shall contain the number of land disturbing activity inspections conducted and the number and type of each enforcement action taken.</p> <p>Each annual report shall include a list of land disturbing projects that qualify under the 'Grandfathering' provision of the VSMP regulations found at 9 VAC 25-870-48 that receive coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities during the reporting period.</p> <p>Each annual report shall include a summary of actions taken by the permittee to implement Part I.B.2.a)1) and 2) of this state permit.</p>
2) The permittee shall identify in the MS4 Program Plan all legal authorities for erosion and sediment control and SWM that are more stringent than those required under 9 VAC 25 840 et seq. and/or 9 VAC 25-870 et		Disturbed areas outside the Resource Protection Area have a minimum disturbance of 2,500 ft ² instead of the state required 10,000 ft ²	Each annual report shall include a summary of actions taken by the permittee to implement Part I.B.2.a)1) and 2) of this state permit.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
seq. that have been adopted in accordance with § 62.1-44.15:65 and/or § 62.1-44.15:33 of the Code of Virginia.		The use of offsite compliance options is limited to the purchase of nutrient credits from within the boundaries of the MS4 or to funding of stormwater management facilities and their associated nutrient credits on City owned Tier 2 parcels.	
<i>b. Retrofitting on Prior Developed Lands</i>			
<p>From the SWM projects included in the summary required in Part I.B.1, the permittee shall complete no less than three projects no later than the expiration date of this state permit. Projects implemented to meet the requirements of Part I.D of this state permit (TMDL Action Plan and Implementation for the Chesapeake Bay Special Condition or TMDL Action Plans other than the Chesapeake Bay TMDL) may be used to meet the requirements of this special condition.</p> <p>For retrofit projects that do not serve to meet the requirements of Part I.D, the permittee shall submit a summary of projects implemented during the reporting period with each annual report including type of land use being retrofitted, retrofit performed, completion date or anticipated completion date, total acreage retrofitted, total impervious and pervious acreage, and location by latitude and longitude (in decimal degrees).</p>	SWC	This requirement is being implemented in coordination with similar or overlapping planning and implementation requirements set forth in I.B.1 (Planning) and I.D.1 (TMDL Action Plan and Implementation).	Each annual report shall include a status update for those projects for which implementation began during the reporting period.
<i>c. Roadways</i>			
1) No later than 24 months after the effective date of this state permit, the permittee shall develop and maintain an accurate list of permittee maintained roads and streets that includes the street name, the miles of roadway not treated by BMPs, and miles of roadway treated with BMPs.	SWC	In PY1, a list will be developed of City maintained roads and streets that will include the street name, the miles of roadway not treated by SWMFs, and the miles of roadway treated with SWMFs.	Report status in annual report
2) No later than 36 months after the effective date of this state permit, the permittee shall develop and implement written protocols for permittee maintained road, street, and parking lot maintenance designed to minimize pollutant discharge.	SWC/SHD	Protocols to minimize pollutant discharges from City road, street, and parking lot maintenance will be developed and finalized by the end of PY3.	The City shall include a copy of the finalized maintenance protocols for City maintained road, street, and parking lots in the PY3 annual report.
3) Materials used for deicing activities shall remain covered from precipitation until application.	SWC/SHD	Deicing materials will be stored under cover.	
4) The permittee shall not apply any deicing agent containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks or other paved surfaces.	SWC/SHD	The City will not use any deicing agent containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks or other paved surfaces.	
<i>d. Pesticide, Herbicide, and Fertilizer Application</i>			
1) The permittee shall develop and implement turf and landscape nutrient management plans that have been developed by a certified nutrient management planner in accordance with § 10.1-104.2 of the Code of Virginia on all lands owned or operated by the MS4 permittee where nutrients are applied to a contiguous area greater than 1 acre in accordance with the following schedule:	PRLS	Program Plan elements developed in 2.d.1.a through 2.d.1.c.	See elements 2.d.1.a through 2.d.1.c.
a) No later than 12 months after the effective date of this state permit, the permittee shall identify all permittee lands where nutrients are applied to a contiguous area of more than 1 acre. A latitude and longitude shall be provided for each such piece of permittee land.	PRLS	The City will identify the lands and applicable acreage on which nutrients are applied within 12 months after the effective date of the state permit.	The PY1 annual report shall contain a list of all permittee lands, identified by latitude and longitude, and applicable acreage on which nutrients are applied to more than 1 contiguous acre.
<p>b) The permittee shall develop and implement turf and landscape nutrient management plans on all permittee lands where nutrients are applied to a contiguous area of more than 1 acre. The following measurable goals are established for the development and implementation of turf and landscape nutrient management plans:</p> <p>1) No later than 24 months after the effective date of this state permit, not less than 15 percent of all identified acres will be covered by turf and landscape nutrient management plans.</p>	PRLS	A certified nutrient management planner will develop turf and landscape nutrient management plans on all City lands where nutrients are applied to a contiguous area of more than 1 acre to meet the permit milestones outlined in 2.d.1.b.1 through 2.d.1.b.3.	<p>Each annual report shall report on compliance with the turf and landscape nutrient management plan implementation schedule. The annual report shall include a list of the City's properties identifying:</p> <ul style="list-style-type: none"> • Properties on which turf and landscape nutrient management plans have been implemented.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
2) No later than 36 months after the effective date of this state permit, not less than 40 percent of all identified acres will be covered by turf and landscape nutrient management plans. 3) No later than 48 months after the effective date of this state permit, not less than 75 percent of all identified acres will be covered by turf and landscape nutrient management plans.			<ul style="list-style-type: none"> Cumulative total of acreage under turf and landscape nutrient management plans.
c) The permittee shall annually track the following: <ol style="list-style-type: none"> The total acreage of permittee lands upon which nutrients are applied and controlled using general City guidelines or standard operating procedures. The acreage of permittee lands where turf and landscape nutrient management plans are required. The acreage of permittee lands covered by turf and landscape nutrient management plans have been implemented. 	PRLS	The City shall develop a nutrient management plan tracking template after 2.d.1.a has been completed and use the template to prepare the nutrient management plan tracking information for the annual report. This template will include a schedule of when each contiguous area will become compliant with 2.d.1.b.1 to 2.d.1.b. 3.	
2 The permittee shall continue to employ good housekeeping/pollution prevention measures in the application, storage, transport and disposal of pesticides, herbicides and fertilizers.	PRLS	The City will evaluate current practices of application, storage, transport, and disposal of pesticides, herbicides, and fertilizers within 24 months after the effective date of the state permit.	The PY1 annual report shall include details of use, application, or storage of fertilizers within the MS4 system.
3 The permittee shall track the acreage of permittee lands managed under integrated pest management plans.	PRLS SWC Mosquito Biologist	The City will identify any City integrated pest management plans currently in place within MS4 boundaries. Evaluate compliance of current practices within 24 months of the effective permit date.	Starting with PY2, each annual report shall include the number of acres managed under Integrated Pest Management Plans.
<i>e. Illicit Discharges and Improper Disposal</i>			
Discharges to the MS4 not authorized by this state permit shall be effectively prohibited.	SWC	<p>Pollution discharges to the City's MS4 and surface waters are prohibited. Portsmouth City Code 26-5(c) states, it shall be unlawful for any person to discharge directly or indirectly into the storm sewer system or state waters, any substance likely, in the opinion of the City Manager, to have an adverse effect on the storm sewer system or state waters.</p> <p>City staff conduct illicit discharge response and follow-up, targeted screening, and enforcement actions. The Fire Department is the initial responder for most illicit discharge events, including spills, usually dispatched through the City's Emergency Communications Center. If the Fire Department Hazardous Materials Team determines the discharge consists of a hazardous substance or is intentionally discharged (environmental crime), additional follow-up through the Fire Marshal's office occurs. Nonhazardous discharges are referred to the appropriate agency (for example, sanitary sewage releases to DPU or HRSD and erosion/sediment control issues to SWC). Illicit discharges that do not fall into one of these categories are generally investigated jointly by SWC and the Fire Marshal's Office.</p> <p>SWC staff track illicit discharges and pollution releases to the City's MS4 and surface waters in the illicit discharge tracking spreadsheet. The database stores information on all reported incidences including receiving agency, location of discharge, discharge description, PFD/SWC response and follow-up actions, sampling, business contact information, enforcement actions, and incident status.</p>	
1) In accordance with Part I.A.1.b), certain nonstormwater discharges to the MS4 need not be addressed as illicit discharges or improper disposal. The MS4 Program shall identify any non-stormwater discharges listed under Part I.A.1.b), where the permittee has imposed any conditions on the discharges to the MS4. The permittee shall prohibit, on a case-by-case basis, any individual non-stormwater discharge (or class of non-stormwater discharges) otherwise allowed under this paragraph that is determined to be contributing significant amounts of pollutants to the MS4.	SWC	Where it is determined that an individual nonstormwater discharge listed in Part I.A.1.b is contributing a significant amount of pollutants to the MS4, the City will take appropriate follow-up action(s) and notify the responsible party that the discharge must be ceased or altered in way that no longer contributes significant pollutant(s) to the MS4. Where necessary, enforcement measures outlined in Chapter 26-9 of the City Code as well as other applicable chapters of the code (Fire)	Each annual report shall include a list of illicit discharges identified, the source, a description of follow-up activities and whether the illicit discharge has been eliminated.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		may be taken to ensure corrective action is implemented (the discharge is ceased or it is not repeated (in the case of transient discharges).	
