City of Waynesboro, Virginia
Virginia Stormwater Management Program
Municipal Separate Storm Sewer System (MS4)
Program Plan 2018
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CHESAPEAKE BAY TMDL

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INTRODUCTION

Discharges from municipal separate storm sewer systems are regulated under the Virginia Stormwater Management Act, the Virginia Stormwater Management Program (VSMP) Permit regulations, and the Clean Water Act as point source discharges. MS4 regulations were developed and implemented in two phases. Implementation of the first phase began in the early 1990s and required that operators of MS4s serving populations of greater than 100,000 people (per the 1990 decennial census) apply for and obtain a permit to discharge stormwater from their outfalls. The second phase of MS4 regulations became effective March 23, 2003, and required that operators of small MS4s in "urbanized areas" (as defined by the latest decennial census) obtain a permit to discharge stormwater from their outfalls.

In August 2013, the City of Waynesboro received a Notice of Designation as a regulated small MS4. Part of the City’s jurisdiction had been identified as being located within an urbanized area according to the 2010 Decennial Census. As a result, the City must apply for coverage under the General Permit for the Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems. Similar to the Phase I programs, small MS4 programs must be designed and implemented to control the discharge of pollutants from their storm sewer system to the maximum extent practicable in a manner that protects the water quality in nearby streams, rivers, wetlands and bays.

Stormwater discharges from Phase II (small) MS4s are regulated under the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems. Small MS4s include storm sewer systems operated by cities, counties, towns, federal facilities such as military bases, Veteran’s Affairs hospitals and research facilities, Department of Defense facilities and parkways, and state facilities such as VDOT, community colleges and public universities. Under the general permit, small MS4s must develop, implement and enforce a program that includes the following “six minimum control measures”:

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

Activities within each of the control measures are called Best Management Practices or BMPs.

The purpose of this document is to supplement the City’s General Permit Registration Statement and to outline the City’s MS4 Program to address the “six minimum control measures”. MS4 Program compliance is managed by stormwater program staff within the Public Works Engineering Division. The City will update and as necessary provide schedules to implement its MS4 program including its BMPs and measurable goals in order to meet any new requirements in the General Permit for discharges from an MS4.
ABOUT WAYNESBORO

Located in Augusta County in Virginia’s historic Shenandoah Valley, the area was first established as a popular location for travelers heading west to stop while crossing the Blue Ridge Mountains through Jarmon’s Gap. Later the area became known as Waynesborough, after U.S. Army General Anthony Wayne who was well respected for his leadership during the Revolutionary and Northwest Indian Wars. The name was shortened to Waynesboro prior to becoming an incorporated Town in 1834. The area was the scene of many battles during the Civil War including the Battle of Waynesboro that proved to be the final battle for Confederate General Jubal Early. During the late 1800s the completion of the Crozet Tunnel ushered in an era of tremendous industrial growth because of the accessibility of the N&W and C&O Railroad Companies. Today, Waynesboro has a population of 21,006 as of the 2010 census. Waynesboro is approximately 15.1 square miles in size. The urbanized area within Waynesboro is 11.3 square miles as identified in Figure 1. This urbanized area represents a portion for the Staunton–Waynesboro Micropolitan Statistical Area, as defined by the Office of Management and Budget, which had a population of 118,502 as of the 2010 census.

Figure 1
WAYNESBORO’S MS4 WATERSHED CHARACTERIZATION

### Land Use Per 2013 Waynesboro GIS Mapping

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Acres</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrologic Unit Code</td>
<td>PS30</td>
<td>PS30</td>
</tr>
<tr>
<td>Residential</td>
<td>4,323</td>
<td>59.6</td>
</tr>
<tr>
<td>Commercial</td>
<td>684</td>
<td>9.4</td>
</tr>
<tr>
<td>Industrial</td>
<td>709</td>
<td>9.8</td>
</tr>
<tr>
<td>School/Institutional</td>
<td>56</td>
<td>0.8</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,186</td>
<td>16.4</td>
</tr>
<tr>
<td>Parks</td>
<td>290</td>
<td>4.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,248</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: Areas based on available City of Waynesboro 2013 GIS Mapping Information will be updated as new data is available and verified.
MS4 PROGRAM

Minimum Control Measure 1 – Public Education and Outreach

The public education and outreach (PE&O) BMPs are a critical component of City’s MS4 program. The PE&O program will help the citizens of the community better understand the environmental challenges that they are facing as a community. This knowledge will encourage residents, as a whole to implement lifestyle changes that are beneficial to the environment. Additionally, this program empowers the citizens to become part of the stormwater solution by developing an understanding of program goals and providing multiple ways to convey observed issues to the program administrator. The PE&O program will primarily utilize Traditional Written Materials and Alternative Materials such as logo bracelets and pet waste bag dispensers. The health of the South River, prevention of illicit discharges and watershed awareness on a local and regional level are Waynesboro’s high priority issues.

BMP – 1.1 South River Water Quality

The South River is a major asset to Waynesboro as it is a desired location for fly fishing, provides launches for water recreation and scenic views while walking along the greenway trails. Bacteria and aquatic life health surpass the water quality standards, with the top stresses being sediments and phosphorous.

Objective and Expected Results: The goal of the local effort is to convey information on nutrients of concern by defining each, identifying the main contributors, listing its damaging effects to water quality, and how to reduce these loadings from entering the South River. An emphasis will be placed on pet waste pollution and homeowner BMPs practices.

Implementation Schedule: The City will distribute informational materials annually at the Riverfest, Public Works Day and the Fall Foliage Art Festival. During Permit Year (PY) 2, The City will create a pet waste pollution prevention brochure to be distributed during outreach events and at local veterinary offices. PY 3, new homeowner materials will be created and distributed to residents and mailed to local lawn care services. By PY 4, the City will expand its pet waste station inventory to all local parks, new sections of the greenway trail and create a map to be made available on the stormwater webpage depicting the location of each pet waste station throughout the city.

Method to Determine Effectiveness: The total of brochures distributed at outreach events, the number of veterinary offices that display the pet waste brochure, the number of lawn care companies the materials are mailed to and the number of hits on the stormwater webpage links. These numbers will be included in each annual report.

Responsible Department: Engineering
BMP – 1.2 Illicit Discharge and Pollution Prevention
The City will provide education materials to residents and businesses in concurrence with the illicit discharge detection and elimination program.

Objective and Expected Results: The main objective is to educate the public as to what is an illicit discharge, how to recognize such and provide information of how to report a suspected discharge. This new public awareness may increase illicit discharge detection and allow for early elimination.