<p>2) The permittee shall continue implementing a sanitary sewer inspection program to minimize the exfiltration from the sanitary system to the MS4.</p> <p>The permittee shall inspect a minimum of 119,000 linear feet of sanitary sewer annually.</p>	DPU	<p>The City maintains inspection and repair programs for the sanitary sewer system to maintain the integrity of the system.</p> <p>Inspection of the sanitary sewer system is done by sewershed and is tracked within a Geographic Information System database. A minimum of 119,000 linear feet will be inspected annually.</p>	Each annual report shall include the amount of linear feet of sanitary sewer inspected during the reporting year.
<p>3) The permittee shall develop and implement a program to reduce the discharge of floatables (for example, litter and other human-generated solid refuse).</p>	SWC WMD	<p>The City program will include regular refuse collection and recycling programs. It will also consider such elements as street sweeping, catch basin and SWMF cleaning, volunteer cleanups and public education.</p> <p>The City conducts education and outreach activities including Adopt a Spot, Keep Portsmouth Beautiful, and the Great American Cleanup. The City also participates in regional efforts via askHRGreen.org.</p>	<p>The initial annual report shall include a description of the procedures the permittee will implement to reduce floatables as required by Part I.B.2.e)3) including procedures to determine the floatables reduction program effectiveness.</p> <p>Each annual report after program development shall include a list of site surveyed for floatables, a summary of observations at each site, and a determination as to the effectiveness of the floatables reduction program.</p>
<p>4) The permittee shall prohibit the dumping or disposal of used motor vehicle fluids, household hazardous wastes, sanitary sewage, grass clippings, leaf litter, and animal wastes into the MS4.</p> <p>The permittee shall ensure the implementation of programs to collect used motor vehicle fluids (such as oil and antifreeze) and household hazardous waste materials for recycling, reuse, or proper disposal. Such programs shall be readily available to all private residents and shall be publicized and promoted on a regular basis not less than twice per year.</p>	City Manager SWC DGS PRLS WMD	<p>Pollution discharges to the City's MS4 and surface waters are prohibited.</p> <p>Portsmouth City Code 31.2-23 states that the following are prohibited acts:</p> <p>(1) It shall be unlawful for any person to put, or allow to be put, any process water, wastewater, filth, animal or vegetable matter, chips, shavings or any other substance in the stormwater system, or do any injury thereto, or in any manner pollute the stormwater system.</p> <p>(2) It shall be unlawful for any person to pour or discharge, or to permit to be poured or discharged, or to deposit, so that the same may be discharged, any gasoline, oil waste, antifreeze, or other fluids from vehicles or motor vehicles or equipment into any stormwater system.</p> <p>(3) It shall be unlawful for any commercial, industrial, or manufacturing entity to discharge process water or unpermitted discharge into any stormwater system.</p> <p>(4) It shall be unlawful for any person to throw, place or deposit, or cause to be thrown, placed or deposited, in any gutter, ditch, storm drain or other drainage area in the city anything that impedes or interferes with the free flow of stormwater therein.</p> <p>DGS/WMD manages the City's HHM program, which provides for the safe collection, transport and disposal of unwanted HHM material in an environmentally appropriate manner as part of a comprehensive strategy that promotes citizen awareness regarding proper handling of HHM; reduces the amount of HHM in the municipal solid waste stream, which ultimately is taken to combustors or landfills; limits the amount of HHM which is dumped down a drain and ultimately discharged to one of HRSD's wastewater treatment plants, or is dumped indiscriminately; and helps to reduce the risk of injuries to workers, the community, and the environment. The City hosts semiannual recycling events where residents can safely dispose of HHM, bikes, metal, shoes, clothing and other recyclable items. See website below for additional information: http://www.kpbva.org/</p>	Each annual report will include a summary of the semiannual HHM recycling events.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
5) The permittee shall continue to implement a program to locate and eliminate illicit discharges and improper disposal into the MS4. This program shall include dry weather screening activities to locate portions of the MS4 with suspected illicit discharges and improper disposal, as described in Part I.B.2.l)(1) of this state permit.	SWC	<p>The City will continue its Illicit Discharge Detection and Elimination program, which consists of storm sewer inspections, routine inspections, complaint response and follow-up, training and education about reporting illicit discharges, public outreach and education on preventing stormwater pollution (see Part 1.B.2.k.1), and dry weather screenings.</p> <p>Follow-up “upstream” investigations will be conducted at outfalls that exhibit evidence of an illicit discharge. Sampling is also conducted when applicable during investigations of reported illicit discharges. When the source of the illicit discharge is identified, the City works with the responsible party to ensure the discharge is eliminated and/or not repeated.</p>	
6) The permittee shall require the elimination of illicit discharges and improper disposal practices within 30-days of discovery. Where elimination of an illicit discharge within 30-days is not possible, the permittee shall require an expeditious schedule for removal of the discharge. In the interim, the permittee shall require the operator of the illicit discharge to take all reasonable and prudent measures to minimize the discharge of pollutants to the MS4.	SWC	<p>When the City identifies the source of an illicit discharge and/or improper disposal practices, the responsible party is notified and required to eliminate the discharge (either immediately or within a specified time frame) and/or not repeat improper disposal practices. Enforcement action may be taken when a responsible party fails to comply with the conditions of the notification or repeats a practice they already received notification about.</p> <p>Enforcement provisions are provided in Section 31.2-23 of the Portsmouth City Code. If a discharge cannot be eliminated within 30 days, the responsible party shall take measures to minimize the discharge of pollutants to the MS4 until the discharge is eliminated.</p>	
<i>f. Spill Prevention and Response</i>			
The permittee shall continue to implement a program that coordinates with the Fire Department and other City Departments to prevent, contain, and respond to spills that may discharge into the MS4. The spill response program may include a combination of spill response actions by the permittee (and/or another public or private entity), and legal requirements for private entities within the permittee’s jurisdiction.	PFD SWC DGS	<p>The Portsmouth Fire Department is the initial responder for most spills. The Hazardous Materials Team is dispatched through the City’s Emergency Communications Center. The team employs practices (absorption, diking, damming) to contain spills and prevent materials from entering the storm drain system. The Fire Department Hazardous Materials Team works with the responsible parties to ensure proper clean up actions are taken and safety / traffic hazards are mitigated.</p> <p>Many of the City vehicles used for field operations are equipped with spill kits to handle small spills in the field. This will be expanded to police vehicles in the future.</p> <p>Spill kits have been installed at various locations throughout the Frederick Blvd Operations Center. During this permit term, additional spill kits will be installed at the DPU operations center. Spills kits are located at City fueling stations.</p> <p>The City will determine if a SPCC plan is needed for any City facility. A SPCC plan will be developed if one is required. Training on spill prevention and response is conducted on an annual basis for Operations Center employees. Additional information on training is included in Section L.</p> <p>Information on spills that enter the MS4 is included in the City’s illicit discharge tracking spreadsheet.</p>	Each annual report shall include a list of spills, that qualify for immediate reporting as required under Part II.G and H of this state permit, the source (identified to the best of the permittee’s ability), and a description of follow-up activities taken.
<i>g. Industrial and High Risk Runoff</i>			
The permittee shall implement a program to identify and control pollutants in stormwater discharges to the MS4 from industrial and high risk runoff facilities (for example, municipal landfills; other treatment, storage, or disposal facilities for municipal waste; hazardous waste treatment, storage, disposal and recovery facilities; facilities that are subject to EPCRA Title III, Section 313) and any other industrial or commercial discharges the permittee determines are contributing a significant pollutant loading to the MS4.			
1) The permittee shall maintain, and update as necessary, a list of all known industrial and high-risk dischargers to the MS4. This list shall include VPDES industrial stormwater permits.	SWC	The City will develop a list of all known industrial and high-risk dischargers to the MS4 in PY1. The City will review DEQ’s database of industrial stormwater general	The PY1 annual report shall include a list of all known industrial and high-risk dischargers

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
<p>Industrial facilities are defined as:</p> <ul style="list-style-type: none"> • A VPDES industrial stormwater permitted facility; an industrial stormwater facility granted no exposure certification by DEQ; and any other facility with a “storm water discharge associated with industrial activity,” as the term is defined in 40 CFR 122.26(b)(14). • High-risk facilities are defined as: municipal landfills; other treatment, storage, or disposal facilities for municipal waste; hazardous waste treatment, storage, disposal and recovery facilities; and facilities that are subject to EPCRA Title III, Section 313. 		<p>permits, multisector industrial permits that include stormwater, industrial facilities with no exposure certificates, and other regulated facilities and determine which entities discharge to the City’s MS4.</p>	<p>including any non-VPDES regulated industrial and commercial stormwater dischargers determined by the City as contributing a significant pollutant load and that discharge to the MS4.</p> <p>Updates to the list will be included as necessary in each annual report.</p>
<p>2) No later than 12 months after the effective date of this state permit, the permittee shall develop and implement a prioritized schedule and procedure to inspect outfalls of facilities with VPDES industrial stormwater permits at the point of connection to the MS4. Prioritization may be based on historical discharges, local water quality impairments, industrial category, or other methods selected by the permittee. The permittee shall inspect all VPDES industrial stormwater permitted outfalls connected to its MS4 a minimum of once every 5 years.</p>	<p>SWC PFD</p>	<p>The City will develop a prioritized schedule and procedure to inspect the point of connection to the MS4 for facilities with VPDES industrial stormwater permits.</p> <p>Outfalls of VPDES industrial stormwater permitted facilities that discharge to the City’s MS4 will be inspected once during the permit term (once every 5 years).</p>	<p>The PY1 annual report shall include a prioritized schedule of inspections and procedures for inspecting outfalls. Each annual report thereafter shall report on implementation of the inspection schedule and include a list of the facilities and/or facility outfalls inspected during the reporting period.</p>
<p>3) The permittee shall review copies of DMRs submitted to the permittee by VPDES industrial stormwater permitted facilities as part of the permittee’s investigations of significant pollutant loadings. The permittee may conduct additional monitoring, or may require the facility to conduct additional monitoring, of any stormwater discharges it believes may be a source of significant pollutant loadings.</p>	<p>SWC</p>	<p>The City will annually review, throughout the life of the permit, all DMRs submitted to the City by VPDES Industrial Stormwater General Permitted facilities that discharge to the MS4 to determine if there is any evidence of significant pollutant loading. The City may require the permit holder to conduct additional monitoring if any reported results are outside the specified range for designated water quality parameters.</p>	<p>The City shall refer any industrial facility to the DEQ Tidewater Regional Office where there is evidence of significant pollutant loading to the City’s MS4 because of ongoing or regular exceedances of VPDES Permit effluent limitations.</p>
<p>4) The permittee shall coordinate with the Department to report any non-VPDES permitted industrial facility from which the permittee has evidence that a significant pollutant load is entering the MS4 system. Inspections of facilities for which the permittee has evidence of significant pollutant loading may be carried out in conjunction with other permittee programs.</p>	<p>SWC</p>	<p>This item is addressed in Item B.2.g.6.</p>	
<p>5) The permittee shall refer the following facilities to the DEQ, Tidewater Regional Office, for Department compliance review under the Virginia State Water Control Law:</p> <ol style="list-style-type: none"> Facilities and operations having non-stormwater discharges that do not have coverage under an existing VPDES permit. Facilities and operations identified pursuant to 40 CFR Part 122.26(b)(14) with manufacturing, processing, or raw materials storage outside that do not have coverage under an existing VPDES industrial stormwater permit. Any VPDES industrial stormwater permit facility where there is evidence of significant pollutant loadings to the MS4. Facilities that do not submit signed copies of DMRs to the permittee as required under a VPDES industrial stormwater permit. 	<p>SWC</p>	<p>Any facilities identified during dry weather screening as having nonstormwater discharges that do not have coverage under an existing VPDES permit will be referred to the DEQ Tidewater Regional Office.</p> <p>Any facilities that are identified as having operations that fall under 40 CFR Part 122.26(b)(14) with manufacturing, processing, or raw materials storage outside, and do not have a permit will be referred to the DEQ Tidewater Regional Office as they are discovered during dry weather monitoring.</p> <p>Where DMRs show continued or regular exceedance of effluent limitations or benchmarks contained in a VPDES Industrial Stormwater General Permit, the City shall refer the permittee (facility) to DEQ Tidewater Regional Office annually as needed throughout the life of the permit.</p> <p>VPDES Industrial Stormwater General Permitted facilities that fail to submit signed copies of DMRs as required in their permit shall be also referred to the DEQ Tidewater Regional Office annually throughout the life of the permit.</p>	<p>Each annual report shall include a list of referrals to the DEQ.</p>
<p>6) The permittee shall maintain a list of any industrial and/or commercial stormwater dischargers not regulated under the Virginia State Water Control Law that it determines may be contributing a significant pollutant loading to the MS4. This list may be individual discharges or categories of discharges.</p> <ol style="list-style-type: none"> Outfalls from these facilities shall be included in the prioritized inspection schedule. The list shall include, but shall not be limited to, major automotive facilities such as repair shops, body shops, auto detailers, tire repair shops and service stations. 	<p>SWC</p>	<p>The City will develop a list of non-VPDES industrial and commercial stormwater dischargers determined by the City as contributing a significant pollutant load and that discharge to the MS4, which will include, but not be limited to, major automotive facilities such as repair shops, body shops, auto detailers, tire repair shops and service stations. The outfalls where these facilities tie into the MS4 will be included on the prioritized schedule.</p>	<p>A list of any non-VPDES industrial and commercial stormwater dischargers determined by the City as contributing a significant pollutant load and that discharge to the MS4, a prioritized schedule of outfall inspections for the listed facilities, and</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
c) The permittee shall require control measures as necessary and/or appropriate for stormwater discharges from these dischargers.		The City will work with facility owners, managers, or supervisors to ensure any required applicable control measures are implemented to prevent or minimize pollutant loads in stormwater discharges.	outfall inspection procedures will be included in the PY1 annual report. The City will submit in each annual report, a report on implementation of the inspection schedule and include a list of facilities and/or facility outfalls inspected during the reporting period.
<i>h. Stormwater Infrastructure Management</i>			
The permittee shall continue to implement programs to maintain the permittee's stormwater infrastructure and to update the accuracy and inventory of the storm sewer system.	SWC	The City will continue to perform maintenance for the storm sewer system and to update the accuracy and inventory of the storm sewer system.	