Implementation Schedule: A brochure is currently distributed at annual outreach events and to residents and businesses where suspected illicit discharge has been reported. The brochure references the adopted Illicit Discharge Ordinance and the hotline number for reporting.

Method to Determine Effectiveness: Effectiveness will be determined on the total of brochures distributed.

Responsible Department: Engineering

BMP – 1.3 Watershed Awareness
Current local and bay watershed education efforts will be evaluated and refined to characterize a watershed, discuss the local watershed and explain how everyday behaviors have the ability to stress the local waterways, which in turn affects the Chesapeake Bay.

Objective and Expected Results: To expand upon watershed concepts presented at schools and outreach functions. The delivery at school presentations will provide the students simple daily behaviors that will positively impact the local watershed and strive to provide a Meaningful Watershed Experience (MWE). At outreach functions, watershed concept materials will be displayed for the general public. With the new knowledge, individuals will make small changes to their lifestyles to facilitate a healthy watershed.

Implementation Schedule: Presentations and the display of outreach materials will be ongoing through the permit cycle, evaluated and updated for efficiency.

Method to Determine Effectiveness: This will be tracked by the number of students the materials are presented to and the amount of citizens engaged at outreach events.

Responsible Department: Engineering

BMP – 1.4 School Presentations
During the first permit cycle, The City developed targeted presentations to school age children, grades 4-9. Presentations at the elementary schools focus on watershed concepts, soils, natural resources, and the effects of water pollution in correlation with SOL requirements. An EnviroScape model, watershed game, street sweeper demonstration, soil auger sample, and hands on planting are used as interactive tools to assist with understanding the effects of water pollution and strategies for prevention. A watershed service day is conducted for high school students that educates on the functions of Best Management Practices (BMPs) in place at
Ridgeview Park adjacent to the South River followed by a walk along the river to perform trash pickup.

**Objective and Expected Results:** By targeting grades 4-9, the City will be providing these children with the required information to foster stormwater awareness that will translate into long lasting positive changes toward stormwater concerns.

**Implementation Schedule:** The City’s Engineering Department will continue to deliver annual presentations at the elementary schools and the high school ecology class. In addition, presentations for 6th graders will be initiated in Permit Year 1.

**Method to Determine Effectiveness:** The measure for this BMP will be based on the total number of presentations per year and the total number of students. The annual report will include these numbers.

**Responsible Department:** Engineering

**BMP – 1.5 Stormwater Webpage**

The City has developed a stormwater webpage on the existing City website, which allows detailed information to be available to the public. Information available on the webpage includes definitions of common stormwater elements (i.e., stormwater, watershed, Chesapeake Bay, pollution prevention, etc.), details about why stormwater management is important, identification of how citizens can help, links to the City’s stormwater program elements (ordinances, erosion & sediment control, policies, design standards, general permit, annual reports, etc.), links to federal and state stormwater program information, and contact information for reporting and questions.

**Objective and Expected Results:** The objective of the dedicated website is to provide accessible detail about the federal, state, and local program to a large number of citizens. The expected result is to easily be able to search and find detailed information on stormwater in general, as well as detailed information pertaining to Waynesboro’s MS4 program.

**Implementation Schedule:** The City will continue to maintain the website by adding the annual reports and updating the site’s content and links. Engineering will be responsible for the page’s content and will direct the webmaster of all required changes.

**Method to Determine Effectiveness:** The effectiveness of this BMP will be based on the total number of website hits that occur each year. The annual report will include this number.

**Responsible Department:** Engineering

**BMP – 1.6 Educational Brochures**
The City has created a stormwater brochure that provides educational information in an easy to read format. Additional brochures are available for a variety of topics including illicit discharge identification and reporting, watershed education, pet waste disposal, proper car washing practices, and fertilization techniques. Each brochure will include information about the topic, identify desirable changes in behavior, and provide contact information for questions and reporting. The educational brochures will be made available at various City offices and at community events.

**Objective and Expected Results:** By distributing educational brochures to the citizens, the City will be raising the general awareness of stormwater issues as well as providing actions the public can take to help protect water quality and minimize impacts to stormwater runoff.

**Implementation Schedule:** Stormwater Staff will distribute brochures at public outreach events through the permit cycle. Additionally, the stormwater educational brochure is available on the stormwater webpage. The Illicit Discharge brochures are distributed at locations of suspected discharge to educate the public on illicit discharges and the constraints defined in the local ordinance.

**Method to Determine Effectiveness:** The effectiveness of this BMP will be based on the total number of brochures distributed. The annual report will include this number.

**Responsible Department:** Engineering

<table>
<thead>
<tr>
<th>BMP</th>
<th>Permit Year</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP - 1.1 South River Water Quality</td>
<td>1 through 5</td>
<td>Written Materials, Alternative Materials, Media, Signage, Speaking Engagements, Training Materials</td>
</tr>
<tr>
<td>BMP - 1.2 Illicit Discharge and Pollution Prevention</td>
<td>1 through 5</td>
<td>Written Materials and Media</td>
</tr>
<tr>
<td>BMP - 1.3 Watershed Awareness</td>
<td>1 through 5</td>
<td>Written Materials, Alternative Materials, Media, Signage, Speaking Engagements, Training Materials</td>
</tr>
<tr>
<td>BMP – 1.4 School Presentations</td>
<td>1 through 5</td>
<td>Alternative Materials, Speaking Engagements, and Curriculum Materials</td>
</tr>
<tr>
<td>BMP - 1.5 Stormwater Webpage</td>
<td>1 through 5</td>
<td>Media</td>
</tr>
<tr>
<td>BMP-1.6 Educational Brochures</td>
<td>1 through 5</td>
<td>Written Materials and Media</td>
</tr>
</tbody>
</table>
Minimum Control Measure 2 – Public Involvement/Participation

The public involvement/participation (POP) BMP will promote valuable input and assistance from the community. Providing the public opportunities to play an active role in the program is instrumental for a successful program. By promoting the availability of stormwater materials to the community, public participation will increase, leading to a reduction in stormwater pollutants and improved water quality.

**BMP – 2.1 Stormwater Webpage and Hot-Line**
The City has established a dedicated a stormwater webpage and hot-line for public reporting and input. The link for the webpage is as follows, [http://www.waynesboro.va.us/291/Stormwater-Administration](http://www.waynesboro.va.us/291/Stormwater-Administration); the hot-line information is available on the page. Additional detail regarding the dedicated webpage is covered in BMP 1.2. The provided link will send reporting emails to a general account that will be monitored by the Engineering Department. The hot-line consists of a dedicated un-manned telephone line with all calls going to voicemail and a dedicated email address. Messages are checked daily and all relayed issues are entered into the Operations Management System that assigns a work task for investigation and remedy.