<p>1) For SWM facilities and infrastructure maintained by the permittee including residential properties where SWM facilities and Storm Drainage Systems qualify for permittee maintenance (excluding apartments and mobile home parks), the following conditions apply:</p> <p>a) The permittee shall provide for adequate long-term O&M of SWM facilities owned or operated by the permittee in accordance with written inspection and maintenance procedures included in the MS4 Program Plan.</p> <p>b) The permittee shall, at a minimum, inspect annually all SWM facilities owned or operated by the permittee. The permittee may choose to implement an alternative schedule to inspect these SWM facilities based on a risk assessment that includes facility type and expected maintenance needs if the alternative schedule is included in the MS4 Program Plan in accordance with plan modifications as listed in Part I.A.7 of this state permit.</p> <p>c) The permittee shall conduct maintenance on SWM facilities owned or operated by the permittee as necessary.</p> <p>d) The permittee shall continue its storm sewer system inspection program and shall inspect no less than 15 percent of the MS4 annually. The permittee shall perform maintenance as necessary based on findings during the inspection.</p> <p>e) Visual inspections may be used to satisfy the inspection requirements Part I.B.2.)h)1)(d) above. The permittee may prioritize inspection locations based on re-occurring problems, illicit discharges, illegal dumping, citizen complaints, and other criteria as determined by the permittee. The criteria used to prioritize the inspections shall be documented in the MS4 Program Plan and updated as necessary.</p> <p>f) The permittee shall obtain any required state or federal permit(s) necessary to complete maintenance activities.</p>	SWC	<p>The City will continue stormwater infrastructure inspection, inventory, reinvestment, and rehabilitation programs.</p> <p>a) The City will develop written inspection and maintenance procedures in the first year of the permit.</p> <p>b) The City will annually inspect all SWM facilities that they own or operate.</p> <p>c) The City will conduct maintenance on SWM facilities that they own or operate as deemed necessary by the annual inspections or by SWMF-specific maintenance schedules.</p> <p>d) The City will inspect no less than 15 percent of the storm sewer system annually and perform maintenance as necessary based on findings during the inspection.</p> <p>e) The City will develop criteria for prioritizing inspections of the storm sewer system in PY1.</p> <p>f) The City will obtain any required state or federal permit(s) necessary to complete maintenance activities</p>	<p>The City shall submit the written inspection and maintenance procedures with the PY1 annual report.</p> <p>Each annual report shall include a summary of activities performed in support of the inspection and maintenance program required in Part I.B.2.h)1). The summary shall include the total number of drainage structures operated by the City; the total length of open conveyance that is part of the City's MS4; the total number of the drainage structures inspected and the total length of open conveyances inspected. In addition, the City shall maintain records documenting the inspection of drainage structures and open conveyances to include a list of drainage structures inspected, the date inspected, the type of structures, the location, and identified maintenance needs and when the maintenance was performed as required in Part I.B.2.h)1).</p>
<p>2) For SWM facilities not maintained by the permittee and that discharge into the MS4, the following conditions apply:</p> <p>a) The permittee shall continue to implement a program to ensure proper maintenance of each privately-maintained SWM facility that discharges into the MS4 system as documented in the MS4 Program Plan.</p> <p>(1) Beginning with the effective date of this state permit and in accordance with 9 VAC 25 870-112 B., maintenance agreements may be used but are not required for stormwater control measures that are designed to treat stormwater runoff solely from the individual residential lot on which they are located, if the permittee has developed and implemented a strategy to address maintenance of such SWM controls. Should the permittee choose a strategy other than a maintenance agreement, such a strategy shall be provided in writing no later than 12 months after the effective date of this state permit and shall include periodic inspections, homeowner outreach and education, or other methods targeted at promoting the long-term maintenance of such facilities.</p>	SWC	<p>1) Maintenance agreements are used to ensure proper maintenance of privately maintained SWM facilities and the agreements are recorded with the deed.</p> <p>2) For SWM facilities that are privately maintained and for which maintenance agreements have been established between the permittee and the City, all privately-maintained facilities will be inspected no less than once per 5 years and follow up activities will be conducted as needed to ensure the required maintenance has been completed.</p> <p>3) In PY1, the City will develop draft procedures to address maintenance of SWM controls located on individual residential lots.</p> <p>The City will implement the draft procedures and policies within 15 months after the effective date of the permit.</p>	<p>The PY1 annual report shall include the City's strategy to address maintenance of SWM controls that are designed to treat stormwater runoff solely from the individual residential lot on which they are located.</p> <p>Each annual report shall provide a summary of actions taken by the City to address failure of privately-maintained SWM facilities owners to abide by maintenance agreements.</p> <p>Each annual report shall include a list of activities including inspections performed and notifications of needed maintenance and repair of stormwater</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
<p>(2) For SWM facilities that are privately maintained and for which maintenance agreements have been established between the permittee and the owner, the permittee shall inspect all privately maintained facilities no less than once per 5 years and conduct follow up activities to ensure the required maintenance has been completed. Inspections may be conducted by the permittee or their designee as defined in 9 VAC 25-870-114.</p> <p>(3) For SWM facilities that are privately maintained and for which maintenance agreements have not been established between the permittee and the owner, the permittee shall implement a pilot program consisting of the following:</p> <p>(i) No later than 12 months after the effective date of the permit, the permittee shall develop draft procedures and policies that are designed to ensure that inspection and maintenance of privately maintained SWM facilities without maintenance agreements are being conducted. The draft procedures and policies should identify any expected limitations to the permittee's ability to implement these procedures and policies and should propose options to overcome these limitations.</p> <p>(ii) No later than 15 months after the effective date of the permit, the permittee shall implement these draft procedures and policies including the proposed options identified in subsection Part I.B.2.h)2)a)(3)(i) above.</p> <p>(iii) No later than 36 months after the effective date of the permit, the permittee shall modify the draft policy and procedures required by Part I.B.2.h)2)a)(3)(i) for the inspection of privately maintained SWM facilities based on the findings of Part I.B.2.h)2)a)(3)(ii) and finalize the inspection procedures.</p>		<p>The City will finalize the draft policy and procedures for the inspection of privately-maintained SWM facilities based on the findings of the pilot of the draft procedures no later than 36-months after the effective date of the permit.</p>	<p>facilities not operated by the City as required by Part I.B.2.h)2).</p>
<p>3) No later than 18 months after the effective date of this permit, the permittee shall map the MS4 service area and each MS4 outfall. The following information shall be tracked for each MS4 outfall:</p> <p>a) An individual identification number, local watershed, sixth order HUC and receiving water.</p> <p>b) The latitude and longitude in decimal degrees.</p> <p>c) New outfalls upon their inclusion into the MS4.</p>	<p>SWC</p>	<p>All outfalls owned or operated by the City that discharge to surface waters will be identified and recorded in an electronic inventory file. Each outfall record will include an individual identification number, the local watershed, HUC, the receiving water, and the outfall latitude and longitude in decimal degrees.</p> <p>The City will delineate the MS4 boundaries and the outfall drainage areas in PY1.</p> <p>New outfalls will be incorporated into the outfall inventory and mapped from information on as-built plans provided by the party responsible for constructing the new outfall.</p>	<p>The MS4 service area map including outfalls and information included in Part I.B.2.h)3) shall be submitted no later than January 1, 2018. The information shall be submitted as an electronic file.</p>
<p>4) No later than 24 months after the effective date of this state permit, the permittee shall identify the following for each local watershed, sixth order HUC, and Chesapeake Bay Segment:</p> <p>a) The number of impervious, pervious, and total acres served by the MS4 as of June 30, 2009.</p> <p>b) The number of impervious, pervious, and total acres treated by stormwater controls as of June 30, 2009.</p>	<p>SWC</p>	<p>The City will use the MS4 service area and the City's 2009 land cover data to estimate the acres of pervious and impervious by local watershed, sixth order HUC, and Chesapeake Bay Segment in PY1 and PY2.</p> <p>The City will use the City's 2009 land cover data and SWMF drainage area delineations to identify the number of impervious, pervious and total acres treated by stormwater controls.</p>	<p>The PY2 annual report shall include for each local watershed, sixth order HUC, and Chesapeake Bay Segment of each of the following:</p> <p>a) The number of impervious, pervious, and total acres served by the MS4 for each City of Portsmouth local watershed, sixth order HUC, and Chesapeake Bay segment.</p> <p>b) The number of impervious, pervious, and total acres treated by stormwater controls.</p>
<p>5) No later than 54 months after the effective of this state permit, the permittee shall update each of the following:</p> <p>a) The number of impervious, pervious, and total acres served by the MS4 for each City of Portsmouth local watershed, sixth order HUC, and Chesapeake Bay segment.</p> <p>b) The number of impervious, pervious, and total acres treated by stormwater controls.</p>	<p>SWC</p>	<p>The City will use the MS4 service area and develop new land cover data to update the estimate for the acres of pervious and impervious by local watershed, sixth order HUC, and Chesapeake Bay Segment in PY4 and PY5.</p> <p>The City will use the updated land cover data described above and SWMF drainage area delineations, including the addition of new facilities, to identify the number of impervious, pervious, and total acres treated by stormwater controls</p>	<p>The PY5 annual report shall include for each local watershed, sixth order HUC, and Chesapeake Bay Segment updates of each of the following:</p> <p>a) The number of impervious, pervious, and total acres served by the MS4 for each City of Portsmouth local watershed, sixth order HUC, and Chesapeake Bay segment.</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
			b) The number of impervious, pervious, and total acres treated by stormwater controls.
<i>i. City Facilities</i>			
1) Good Housekeeping			
a) The discharge of permittee vehicle wash water into the MS4 at permittee facilities without authorization from a separate VPDES permit shall be prohibited.	SWC DGS	City vehicle washing is conducted at the City of Portsmouth's Vehicle Wash Building and commercial car washes. Vehicle wash water is collected and sent to the sanitary sewer.	The City's Vehicle Wash Building will be included in the list of high-priority municipal facilities.
b) The discharge of wastewater into the MS4 at permittee facilities without authorization by a separate VPDES permit shall be prohibited.	DPU HRSD	All wastewater is sent to the sanitary sewer or collected by appropriate vendors.	
c) The dumping of collected yard waste and grass clippings into the MS4 shall be prohibited.	WMD	The City will develop a training module for City staff that will include information on proper disposal of grass clippings and yard waste into the MS4 in PY2. The City will ensure that City employees responsible for grounds maintenance receive appropriate annual training.	
d) Fluids leaked from municipal vehicles shall be prevented to the maximum extent practical from entering the storm sewer system. Leaked fluids shall be cleaned up and disposed of properly, as soon as possible but no later than 24 hours after discovery.	SWC DGS DPU PPS	Information on good housekeeping practices at and around City facilities is provided in SWPPPs, Spill Control and Countermeasures Plans, applicable standard operating protocols. Good housekeeping information is presented during annual pollution prevention and spill prevention and response employee training. The City will ensure that the appropriate City employees receive annual training for applicable standard operating protocols, pollution prevention, and spill prevention and response.	
e) No later than the expiration date of this state permit, the permittee shall install and maintain markings on all stormwater inlets located on high-priority municipal facilities, as defined at Part I.F, and on permittee properties with greater than 2 acres of impervious surface.	SWC DGS Properties Management Division	High priority municipal facilities, as defined at Part I.F, with greater than 2-acres of impervious surface will have markers installed at the storm inlets in PY3 and the markers will be inspected once per permit cycle for maintenance needs.	
2) High Priority Municipal Facilities			
a) No later than 12 months after the effective date of this state permit, the permittee shall identify all high-priority municipal facilities that do not require a separate VPDES industrial stormwater permit.	SWC	In PY1, the City will develop a list of all high-priority municipal facilities that do not require a separate VPDES industrial stormwater permit.	The PY1 annual report shall include a list of all high-priority municipal facilities
b) Within 12 months of state permit coverage, the operator shall identify which of the municipal high-priority facilities have a high potential of discharging pollutants. Municipal high-priority facilities that have a high potential for discharging pollutants are those facilities identified in subsection (a) above that are not covered under a separate VPDES permit and which any of the following materials or activities occur and are expected to have exposure to stormwater resulting from rain, snow, snowmelt or runoff: (1) Areas where residuals from using, storing or cleaning machinery or equipment remain and are exposed to stormwater. (2) Materials or residuals on the ground or in stormwater inlets from spills or leaks. (3) Material handling equipment (except adequately maintained vehicles). (4) Materials or products that would be expected to be mobilized in stormwater runoff during loading/unloading or transporting activities (for example, rock, salt, and fill dirt). (5) Materials or products stored outdoors (except final products intended for outside use where exposure to stormwater does not result in the discharge of pollutants)	SWC	During PY1, each of the high-priority municipal facilities identified in MS4 Action ID B.2.i.2 will be evaluated to identify which of these facilities have a high potential of discharging pollutants using the criteria found in Part I.B.2.i.2)b) of the MS4 permit. In PY1, the City will conduct a Pollution Prevention Assessment pilot study of the I.C. Norcom High School, the Churchland High School, and the Woodrow Wilson High School to determine if the facilities need to be classified as high-priority facilities.	The PY1 annual report shall include a list of all high-priority municipal facilities The City will add the high schools to the list of high-priority municipal facilities if deemed necessary during the assessment.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
<p>(6) Materials or products that would be expected to be mobilized in stormwater runoff contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers.</p> <p>(7) Waste material except waste in covered, nonleaking containers (for example, dumpsters).</p> <p>(8) Application or disposal of process wastewater (unless otherwise permitted).</p> <p>(9) Particulate matter or visible deposits of residuals from roof stacks, vents or both not otherwise regulated (that is, under an air quality control permit) and evident in the stormwater runoff.</p>			
<p>c) The permittee shall develop and/or update and implement individual SWPPPs for each high-priority municipal facility identified under Part I.B.2.i)2)(b) no later than 36 months after the effective date of this state permit. SWPPP shall include:</p> <p>(1) A site description that includes a site map identifying all outfalls, direction of flows, existing source controls and receiving water bodies.</p> <p>(2) A discussion and checklist of potential pollutants and pollutant sources.</p> <p>(3) A discussion of all potential nonstormwater discharges</p> <p>(4) A maintenance schedule for all existing source controls.</p> <p>(5) All policies and procedures implemented at the facility to ensure source reduction.</p> <p>(6) An inspection schedule and checklist to ensure that all source reductions are continually implemented and all source controls are appropriately maintained. The date of each inspection and associated findings and follow-up shall be logged in each SWPPP</p> <p>(7) Appropriate training as required in Part I.B.2.k).</p> <p>(8) Procedures to conduct an annual comprehensive site compliance evaluation.</p> <p>(9) Procedures to conduct dry weather screening.</p> <p>(10) All modifications made as the result of any release or spill.</p>	SWC	The City will continue to implement SWPPPs for each high-priority municipal facility identified as required in section 1.B.2.i.2.b during the first permit term. The SWPPPs will include the information (items 1-10) listed in section 1.B.2.i.2.c. The SWPPPs will be reviewed in PY3 and updated as necessary.	In PY3, the completion of each SWPPP review and update will be described. Each annual report will provide the dates of inspection for each high-priority municipal facility.
<p>d) A copy of each SWPPP shall be kept at each high-priority municipal facility and be kept updated.</p>	SWC	A copy of the high-priority municipal facility SWPPP will be kept at each facility requiring one.	See 2.c.
<i>j. Public Education/Participation;</i>			
The permittee shall implement a public education program with the goal of increasing the stormwater knowledge of target audiences and changing behavior to result in pollutant reductions. The permittee may fulfill all or part of the requirements of this state permit through regional outreach programs involving two or more MS4 localities.			
<p>1) The permittee shall identify, schedule, implement, evaluate, and modify, as necessary, public outreach activities designed to meet the following public education and outreach goals:</p>	SWC PRLS	<p>Current practices of public education for each outreach goal outlined in J.1.a-J.1.j shall be collected and evaluated within 24 months of the effective permit date.</p> <p>The City shall submit a list of public outreach and education activities annually to be included in the annual report.</p> <p>An evaluation of the City's public outreach will be determined based on surrounding communities' knowledge of outreach goals collected through surveys at town meetings and other town forums, along with using online tools.</p> <p>The City will evaluate the existing public education and participation program to:</p> <ul style="list-style-type: none"> • Determine topics already covered in the media. • Determine events used to provide education and allow participation. • Develop a public education and participation plan to include the required topics not being covered by the existing program. 	<p>Each annual report shall include a list of City public outreach and education activities and the estimated number of individuals reached through the activities.</p> <p>An evaluation of program effectiveness, as outlined in the MS4 Program Plan, with recommendations for future changes shall also be included.</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		<ul style="list-style-type: none"> Develop metrics to evaluate the effectiveness of the educational materials and participation activities. Investigate different social media to determine how they can be used to promote stormwater messages. Explore the use of interactive maps on the City stormwater website for the public to gather information about MS4 Program Plan activities. <p>This information will help educate citizens on how their stormwater utility fees are being used to manage stormwater in their neighborhood and City-wide. The public education and participation plan will provide steps for implementation of the recommended actions.</p>	
a) Promote, publicize, and facilitate public reporting of the presence of illicit discharges or improper disposal of materials into the MS4.	SWC	<p>Illicit discharge outreach and educational efforts will focus on the following audiences for the duration of this permit:</p> <ul style="list-style-type: none"> Contractors with construction sites in the City. City staff working at City facilities most likely to have illicit discharges. <p>The City will review their existing illicit discharge reporting system and develop a reporting system for illicit discharges or improper disposal of materials into the MS4 that do not already have a reporting system in place. A training program in the recognition and reporting of illicit discharges will be developed for City field personnel. The City will maintain their illicit discharge webpage on the City website and continue to receive tips on illicit discharges from the public.</p>	Each annual report shall include a list of City public outreach and education activities and the estimated number of individuals reached through the activities. See k.1. for City staff training and documentation.
b) Continue to promote individual and group involvement in local water quality improvement initiatives, including the promotion of local restoration and clean-up projects, programs, groups, meetings, and other opportunities for public involvement.	All	<p>Individual involvement in local restoration and cleanup initiatives is promoted through the City's partnership and financial support of the organization KPB. Examples of KPB involvement include:</p> <ul style="list-style-type: none"> Elizabeth River Project Hoffler Creek Wildlife Foundation & Preserve 	KPB meetings and activities tracked through KPB website (http://www.kpbva.org/) and their partner organization/site (http://askhrgreen.org/).