**Objective and Expected Results:** The webpage and hot-line allows the community, the opportunity to report any type of pollution or to ask questions related to stormwater and water quality. Also, these avenues allow for the reporting of suspected illicit discharges.

**Implementation Schedule:** The webpage and hot-line are operational for the full permit cycle.

**Method to Determine Effectiveness:** The effectiveness of this BMP will be based on the total number of hits, calls and emails per year. The annual report will include this number.

**Responsible Department:** Engineering

**BMP – 2.2 Tree Planting Program**
The City currently has a Tree Planting Program where new trees are planted, dead or diseased trees are replaced with new plantings, and structural pruning is performed on young existing trees. The City also organizes and participates in an Arbor Day event where seedlings are handed out to participants. The City in collaboration with the Virginia Department of Forestry will distribute seedlings and educational brochures and discuss the benefits of tree planting on water quality.

**Objective and Expected Results:** Encourage the community to actively take part in stormwater enhancements. Raise the general awareness of stormwater issues as well as discussing actions, such as tree planting, the public can take to help protect water quality and minimize impacts to stormwater runoff.
Implementation Schedule: The City will continue its Tree Planting Program and participating in the Arbor Day event. Parks & Recreation will continue to be responsible for these programs.

Method to Determine Effectiveness: The effectiveness of this BMP will be based on the total number of trees planted, the number of trees pruned, the number of participants, and the number of seedlings distributed at the Arbor Day event. The annual report will include these numbers.

Responsible Department: Parks & Recreation

BMP – 2.3 Stormwater Booth at Community Events
Staff will setup displays, stormwater education materials and provide opportunities for community efforts toward the reduction of stormwater pollutant loads and water quality improvements at public events. Riverfest is the biggest outreach event, in partnership with the local Trout Unlimited chapter, which promotes environmental conservation and watershed stewardship in the Shenandoah River Basin. In addition, Stormwater Staff will set-up a booth at Public Works Day and the Fall Foliage Festival.

Objective and Expected Results: To increase public awareness of stormwater pollutant loads and how they adversely affect the South River and its tributaries. Also, to increase public participation toward water quality improvement by supporting local restoration and clean-up efforts.

Implementation Schedule: The City will participate in the community events on an annual basis.

Method to Determine Effectiveness: Total Number of individuals that visit the Stormwater Booth at all events.

Responsible Department: Engineering

BMP – 2.4 Household Hazardous Waste Collection Program
In collaboration with Augusta County and the City of Staunton, Waynesboro participates in the Household Hazardous Waste Collection Day. The event allows residents to dispose of oils, fuels, antifreeze, pesticides, herbicides, solvents, polyurethane, bulbs, mercury devices, computers and small electronics.

Objective and Expected Results: By actively promoting the hazardous waste collection day, the City will reduce the risk of improper storage, disposal, and discharges within the MS4.

Implementation Schedule: Annual fall event.

Method to Determine Effectiveness: The number of dump trucks filled with the hazardous waste will be reported in the annual report.
**Responsible Department:** Public Works

**BMP – 2.5 Pet Waste Station Implementation**
Currently there are six pet waste stations in place within the City.

**Objective and Expected Results:** The goal is to reduce bacteria pollution by supplying pet waste bags and disposal can at all of the city parks and at the end of the future greenway trail section. Signage will be displayed at the most visited stations with pet waste facts and the risk to water quality. It is expected for dog owners to use the pet waste stations and gain a new awareness of pet waste hazards.

**Implementation Schedule:** The City will begin to expand its inventory of pet waste stations and the associated signage by PY4. A map of all pet waste stations will be created and displayed on the City Website.

**Method to Determine Effectiveness:** The total number of installed pet waste stations and signage will determine the effectiveness of this BMP.

**Responsible Department:** Engineering

**BMP – 2.6 Local Chapter of Trout Unlimited**
The mission of the Trout Unlimited organization is to protect, enhance, and restore coldwater fishing resources of North America. The South River running through Waynesboro has a large trout population and its health is of particular interest to Trout Unlimited.

**Objective and Expected Results:** City staff will collaborate with Trout Unlimited to assist in stream cleanup events to protect the plant and animal life of the South River. The City will reach-out to additional civic groups to collaborate with future stream cleaning events along different reaches of the South River.

**Implementation Schedule:** The stream cleanup will occur on an annual basis in the spring.

**Method to Determine Effectiveness:** The total number of bags collected from the stream cleanup and the amount of participation.

**Responsible Department:** Engineering
## Minimum Control Measure 2 – Public Involvement/Participation Summary

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Permit Year</th>
<th>Public Involvement Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP - 2.1 Stormwater Webpage and Hot-Line</td>
<td>1 through 5</td>
<td>Monitoring, Pollution Prevention</td>
</tr>
<tr>
<td>BMP - 2.2 Tree Planting Program</td>
<td>1 through 5</td>
<td>Restoration</td>
</tr>
<tr>
<td>BMP - 2.3 Booth at Community Events</td>
<td>1 through 5</td>
<td>Educational Events</td>
</tr>
<tr>
<td>BMP – 2.4 Household Hazardous Waste Collection Program</td>
<td>1 through 5</td>
<td>Disposal Event</td>
</tr>
<tr>
<td>BMP- 2.5 Pet Waste Station Implementation</td>
<td>4 through 5</td>
<td>Pollution Prevention</td>
</tr>
<tr>
<td>BMP- 2.6 Local Chapter of Trout Unlimited</td>
<td>1 through 5</td>
<td>Disposal Event</td>
</tr>
</tbody>
</table>

## Minimum Control Measure 3 – Illicit Discharge Detection and Elimination

For the purposes of this permit, an illicit discharge is defined as any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, with the exceptions for those pursuant to any other VSMP permit. These discharges can have immediate and long lasting impacts to the ecosystem of your local water bodies.