c) Develop an outreach program for public and private golf courses located within the City that discharge to the permittee's MS4, which encourages implementation of integrated management practice plans and techniques to reduce runoff of fertilizer and pesticides.	PRLS	The City will develop a list of private and public golf courses greater than 1 acre within 6 months of effective permit date and an outreach program within 24 months of the effective permit date for public and private golf courses within the area with greater than 1 acre of land.	List of public and private golf courses and outreach program efforts included in annual report.
d) Promote, publicize, and facilitate the proper management and disposal of used oil and household hazardous wastes.	SWC	<p>The City will develop an informational website on proper management and disposal of used oil and household hazardous wastes within 24 months of the effective permit date.</p> <p>The City will advertise on this webpage a household hazardous waste collection day that occurs biannually.</p>	Summary information will be provided in the PY2 to PY5 annual reports.
e) Promote and publicize the proper disposal of pet waste and household yard waste.	SWC	<p>The City will develop an informational website on proper disposal of pet waste and household yard waste within 24 months of the effective permit date.</p> <p>The City will develop a strategy for disposal of pet and household yard waste and create a system to monitor the success of the strategy.</p>	Summary information will be provided in the PY2 to PY5 annual reports.
f) Promote and publicize the use of the City's litter prevention program.	SWC	The City will post a link to the informational brochure on the City's litter prevention program on the City's website within 24 months of effective permit date.	Summary information will be provided in the PY2 to PY5 annual reports.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
g) Promote and publicize methods for residential car washing that minimize water quality impacts.	SWC	The City will post a link to the informational brochure on the City's website to publicize methods for residential car washing that minimize water quality impacts within 24 months of effective permit date.	Summary information will be provided in the PY2 to PY5 annual reports.
h) Promote and publicize the proper use, application, and disposal of pesticides, herbicides, and fertilizers by public, commercial, and private applicators and distributors.	SWC	The City will develop an informational website to proper use, application, and disposal of pesticides, herbicides, and fertilizers that minimize water quality impacts within 24 months of effective permit date.	Summary information will be provided in the PY2 to PY5 annual reports.
i) Encourage private property owners to implement voluntary SWM techniques and/or retrofits.	SWC	City representatives from SWC to attend town meetings annually to educate residents and discuss benefits of implementing voluntary stormwater techniques in the surrounding community. The City will add information or links to their website about voluntary stormwater techniques and retrofits.	Each annual report shall provide a summary of voluntary retrofits completed on private property used to demonstrate pollutant reduction requirements. Each annual report shall provide a summary of voluntary SWM techniques encouraged on private property.
j) Target strategies towards local groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts.	SWC	The City will develop a list of local groups of commercial, industrial, and institutional entities likely to have significant stormwater impacts within 18 months of the effective permit date. The City will create target strategies within 24 months of the effective permit date.	List of local groups of commercial, industrial, and institutional entities in the PY2 annual report.
2) The permittee shall post a copy of this state permit on its website no later than 30 days after the effective date of this state permit and continue to retain a copy of the permit online for the duration of this state permit.	SWC	The state permit is posted on the City website.	The City website address for the permit will be provided in the second annual report.
3) The permittee shall post copies of each annual report on its website no later than 30 days after the report submittal to the Department and continue to retain copies of the annual reports online for the duration of this state permit.	SWC	The annual report is posted on the City website.	The City website address for the permit will be provided in the second annual report.
4) The permittee shall post the most current MS4 Program Plan on its website no later than 30 days after submittal of the MS4 Program Plan to DEQ and maintain a current copy on the website. If the MS4 Program Plan is modified or revised, the updated plan shall be posted within 30 days of the revision(s). Copies of the most current MS4 Program Plan shall be made available for public review upon request of interested parties in compliance with all applicable open records requirements.	SWC	After submission to DEQ and DEQ approval, the MS4 Program Plan will be posted to the City's website.	The City website address for the permit will be provided in the second annual report.
k. Training			
The permittee shall conduct stormwater training for permittee employees. The training requirement may be fulfilled all or in part through regional training programs involving two or more MS4 localities; provided, however, that the permittee shall remain individually liable for its failure to comply with the training requirements in this state permit. The permittee shall determine the appropriate employees to receive the following types of training based on the specific topic for which training is to be provided:			
1) The permittee shall provide biennial training to appropriate field personnel in the recognition and reporting of illicit discharges.	SWC	The City will provide biennial training in the recognition and reporting of illicit discharges to staff in facility maintenance, infrastructure, operations, and emergency response activities and to City construction managers.	Each annual report shall include a list of training events, the date, and the estimated number of individuals attending each event.
2) The permittee shall provide biennial training to appropriate employees in good housekeeping and pollution prevention practices that are to be employed during road, street, and parking lot maintenance.	SWC	The City will provide biennial training in good housekeeping and pollution prevention practices that are to be employed during road, street, and parking lot maintenance to City staff in infrastructure, operations, and facilities maintenance.	
3) The permittee shall provide biennial training to appropriate employees in good housekeeping and pollution prevention practices that are to be employed in and around permittee maintenance and public works facilities.	SWC	The City will provide biennial training in good housekeeping and pollution prevention practices that are to be employed in and around the City maintenance and public works facilities per each facilities' SWPPP. City staff to be trained include,	

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		but is not limited to, infrastructure, operations, streets and highways divisions, and facilities maintenance staff.	
4) The permittee shall ensure that employees and contractors who apply pesticides and herbicides are properly trained or certified per the Virginia Pesticide Control Act (§3.2-3900 et seq. of the Code of Virginia). The requirements of the Virginia Pesticide Control Act are established by the Virginia Pesticide Control Board.	SWC DPW PRLS	PRLS ensures employees who apply pesticides and herbicides receive proper training and certification requirements per the Virginia Pesticide Control Act. Records are kept by PRLS.	Records are kept by the PRLS.
5) The permittee shall have a program to ensure that City plan reviewers, inspectors, program administrators, and construction site operators (for example, responsible land disturber) are trained and obtain the appropriate certifications to the extent required under the Virginia Erosion and Sediment Control Law and attendant regulations.	SWC	The City will verify that all City plan reviewers, inspectors, program administrators, and construction site operators either have received training, are scheduled for training, or have appropriate certifications. Staff needing training will attend sessions and take necessary exams for certification within 12 months. New staff without training will complete initial training sessions within 12 months of hire date.	Summary information will be provided in the annual reports.
6) The permittee shall have a program to ensure that the applicable City employees obtain the appropriate certifications as required under the Virginia Stormwater Management Act and its attendant regulations to implement the modified SWM design criteria.	SWC	The City will verify that all City plan reviewers, inspectors, program administrators, and construction site operators either have received training, are scheduled for training, or have appropriate certifications. Staff needing training will attend sessions and take necessary exams for certification within 12 months. New staff without training will complete initial training sessions within 12 months of hire date.	Summary information will be provided in the annual reports.
7) The permittee shall provide biennial training to applicable employees in good housekeeping and pollution prevention practices that are to be employed in and around permittee recreation facilities.	SWC PRLS	Applicable PRLS and SWC Facilities Management employees who conduct maintenance, repair, and custodial work at City recreational buildings (community and nature centers) and service park infrastructure will receive annual training that covers the following information: <ul style="list-style-type: none"> Recognizing and reporting illicit discharges. Good housekeeping and pollution prevention practices to be employed at recreational buildings (community and nature centers) and park infrastructure. Training materials will be consistent with those used for employee training described in Part 2.k.1 through 2.k.3. 	Each annual report shall include a list of training events, the date, and the estimated number of individuals attending each event.
8) The appropriate emergency response employees shall have training in spill response. A summary of the training and/or certification program provided to emergency response employees shall be included in the first annual report.	Portsmouth Police Department/ Portsmouth Fire Department	Portsmouth Police Department and Portsmouth Fire Department staff receives training on spill response. Fire Department personnel receive training on hazardous materials awareness and operations, including spill response. Fire Department emergency response personnel are trained and certified during recruit school to the Virginia State Hazardous Materials Operations Level. The curriculum covers spill response and includes diking, damming, and diverting techniques. Fire Department Hazardous Materials Technicians and Specialists are required to do training to maintain Virginia Department of Emergency Management certification, which will be reviewed within 12 months of the effective permit date police officers are required to take an online course about hazardous materials and spill response.	The PY1 annual report shall include documentation of employee emergency spill response training and/or certification.
9) Documentation shall be kept of all training events, including the training date, number of employees attending the training, and the objective of the training event for a period of 3 years after each training event. Additionally, all events shall be listed in the annual report for the year in which the training event occurred.	SWC	Training documentation is kept on file by the appropriate office and submitted annually to the City.	A list of training events will be provided in the MS4 annual report.