**BMP – 3.1 IDDE Detection Program**

The City will continue to develop, refine and implement an IDDE Detection Program to detect, identify and address unauthorized discharges. A storm sewer map has been developed and is maintained with each outfall uniquely identified. The mapping system is used in combination with a mobile web-based application to screen for illicit discharges. The dry weather screening element of the program includes:

- Developing a screening schedule
- Performing a minimum 50 dry-weather screenings per year, SOP found in (Appendix A).
- Methodologies to collect general information such as last rain, quantity of rain, visual observations, etc.
- Defining time frame to conduct investigations
- Methodologies to determine the source of all illicit discharges
- Mechanisms to eliminate illicit discharges, including procedures for legal action
- Methods for follow up
- A web-based application to track all investigations and schedule follow-up inspections.
The City will prohibit non-stormwater discharges into the storm sewer system through the adopted ordinance, Chapter 30, Article V. The stormwater webpage (BMP 1.5) and hot-line (BMP 2.1) will be used to promote and facilitate public reporting of illicit discharges.

**Objective and Expected Results:** The goal of this control measure is to continue successful implementation, and enforce a program to detect, identify, and address illicit discharges into City’s regulated MS4 system.

**Implementation Schedule:** The City will continue the IDDE program in accordance with the adopted ordinance for the full permit cycle. Engineering is responsible for implementing the program with support from Public Works for investigations. The Engineering Department is responsible for maintenance of the storm sewer mapping.

**Method to Determine Effectiveness:** The City will track the number of illicit discharges detected and enforcement actions. The annual report will include these numbers.

**Responsible Department:** Public Works

**BMP – 3.2 Mapping of Stormwater Network**
The City will continue to maintain an accurate storm sewer system mapping and information table for City-owned stormwater facilities using GIS and GPS locating technologies. The table is available at the Public Works Administration building for reference. Information that is maintained and updated with best available information includes:

- Outfalls
- Natural streams
- Structural stormwater BMPs type and location
- Storm sewer type and size

**Objective and Expected Results:** The storm sewer mapping will be a critical element of the IDDE (BMP 3.2) and structural BMP maintenance (BMP 5.2) programs. Accurate and up-to-date mapping will be necessary for these programs to succeed.

**Implementation Schedule:** Maintenance of the mapping is an ongoing process. Engineering is responsible for maintaining the sewer mapping using GIS.

**Method to Determine Effectiveness:** The City will track the number of storm structures mapped. The annual report will include these numbers.

**Responsible Department:** Engineering
BMP – 3.3 Refinement of Written Procedures to Detect, Identify and Address Unauthorized Non-Stormwater Discharges to the MS-4
The City will continue to implement and adapt written procedures to detect, identify and address unauthorized non-stormwater discharges. The standard operating procedure (SOP) document will guide the inspector from an initial complaint/notification through the field investigation process and the follow-up procedure, (See Appendix B).

Objective and Expected Results: Following two years of field experience, the dry weather screening procedures will be adapted to reflect the most efficient methods. The written procedures will discuss the dry weather screening elements in BMP 3.1.

Implementation Schedule: Updating written procedures will be an ongoing process.

Method to Determine Effectiveness: Effectiveness and readability of the written procedures to assist in successful outfall screenings.

Responsible Department: Engineering

BMP – 3.4 SPCC Training
The City will continue to provide personnel with spill prevention control and countermeasure training. The plan specifies material handling procedures and storage requirements, and identifies spill cleanup procedures for areas and processes in which spills may potentially occur.

Objective and Expected Results: The SPCC training attempts to standardize process operating procedures and employee training toward the goal of minimizing accidental pollutant release that could contaminate stormwater runoff.

Implementation Schedule: The SPCC training is a current policy that will continue to be implemented throughout the permit cycle. Each department (Engineering, Public Works, Parks & Recreation, and Fire Department) will continue to be responsible for their departmental SPCC training.

Method to Determine Effectiveness: The City will track the number of personnel trained. The annual report will include this number.

Responsible Department: Engineering, Parks & Recreation, Public Works, and Fire Department
Minimum Control Measure 3 – Illicit Discharge Detection and Elimination

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Permit Year</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP -3.1 IDDE Detection Program</td>
<td>1 through 5</td>
<td>At least 50 outfall screenings conducted, ID detected and results of follow-up actions reported</td>
</tr>
<tr>
<td>BMP - 3.2 Mapping of Stormwater Network</td>
<td>1 through 5</td>
<td>New structures are mapped as brought on-line.</td>
</tr>
<tr>
<td>BMP - 3.3 Refinement of Written Procedures</td>
<td>1 through 5</td>
<td>SOP provides direction for response and enforcement actions</td>
</tr>
<tr>
<td>BMP - 3.4 SPCC Training</td>
<td>1 through 5</td>
<td>SPCC Training will continue to minimize pollutant release</td>
</tr>
</tbody>
</table>

Minimum Control Measure 4 – Construction Site Runoff Control

Uncontrolled stormwater runoff from construction sites can significantly impact rivers, lakes, and estuaries. Sediment is the main pollutant of concern leaving a construction site. However, there are also other pollutants that commonly discharge from construction sites; including fertilizer, pesticides, oil and grease, concrete truck washout, and construction debris. The construction site stormwater runoff control (CSSRC) BMP will be developed to significantly reduce or eliminate construction site pollutants from entering the local water bodies.

BMP – 4.1 Erosion and Sediment Control Ordinance

The ESC Ordinance is found within Waynesboro’s City Code, Chapter 30, Article II. Stormwater Staff will implement the ordinance and its legal authorities to require permitted construction sites to install, inspect and maintain ESC controls.

Objective and Expected Results: To prevent degradation of properties, stream channels, waters and other natural resources.

Implementation Schedule: The ESC Ordinance was adopted in 2006. Revisions are instituted in accordance with changes made to the Commonwealth of Virginia Code.

Method to Determine Effectiveness: The ordinance remains current with state changes.

BMP – 4.2 Erosion and Sediment Control Program

Waynesboro administers an existing program defined by the City Ordinance, authorized by the Code of the Commonwealth of Virginia, title 62.1, chapter 3.1, article 2.4. The Erosion and Sediment Control (ESC) Program requirements pertain to large sites as well as single family home construction. The Engineering Department reviews site plans and performs site inspections consistent with the specifications in the Virginia Erosion and Sediment Control Handbook (VESCH) and the ESC Ordinance. Any commercial site and disturbance over 10,000
square feet require an erosion and sediment control plan to be submitted and approved. Additionally, disturbances for single family residences under 10,000 square feet require an agreement in lieu of a plan. There is a standard operating procedure that is applied to every permitted site, (see Appendix C). The City issues a land-disturbance permit prior to any land disturbance taking place. A pre-construction meeting is held with the ESC inspector to discuss specified controls and to review the plan. Once controls are installed, the inspector visits the site to ensure the controls are properly installed prior to land disturbance. The Department’s ESC Inspection Report, Notice to Comply and Stop Work Order templates are used by The City for monitoring and enforcement. The program is enforceable through the City and Virginia State Code. Waynesboro has three certified ESC Program Administrators, five certified ESC inspectors, and three ESC certified plan reviewers.