<i>I. Dry Weather Screening Program</i>			
The permittee shall continue ongoing efforts to detect the presence of illicit connections and unauthorized discharges to the permittee's MS4.			

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
1) The permittee shall continue to implement a program of dry weather screening in areas of concern as identified by the permittee including but not limited to: commercial car washes, car dealerships, pet kennels, restaurants, areas with a history of complaints, and areas upstream of sensitive ecosystems. The permittee shall screen at a minimum, 75 stations each year. If flowing water is detected, the permittee will investigate the source of the potential illicit discharge and document the steps taken to eliminate the discharge.	SWC	Annual dry weather screening will be conducted at a minimum of 75 stations in areas of concern including but not limited to: commercial car washes, car dealerships, pet kennels, restaurants, areas with a history of complaints, and areas upstream of sensitive ecosystems. If flowing water is detected, the City will investigate the source of the potential illicit discharge and document the steps taken to eliminate the discharge.	Each annual report shall include the total number of stations included as part of the City's MS4, the number of stations screened during the reporting period, a list of locations upon which dry weather screening was conducted, the results and any follow-up actions including a summary of each investigation conducted by the operator of any suspected illicit discharge. The summary shall include: (i) the date that the suspected discharge was observed; (ii) how the investigation was resolved, including any follow-up; and (iii) resolution of the investigation and the date the investigation was closed.
2) Criteria for selection of outfalls to be screened as required by Part I.B.2.l)1)(a) above shall include but is not limited to the following: a) List of sites requiring further investigation, as previously identified. b) Age and density of development with the likelihood of illicit connections such as older residential, commercial and industrial areas. c) Stations representing the general land uses of the City. d) Poorly maintained gas stations, service stations, and shopping centers. e) Presence of environmentally-sensitive features downstream. f) History of complaints received on illicit discharges.	SWC	The City will review and update its dry weather screening plan in PY2 to ensure consistency with the outfall selection criteria.	
<i>m. Infrastructure Coordination</i>			
The permittee shall coordinate with the VDOT regarding issues of MS4 physical-interconnectivity as described below:			
1) Annual coordination meeting	SWC	The City will meet annually with VDOT for purposes of overall coordination on priority issues for the City's MS4 Program Plan (including O&M elements) and TMDL action planning relevant to the interconnectivity of the MS4s.	Meeting dates and minutes to be reported in the annual report.
2) Mapping	SWC	The City will inform VDOT of the status of its mapping program, identifying any uncertainty regarding ownership or actual location of MS4 components associated with the physically-interconnected MS4s, and working to resolve such uncertainty. The City will coordinate with VDOT to identify any areas within the City's municipal boundaries that drain to the VDOT MS4. In coordination with roadways (Part B.2.c), and MS4 boundary determination, the City will determine the status of VDOT's current mapping program and identify areas of ownership uncertainty within the City's municipal boundary within 15 months of the effective permit date. The City shall schedule a meeting with VDOT to discuss findings and resolve ownership issues within 18 months of the effective permit date.	The status of the mapping program to be included in the PY1 annual report.
3) Chesapeake Bay TMDL Action Plans	SWC	The City will inform VDOT of the means, methods, and schedule by which the City will implement the reductions required by the Chesapeake Bay TMDL Special Condition (Part I.D.1) within 30 months of the effective permit date when those means and methods may impact the physically-interconnected MS4s. The parties are encouraged to cooperate with one another where the siting or design of BMPs	Chesapeake Bay TMDL Action Plans is part of annual report. Reported information will be submitted in PY2 action plan.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
		<p>may be accelerated or otherwise improved by mutual cooperation. The City will arrange meetings with VDOT to discussion these items.</p> <p>The City will coordinate with VDOT to identify any areas within the City's municipal boundaries that drain to the VDOT MS4 within 15 months of the effective permit date and are unaccounted for in the Chesapeake Bay TMDL Action Plan developed by VDOT or the City. The unaccounted areas shall be quantified (acres) in the Chesapeake Bay TMDL Action Plan submitted by the City.</p>	
4) Other TMDL Action Plans	SWC	The City shall inform VDOT of TMDL Action Plans and major milestones implemented for other (that is, non-Chesapeake Bay) TMDLs when those plans may impact the physically-interconnected MS4s within 30 months of the effective permit date. The parties are encouraged to cooperate with one another where the siting or design of BMPs may be accelerated or improved by mutual cooperation. The City will arrange meetings with VDOT to discussion these items.	Other TMDL Action Plans are part of the annual report. Reported information will be submitted in the PY2 action plan.
5) Credit for TMDL implementation	SWC	Permit-specific BMP retrofit requirements shall not be double-counted in the calculation of load reductions. If the City undertakes the project, the City shall be entitled to full credit for the project, but may share credit with VDOT on mutually agreeable terms, which shall be in writing. The City will be coordinating with VDOT on BMP retrofit projects.	
6) Illicit discharge detection and elimination	SWC	The City will continue to implement their illicit discharge detection and elimination program, including dry weather field screening (Part B.2.I), for the City's portion of the physically-interconnected MS4. As part of the annual coordination meeting, described in item 1 above, the City will coordinate with VDOT on the identification of high-risk industrial facilities and will establish procedures for notifying VDOT when an illicit discharge is identified in the VDOT MS4.	Illicit discharge and elimination, dry weather screening, and high-risk industrial facilities will be described in the annual report. The City and VDOT meeting agenda and minutes will be added to the annual report.
7) Water quality monitoring	SWC	The City will conduct water quality monitoring as required by Part I.B.2.I and Part I.C of this state permit annually. The City will annually make available to VDOT all monitoring data collected from areas where the physically-interconnected MS4 discharges to the VDOT MS4 or received flow from the VDOT MS4.	Water quality monitoring reports shall be delivered in each annual report.
8) Annual reports	SWC	As part of its annual report, the City will document coordination efforts with VDOT that occurred during the reporting year pursuant to requirements 1 through 7 above.	<p>Annual reports shall be submitted a year after the effective permit date.</p> <p>Coordination efforts will be reported as a list and meeting minutes and agenda will be attached in annual report.</p>
C. Monitoring Requirements			
1. In-system Monitoring/Wet Weather Monitoring			
<p>The permittee shall develop and implement an in-system monitoring program to characterize the stormwater discharged to the MS4, identify pollutants of concern as well as determine the loading associated with various land uses as follows:</p> <p>a) Two stormwater monitoring sites within the City designated as part of the Hampton Roads Stormwater Monitoring Network shall be selected for monitoring during the term of this permit.</p> <p>b) Monitoring shall be conducted, at a minimum of once per quarter between January 1st and December 31st at each monitoring location.</p>	<p>SWC</p> <p>HRPDC</p> <p>HRSD</p> <p>USGS</p>	<p>The City will work with partner organizations (HRPDC, HRSD, USGS) to develop a monitoring protocol in PY1.</p> <p>The City will annually perform an analysis of the monitoring data.</p>	<p>The PY1 annual report shall include the list of sites to be monitored during the term of the state permit and monitoring protocols.</p> <p>Each annual report shall include a summary of the monitoring results and analysis and an interpretation of that data.</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
<p>c) Monitoring shall be performed for the following parameters:</p> <ol style="list-style-type: none"> 1) Temperature 2) Total Suspended Solids 3) Ammonia as Nitrogen 4) Nitrate plus Nitrite Nitrogen 5) Total Kjeldahl Nitrogen 6) Total Nitrogen (calculated) 7) Dissolved Phosphorus 8) Total Phosphorus <p>d) Monitoring for the parameters listed in Part I.C.1.c) shall be in accordance with Part II.A. of this state permit except as follows</p> <ol style="list-style-type: none"> 1) Orthophosphate: Filtering shall be performed upon acceptance of the sample by the laboratory 2) Orthophosphate: The maximum holding time of the sample is 28 days after immediate freezing; and 3) Preservation of Nitrate plus Nitrite, Ammonia as Nitrogen, Total Kjeldahl Nitrogen, and Total Phosphorus shall be performed upon acceptance of the sample by the laboratory. 			