**Objective and Expected Results:** The City’s ESC program is in place to prevent adverse impacts from erosion and sedimentation entering into local waterways from all construction sites.

**Implementation Schedule:** The ESC program will continue to be implemented, with the Engineering Department being responsible for the program.

**Method to Determine Effectiveness:** The parameters to be tracked is the number of land disturbing activities, acres of land disturbed, number of inspections, and enforcement actions. The annual report will include these values.

**Responsible Department:** Engineering

**BMP – 4.3 Require VSMP Permits**

The City is a VSMP Authority, responsible for administration of our local VSMP Program in accordance with Commonwealth of Virginia regulations. A VSMP permit is required for disturbances of 1 acre or greater, and disturbances less than 1 acre and located within a common plan of development that is 1 acre or greater. Evidence of permit coverage from DEQ will be required prior to any land disturbance taking place.

**Objective and Expected Results:** The City will adhere to current Commonwealth of Virginia regulations with regard to the VSMP permitting to prevent adverse impacts of urban stormwater runoff.

**Implementation Schedule:** The local VSMP Program administration is in accordance with Commonwealth of Virginia regulations and will continue to require applicable VSMP obligations to be instituted throughout the permit cycle. The City will implement changes to the local ordinance to comply with modifications to the VSMP permitting regulations. Engineering will be responsible for verifying VSMP permit compliance.
Method to Determine Effectiveness: The total number of permits, inspections, enforcement actions, requested exemptions, and exemptions granted will be tracked. The annual report will include these values.

Responsible Department: Engineering

Minimum Control Measure 4 – Construction Site Runoff Control

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Permit Year</th>
<th>Tracking (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP - 4.1 ESC Ordinance</td>
<td>1 through 5</td>
<td>Language remains current with VA Code</td>
</tr>
<tr>
<td>BMP - 4.2 Erosion and Sediment Control Program</td>
<td>1 through 5</td>
<td>Number of land disturbance activities, acres, inspections, and enforcement actions</td>
</tr>
<tr>
<td>BMP - 4.3 Require VSMP Permits</td>
<td>1 through 5</td>
<td>Number of permits, inspections, enforcement actions, exemptions</td>
</tr>
</tbody>
</table>

Minimum Control Measure 5 – Post-Construction Runoff Control

Post-construction stormwater impacts are increases in the type and quantity of pollutants entering the receiving streams. An increase in the quantity of runoff can cause stream bank scouring and downstream flooding. Implementing a combination of structural and non-structural BMPs can reduce the water quality effects of increased impervious areas and are crucial elements of MS4 programs. Procedures need to be developed and implemented to inspect and maintain all permanent structural BMPs for both City and privately maintained facilities. The VSMP approval letter issued by DEQ is located in Appendix D.

BMP – 5.1 Public Structural BMP Inspection and Maintenance

Waynesboro has developed standard procedures to ensure effective maintenance of all public structural BMPs, Appendix E. City-owned BMPs will be inspected annually by the Stormwater Staff Inspector. The assessment will be documented in Cartegraph, the Operations Management System for Public Works. Should maintenance be required, a task will be generated and assigned to a member of the Stormwater Maintenance Staff. The identified deficiencies will be remedied and the corrective maintenance procedure will be entered into the Cartegraph system. The initial assessment and performed maintenance will also be saved on the City MS4 Drive within a maintenance folder and the Stormwater Database.

Objective and Expected Results: By implementing standard procedures, The City will ensure BMPs are performing efficiently and achieving design pollutant reduction.
Implementation Schedule: Engineering will be responsible for performing the inspections. Stormwater Maintenance Staff will perform maintenance at public-owned facilities.

Method to Determine Effectiveness: The City will track the total number of public facilities inspected and maintained. These numbers will be reported annually.

Responsible Department: Public Works

BMP – 5.2 Private Structural BMP Inspection and Maintenance
Newly installed private stormwater facilities require a recorded, legally binding maintenance agreement, which requires the owner to perform essential maintenance. The City will continue to encourage owners of structural BMPs without agreements to acquire the maintenance agreement. Owners of facilities with maintenance agreements will be required to perform an inspection annually. Stormwater Staff will send inspection reminders and the specific BMP-type checklist to each owner, at least one month prior to the annual due date. Upon inspection, should maintenance be required, the corrective actions taken or scheduled maintenance will be submitted to The City to be saved on the MS4 Drive and in the Stormwater Database. The Stormwater Facilities Inspector will inspect each private structure once every five years. The inspection report will be sent to the owner along with recommended maintenance to allow the BMP to function efficiently. Should maintenance be neglected by an owner with a recorded maintenance agreement, The City will notify the owner when Public Works Staff will enter the property to perform the essential maintenance and charge the cost of repairs to the owner.

Objective and Expected Results: To ensure stormwater management facilities are operating at designed capacity to control stormwater quantity and quality.

Implementation Schedule: Owners of structural BMPs are required to inspect and maintain their facilities annually. The City is required to inspect all private BMPs once every five years. Annually, Stormwater Staff will inspect all public facilities.

Method to Determine Effectiveness: Annually, the City will track the total number of inspection reports submitted by private facility owners and the total of private facilities inspected by staff. The number of new BMP agreements obtained will also be reported annually.

Responsible Department: Public Works

BMP – 5.3 Structural BMP Database
A structural BMP database was created and is instrumental in implementing BMP 5.1 and BMP 5.2. The database contains all stormwater facilities within Waynesboro, and includes the type of BMP, ownership, location, date brought online, HUC code, receiving waters, if receiving waterway is impaired, if maintenance agreement exists, number of acres treated, and most recent inspection.
**Objective and Expected Results:** The Database will be updated as new facilities are brought on-line to reflect full inventory. The Database will be used to track BMP inspections and maintenance performed to achieve full operability of BMPs.

**Implementation Schedule:** The BMP Database will be continually updated as new facilities are constructed. Additionally, as BMPs are inspected and maintained, the dates will be entered. Engineering will be responsible for compiling and maintaining the BMP Database.

**Method to Determine Effectiveness:** Staff is able to use the BMP Database as a tool for facility inspections and maintenance. The total of new BMPs and inspections entered will be reported annually.

**Responsible Department:** Engineering

### Minimum Control Measure 5 – Post-Construction Site Runoff Control

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Permit Year</th>
<th>Tracking (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMP - 5.1 Public Structural</td>
<td>1 through 5</td>
<td>Number of public inspection reports and ponds maintained</td>
</tr>
<tr>
<td>BMP Inspection and Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMP - 5.2 Private Structural BMP Inspection</td>
<td>1 through 5</td>
<td>Number of private inspection reports by owner and The City,</td>
</tr>
<tr>
<td>and Maintenance</td>
<td></td>
<td>number of new agreements</td>
</tr>
<tr>
<td>BMP - 5.3 Structural BMP Database</td>
<td>1 through 5</td>
<td>Number of new facilities entered, number of inspections/maintenance entered</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Minimum Control Measure 6 – Pollution Prevention/Good Housekeeping

The Pollution Prevention/Good Housekeeping BMPs allow the City to examine and alter their own actions in an effort to reduce the amount of pollutants that collect on streets, parking lots, and open spaces. The City has implemented eight BMPs, which provide guidance for daily operations, such as road and parking lot maintenance, fleet repair, nutrient storage and application and vehicle washing. In Plan Year 1, program staff will develop a fact sheet for new employees and continuing education on the procedures contained in the following BMP’s and the reasons for following them.

**BMP – 6.1 Street Sweeping**

The City will continue its current program of regular street sweeping. Arterial and Collector Roads will be swept bi-monthly and Local Roads by ward monthly. Alleys that are recognized to
have been designed to carry stormwater flows will be swept on an as-needed basis. The City Public Works Operations, Parks and Recreation facilities and Recycling Center facilities will also be at a minimum of once per month.

**Objective and Expected Results:** The street sweeping program will reduce the adverse effects that pollutants found on public roads have on receiving waters.

**Implementation Schedule:** Public works will continue the ongoing street sweeping activities.

**Method to Determine Effectiveness:** The City will track the number of road miles swept and pounds of sweeper debris collected. The annual report will include these numbers.

**Responsible Department:** Public Works

**BMP – 6.2 Pollution Prevention Training**
City departments of Engineering, Public Works, Parks & Recreation, and Fire Department, will continue its pollution prevention training to its employees. Regular safety committee meetings will incorporate environmental protection into the agenda as part of Public Works’ environmental management systems program. Additionally, emergency response training is conducted for all Fire Department Staff and a group of Public Works Operations Staff.

**Objective and Expected Results:** The pollution prevention training empowers employees with the knowledge and operating procedures to minimize accidental pollutant release that could contaminate stormwater runoff. Through this training, employees realize environmental stewardship has many far reaching benefits.

**Implementation Schedule:** The pollution prevention training is a current policy that will continue to be implemented throughout the permit cycle. Each department will continue to be responsible for their departmental pollution prevention training.

**Method to Determine Effectiveness:** The City will track the number of personnel trained. The annual report will include this number.

**Responsible Department:** Engineering, Parks & Recreation, Public Works, Fire Department

**BMP – 6.3 Yard Debris Collection Program**
The City will continue its yard debris collection program. Residents are asked to rake leaves to the curb each fall where Public Works crews vacuum them up for composting. Usually each area of the city will have two specific periods for leaf collection. Leaves may be bagged and, in limited numbers, put out with regular refuse.

**Objective and Expected Results:** By collecting and composting yard waste the City is reducing the amount of gross discards that would otherwise end up in streams.
Implementation Schedule: The City will continue to administer the program throughout the permit cycle. Information is available on the Stormwater Webpage and literature is made available at public events.

Method to Determine Effectiveness: The City will track the total number of cubic yards and loads of debris collected. The annual report will include these numbers.

Responsible Department: Public Works

BMP – 6.4 Vehicle Wash Program
The City has implemented a vehicle washing program to ensure that pollutants from vehicle wash runoff is prevented from entering the stormwater system to the maximum extent practical. At Public Works Operations, the drain in the wash bay is connected to the sanitary sewer system. All dump trucks, the street sweeper and refuse trucks are required to wash in the drying beds where the sediment is confined. The Fire Department uses a large parking lot for washing that sheet flows onto green open space, allowing for filtration. Parks and Recreation does not wash vehicles on their facility.

Objective and Expected Results: This program has been developed to prevent pollutants from vehicle wash-down from entering into the stormwater system.

Implementation Schedule: The program will be in place through the permit cycle.

Method to Determine Effectiveness: The City will track the total number of vehicles washed. The annual report will include this number.

Responsible Department: Engineering, Parks & Recreation, Fire Department

BMP – 6.5 Storm Sewer Maintenance
The City of Waynesboro implements a storm sewer inspection and maintenance program consisting of expected routine maintenance and non-routine (repair) maintenance. Additionally, outside services are contracted to flush and clean storm sewer lines and structures on an annual basis.

Objective and Expected Results: Storm sewer inspection, maintenance, flushing and cleaning will minimize the risk of flooding and leaves, sediment and debris entering local water bodies.

Implementation Schedule: Routine stormwater facility maintenance is performed annually. Citizen-based requests or complaints initiate non-routine inspection and any necessary follow-up maintenance. Flushing and cleaning of segments of the storm sewer system is contracted annually.
Method to Determine Effectiveness: The City will document the number of storm structures and linear feet of storm sewer inspected along with the length of pipe and number of storm structures flushed and cleaned. The annual report will include these numbers.

Responsible Department: Public Works

BMP – 6.6 SWPPPs for Required City Facility
The City has three identified high priority facilities, for which a SWPPP has been developed and currently implemented. These facilities are the Public Works Operation Yard, Parks & Recreation, and the Landfill and Recycler, none have the high potential to discharge. The landfill is closed and the recycler does not allow chemical or hazardous waste drop-off. Each SWPPP includes good housekeeping practiced to prevent pollutant discharges from entering the storm system.

Objective and Expected Results: These documents provide written guidance for daily operations at each facility to prevent and reduce pollutant runoff from the identified municipal operations.

Implementation Schedule: The high priority facilities have active SWPPPs that will be implemented through the permit cycle. Ongoing edits will be made to the SWPPPs to allow for increased efficiency.

Method to Determine Effectiveness: The routine and quarterly SWPPP inspections are documented and maintained in a central location with the SWPPP at each facility. The number of deficiencies recorded during a SWPPP inspection and corrective actions taken will be reported annually.