2. Bacteria Monitoring			
<p>The permittee shall continue to implement the Hoffer Creek bacteria monitoring program to assess the overall health and evaluate long-term trends in Hoffer Creek relating to bacteria and evaluate the effectiveness of the upstream BMPs as follows:</p> <ol style="list-style-type: none"> a) Monitoring shall be performed at no less than four sites for Hoffer Creek during the term of this permit. b) Samples shall be collected once per month during ebb tide. c) Monitoring shall be performed for the following parameters <ol style="list-style-type: none"> 1) Enterococci 2) Fecal Coliform d) Monitoring for the parameters listed in Part I.C.2.c) shall be in accordance with Part II.A. of this state permit. e) The monitoring program may include coordination with other localities for a more extensive analysis of bacteria in the watershed. 		<p>The City will develop a bacteria monitoring plan for Hoffer Creek in PY1. It will include monitoring locations, methodology, and monitoring protocols.</p>	<p>No later than 12 months after the effective date of this state permit, the City shall submit the list of sites to be monitored, the methodology and the monitoring protocols. The monitoring protocols shall be incorporated into the MS4 Program Plan.</p> <p>Each subsequent annual report shall include a summary of the monitoring results and analyses and an interpretation of that data with respect to long-term patterns and trends.</p> <p>Final results and analyses shall be submitted with the permit application for the reissuance of this state permit due 180 days before this permit's expiration date.</p>
3. Structural and Source Controls Compliance Monitoring and Tracking			
<ol style="list-style-type: none"> a) The permittee shall maintain an updated electronic database of all known permittee and privately maintained SWM facilities. The database shall include the following: <ol style="list-style-type: none"> 1) The SWM facility type, address, and latitude, and longitude (in decimal degrees). 2) The total pervious and impervious acres treated. 3) The date brought online (MMYYYY). If the date is unknown, the permittee shall use June 2005 as the date brought online for all previously existing SWM facilities. 4) The HUC 6 in which the SWM facility is located. 5) The name of any impaired water segments within each HUC listed on the most recent 305(b)/303(d) Water Quality Assessment Integrated Report to which the SWM facility discharges. 6) Whether the SWM facility is permittee or privately maintained. 		<p>The City of Portsmouth will update the SWM facility database annually.</p> <p>The City will continue to investigations into SWM facilities that may not have been included in the database and include any newly discovered SWM facilities in the annual database update. The known or estimated construction data of the SWM facilities will be included in the database.</p> <p>The City will update the list of quantity only SWM facilities in PY2.</p>	<p>Each annual report shall include a copy of the updated SWM facility database in electronic format.</p> <p>Each annual report shall include a summary of activities taken by the City to ensure maintenance of private SWM facilities and SWM facilities maintained by the City.</p> <p>The PY3 annual report shall include an updated list of SWM facilities existing before the effective date of this permit.</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
<p>7) Whether the SWM facility discharges into the permittee's MS4.</p> <p>8) Whether a maintenance agreement exists if the SWM is privately maintained.</p> <p>9) The date of last inspection by permittee authorities.</p> <p>All SWM facilities brought online during each reporting year shall be submitted with the appropriate annual report, as an electronic file in one of the following formats: shapefile, geodatabase, .xls, .xlsx, .csv, .mdx, .dbf, delimited text, XML, or other file approved by the Department.</p> <p>No later than 36 months of the effective date of this state permit, the list shall be updated to include the required information for SWM facilities known to exist before the effective date of this state permit. The updated information shall be submitted with the third annual report of this permit.</p>			
<p>b) Facilities that solely provide peak flow control as required by the City of Portsmouth Code are excluded from the requirements of this section. Inspection and maintenance requirements for these facilities shall be in accordance with all applicable state and local ordinances, regulations, and statutes.</p>		<p>Facilities that solely provide peak flow control as required by the City of Portsmouth Code will be inspected and maintained in accordance with all applicable state and local ordinances, regulations, and statutes.</p>	
<p>D. TMDL Action Plan and Implementation</p>			
<p>1. Chesapeake Bay Special Condition</p>			
<p>No later than 24 months after the effective date of this state permit, the permittee shall develop and submit to the Department for its review and approval a phased Chesapeake Bay TMDL Action Plan.</p>	<p>SWC</p>	<p>The City will develop a Chesapeake Bay TMDL Action plan to DEQ by the end of PY2.</p>	<p>The City will submit the Chesapeake Bay TMDL Action Plan by the end of PY2.</p> <p>Each subsequent annual report shall include a list of control measures implemented during the reporting period and the cumulative progress toward meeting the compliance targets for total nitrogen, phosphorus, and total suspended solids.</p> <p>Each subsequent annual report shall include a list of control measures that were implemented during the reporting cycle and the estimated reduction achieved by the control. For SWM controls, the report shall include the information required in Part I.C.3.a) and shall include whether an existing SWM control was retrofitted, and if so, the existing SWM control type retrofit used.</p> <p>Each annual report shall include a list of control measures that are expected to be implemented during the next reporting period and the expected progress toward meeting the compliance targets for total nitrogen, total phosphorus, and total suspended solids.</p> <p>The City shall include the following as part of its reapplication package due in accordance with Part II.M:</p> <p>(a) Documentation that sufficient control measures have been implemented (or documentation detailing that implementation will be complete by the expiration date of this state permit) to meet the compliance target identified in this Special Condition. If temporary credits or offsets</p>

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
			<p>have been purchased to meet the compliance target, the list of temporary reductions used to meet the 5 percent reduction in this state permit and a schedule of implementation to ensure a permanent 5 percent reduction shall be provided.</p> <p>(b) A draft second phase Chesapeake Bay TMDL Action Plan</p>
2. TMDL Action Plans other than the Chesapeake Bay TMDL			
<p>No later than 24 months after the effective date of this state permit, the permittee shall submit TMDL Action Plans to the Department to address any new or modified requirements established under this Special Condition for pollutants identified in TMDL wasteload allocations approved before the effective date of this state permit.</p>	<p>SWC</p>	<p>The City will develop and submit TMDL Action Plans to address any new or modified requirements established under this Special Condition for pollutants identified in TMDL wasteload allocations approved prior to the effective date of this state permit to DEQ by the end of PY2.</p>	<p>The City will submit the required TMDL Action Plans to the Department for review and acceptance with the appropriate annual report associated schedule identified in this permit.</p> <p>The permittee shall report on the implementation of the TMDL Action Plans and associated evaluation including the results of any monitoring conducted as part of the evaluation.</p>
E. Annual Reporting			
<p>The permittee shall submit the annual report to the Department, no later than October 1st of each year.</p>	<p>SWC</p>	<p>The City will submit an annual report to DEQ, no later than October 1st of each permitted year.</p>	<p>The report shall cover the previous fiscal year from July 1st to June 30th and include the following separate sections:</p> <ol style="list-style-type: none"> 1. Background Information <ol style="list-style-type: none"> a) The permittee and permit number of the program submitting the annual report. b) Any modifications to the MS4 Program Plan as a result of the annual report. c) The reporting dates for which the annual report is being submitted. d) Certification as per Part II.K. 2. A summary of the implementation of each of the components established under Part I.B. and an evaluation of the effectiveness of each component. The permittee should attempt to limit any component's narrative summary to no longer than two pages, plus any necessary tables and figures. 3. A summary report of the monitoring programs listed under Part I.C. 4. A summary of the implementation of each component listed under Part I.D. 5. The Specific Reporting Requirements identified in VSMP MS4 permit.

Permit Requirement	Responsible Party	Program Plan Elements	Reporting Requirements
--------------------	-------------------	-----------------------	------------------------

Acronyms:

- BMP = best management practices
- CFR = *Code of Federal Regulations*
- City = City of Portsmouth
- DEQ = Department of Environmental Quality
- DGS = Department of General Services
- DMR = discharge monitoring report
- DPU = Department of Public Utilities
- EPCRA = Emergency Planning & Community Right-To-Know Act
- ft² = square feet
- HHM = household hazardous materials
- HRPDC = Hampton Roads Planning District Commission
- HRSD = Hampton Roads Sanitation District
- HUC = hydrologic unit code
- ID = identification
- KPB = Keep Portsmouth Beautiful
- MS4 = Municipal Separate Storm Sewer System
- O&M = operations and maintenance
- PFD = Portsmouth Fire Department
- PRLS = Parks, Recreation, and Leisure Services
- PY = permit year
- SHD = State Health Department
- SPCC = spill prevention, control and countermeasures
- SWC = Stormwater Compliance
- SWM = stormwater management
- SWMF = Stormwater Management Facility
- SWPPP = stormwater pollution prevention plans
- TMDL = Total Maximum Daily Load
- USGS = United States Geological Survey
- VAC = Virginia Administrative Code
- VDOT = Virginia Department of Transportation
- VPDES = Virginia Pollutant Discharge Elimination System
- VSMP = Virginia Stormwater Management Program
- WMD = Waste Management Division