Responsible Department: Engineering, Public Works and Parks & Recreation

BMP – 6.7 Nutrient Management Plan (NMP) for Required City Sites
Nutrient Management Plans were developed for Waynesboro’s Park and School facilities and approved by DCR February 27, 2018. There are a total of six park sites and seven school sites that have adopted a NMP covering a total of 106.6 acres of managed turf. The location and acreage of each site is found in Appendix F. The NMP’s are located at the PW Administration building, the Parks and Recreation building, and the School’s Maintenance Administration office.

Objective and Expected Results: The NMPs define the amount, source, placement, form, and timing of the application of nutrients and soil amendments to ensure optimal management.

Implementation Schedule: Each site will follow its tailored plan for every fertilizer application.

Method to Determine Effectiveness: The total of annual nutrient applications at each site.

Responsible Department: Parks & Recreation and City Public Schools
BMP – 6.8 Good Housekeeping Requirements for City Employed Contracted Services
The Waynesboro Public Works Department requires employed contractors for a city project managed by the Department to apply for the appropriate stormwater and environmental permit, install and maintain the required ESC control measures and to use the proper filtration practices for stormwater discharges. In Plan Year 1, program staff will work with City contracting officers to include these requirements in all applicable City contracts.

**Objective and Expected Results:** This BMP assists in standardizing ESC and stormwater requirements for all contractors working within Waynesboro. Applying the same expectations to all projects will vastly reduce the potential for non-stormwater discharges into the MS4 system.

**Implementation Schedule:** These good housekeeping requirements will continue to be implemented through the permit cycle.

**Method to Determine Effectiveness:** Engineering will track the total of city projects that require stormwater/environmental permitting on an annual basis.

**Responsible Department:** Engineering

<table>
<thead>
<tr>
<th>Minimum Control Measure 6 – Pollution Prevention/Good Housekeeping</th>
<th>Strategies</th>
<th>Permit Year</th>
<th>Tracking (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BMP - 6.1 Street Sweeping</td>
<td>1 through 5</td>
<td>Number miles and tons of debris</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.2 Pollution Prevention Training</td>
<td>1 through 5</td>
<td>Number of employees, date of training</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.3 Yard Debris Collection Program</td>
<td>1 through 5</td>
<td>Cubic yards, number of loads</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.4 Dedicated Vehicle Wash Facility</td>
<td>1 through 5</td>
<td>Number of vehicles washed</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.5 Storm Sewer Maintenance</td>
<td>1 through 5</td>
<td>Number of structures, linear feet of line inspected</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.6 City Facility SWPPPs</td>
<td>1 through 5</td>
<td>Summary of SWPPP modifications</td>
</tr>
<tr>
<td></td>
<td>BMP - 6.7 NMP for City Sites</td>
<td>1 through 5</td>
<td>New NMPs details</td>
</tr>
<tr>
<td></td>
<td>BMP – 6.8 Good Housekeeping for City Employed Contracted Services</td>
<td>1 through 5</td>
<td>Number of city projects requiring stormwater/environmental permitting.</td>
</tr>
</tbody>
</table>
Chesapeake Bay TMDL

The total maximum daily load (TMDL) was established by the Environmental Protection Agency (EPA) to limit the amount of phosphorous, nitrogen and sediments that can be released into streams, creeks and rivers that feed the Chesapeake Bay. The Commonwealth of Virginia has implemented a phased approach for MS4 programs to meet the Bay TMDL. The City of Waynesboro was affirmed a MS4 municipality in 2013, therefore exempt from meeting the 5% pollutant of concern (POC) reduction goal as localities designated as a MS4 prior to 2013.

Waynesboro was proactive in completing projects and acquiring equipment to reduce POC’s despite the provision that would allow the City to delay meeting TMDL obligations. The City will submit a draft Chesapeake Bay TMDL Action Plan with the 2018 Registration Statement as required.

Waynesboro does not have waste load allocations associated with local TMDL’s.
Appendices

Appendix A – Dry-Weather Outfall Screening Standard Operating Procedure

Appendix B - Illicit Discharge Detection and Elimination Standard Operating Procedure

Appendix C – Construction Site Inspections Standard Operating Procedure

Appendix D – VSMP Approval Letter

Appendix E - VSMP Site Inspections Standard Operating Procedure

Appendix F – Nutrient Management Plan Locations
Appendix A – Dry-Weather Outfall Screening SOP

1. Preparing for Outfall Screenings
   a. Charge iPad for the use of the mobile web-based IDDE application.
   b. Check previous 48 hour precipitation amounts, to ensure no trace amounts. If trace amounts are present, do no perform inspections.
   c. Make a list of outfalls to be screened, search locations on ArcGIS, attached outfall photos and previous inspections for familiarity.
      i. Check for stormwater easements in place on private property, use the prescriptive easement if none is found unless a No Trespassing sign is posted.
   d. Put on safety boots and reflective vest.
   e. Pack camera or phone with camera, loppers, machete, manhole puller, iPad, pad and pen.

2. Collecting Data
   a. Bring up the location to be screened on the mobile application. The unique identifier and HUC Code will populate.
   b. A screen to input outfall information, such as material, shape, size and land use will open.
   c. The Outfall Inspection screen opens that populates the time and the inspector, a place to put in rainfall amounts for last 48 hours, discharge location, condition, headwall condition, if maintenance is required and if flow is present.
   d. If flow is present the inspector goes to the Flowing Physical Indicators screen to input flow depth, quantitative characteristics, odor, color, turbidity and floatables.
   e. Should non-flow physical indicators, such as stains, pool quality or pipe algae they will be added on the associated tab.
   f. Potential for illicit discharge and if necessary track down is logged and inspection validated by initials.
   g. Photos may be taken and saved within the inspection.
   h. The inspection and photos are then submitted.
      i. The inspection can be viewed on a desktop server on the developer’s website.

3. Follow-up to Outfall Screening
   a. If potential pollution is identified, use the MS4 system map to locate the direction and nearest access point of the associated pipe or other conveyance.
   b. Work from the MS4 outfall back through the pipe network to the nearest manhole or inlet.
   c. Investigate each successive upstream pipe access point until the potential pollutant is no longer present.
   d. Should the outfall flow be excessive or the outfall has a high number of pollution indicators, DEQ and the Waynesboro Environmental Safety Coordinator at Public Works Operations shall be immediately benotified.
   e. If maintenance is required at an MS4 outfall, Stormwater Staff will insert the location and necessary work to be completed on the Stormwater Operations Crew maintenance list and inform the crew supervisor of the new additions.
Appendix B – Illicit Discharge Detection and Elimination

1. Receive complaint of a suspected illicit discharge.

2. The location and details are entered into the Operations Management System, Cartegraph and is tasked to a member of Stormwater Staff.
   a. Cartegraph will display, if any historic information at the specified location.
   b. The MCM 3 folder on the MS4 Drive will be checked for previous reports at the site.

3. A field inspection will be conducted to verify a violation(s).
   a. The site conditions, photographs, and additional pertinent information will be logged into Cartegraph.
   b. Following the site investigation, an outfall screening at the MS4 discharge point will be conducted using the mobile application.

4. A violation(s) is detected.
   a. The discharge is contained or controlled.
      i. The owner of the property is contacted, an illicit discharge brochure is distributed, that references the illicit discharge ordinance and a deadline to have the discharge removed.
      ii. A letter will be sent to the letter that states the discharge type, amount and removal deadline.
   b. The discharge has migrated from the location of origin.
      i. Notify DEQ if there is a threat to additional private property and/or a water body.
      ii. Issue notice of violation with the illicit discharge ordinance excerpt and a compliance timeline for clean-up and implementation of onsite BMPs to prevent future discharges.

5. Follow-up inspections.
   a. Inspect the site and effected offsite locations at the stated deadline.
      i. Update the Cartegraph system with the follow-up inspection notes.
      ii. Insert inspection notes in the site folder within the MCM 3 folder on the MS4 Drive.
   b. No remedial action for discharge.
      i. The owner will be notified of the remaining violation and The City or procured contracted services will remediate the site and invoice the owner for the work.
   c. A willful violation of The City Illicit Discharge Ordinance constitutes as a class 1 misdemeanor.
      i. Each day that a violation of this chapter is maintained or permitted to remain shall constitute a separate offense.
A. Preparing for Inspections for Permitted Sites
   1. Site inspections are to be performed immediately following initial installation to allow site construction to begin. The inspections continue once every two weeks to ensure that ESC measures are intact and performing to full capacity -or- Within 48-hours of a runoff producing event -or- Once every week for sites with violations. A final inspection is required to be conducted at the completion of the project but before the permit release.
   2. Review previous inspections for any violations and observations. If this is the initial inspection, review the agreed upon measures for an Agreement in Lieu of a Plan or the approved ESC plan for the site.
   3. Wear safety boots, vest and hard hat.
   4. Have plan, paper, pen and camera available.

B. Inspection
   1. Upon arrival, check that permits are posted at the front of the site along with SWPPPs, if applicable.
   2. Inspect all perimeter controls to be sure no sediment is leaving the site.
   3. Inspect all additional required ESC measures are properly installed and fully functional.
   4. Take pictures.
   5. Inspect pollution prevention measures.
   6. Review SWPPP for regular entries by the contractor.

C. Site Deficiencies and Violations
   1. Should an inspector encounter deficiencies or violation, the site RLD will be notified to remediate the problem while onsite.
   2. If no responsible party is onsite, an inspection report will be generated within 48 hours unless the violation has the potential of effecting the storm sewer system, downhill neighbor or adjacent waterway.
      i. A phone call to the RLD will be made as soon as possible to discuss immediate remediation followed by an inspection report with the violation(s) listed.
   3. An inspection report will be composed and submitted within 48 hours of inspection of all permitted sites.

D. Enforcement
   1. A single violation is allowed to occur twice before progressive enforcement.
   2. The next step is a Notice to Comply
      a. The violation has one week to be remedied.
   3. A Stop Work Order is issued if the violation remains
      b. This enforcement action does not allow any work to proceed on the site unless it is the work outlined in the Stop Work Order to rid of the violation.
      c. The violation has one week to be remedied.
E. Penalties and Legal Actions

1. Should the violation remain on a site following the three steps of enforcement, legal action will initiate in accordance with Waynesboro City Code Chapter 30, Sec. 30-32.
   - Penalties, injunctions, and other legal actions.
# INSPECTION REPORT

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Project Authority:</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLD Name:</td>
<td>RLD No.</td>
</tr>
<tr>
<td>Project Location:</td>
<td>Project No:</td>
</tr>
<tr>
<td>Inspector Name:</td>
<td>Inspection Date:</td>
</tr>
<tr>
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<td>Time:</td>
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</tbody>
</table>

## STAGE OF CONSTRUCTION

- Pre-Construction Conference
- Clearing & Grubbing
- Rough Grading
- Building Construction
- Finish Grading
- Final Stabilization
- Construction of SWM Facilities
- Maintenance of SWM Facilities
- Other

<table>
<thead>
<tr>
<th>Item#</th>
<th>State/Local Regulation(1)</th>
<th>Violation Initial</th>
<th>Repeat</th>
<th>Description and Location of Problem/Violation(2), Required or Recommended Corrective Actions, and Other Comments/Notes</th>
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(1) Refers to applicable regulation found in the most recent publication of the Virginia Erosion and Sediment Control Regulations (4VAC50-30), Virginia Stormwater Management Regulations (4VAC3-20), or local ESC/SWM ordinance.

(2) Note whether or not off-site damage resulting from the problem/violation was evident during the inspection.

### REQUIRED CORRECTIVE ACTION DEADLINE DATE: ________________ Re-inspection Date: ________________

The required corrective action deadline date applies to all violations noted on this report. If listed violation(s) currently constitute non-compliance and/or required corrective actions are not completed by the deadline, a NOTICE TO COMPLY, STOP WORK ORDER, and/or other enforcement actions may be issued to the entity responsible for ensuring compliance on the above project.

Inspector: ___________________________ Date: ___________________________

### Acknowledgement of on-site report receipt:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

This report will be provided to the following parties via mail, fax, or e-mail within 24 hours of inspection:
Notice to Comply

Date:
RE: Land Disturbance Permit No:
Site Address:
Legal Description:

TO:

CC: City Attorney/Engineer/Building & Zoning
Responsible Land Disturber: ________________________________

Delivery Method: Certified mail or on-site with a signature from Responsible Land Disturber

In accordance with Section 30-31 of the Code of the City of Waynesboro, Virginia this Notice to Comply contains specific violations of Title 10.1, Chapter 5, Article 4 of Virginia Erosion and Sediment Control Law. Previous notice of violation of Erosion and Sediment Control Regulations has been provided to the following parties on the given dates.

<table>
<thead>
<tr>
<th>Parties Receiving Notice of Violation</th>
<th>Date Notice of Violation was Provided</th>
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</table>

The detailed corrective actions contained herein must be satisfied within the specified timeframe. Failure to reasonably address these corrective actions within that time period can result in a Stop Work Order pursuant to Section 30-31 of the Code of the City of Waynesboro, Virginia and civil penalties pursuant to Section 30-32 of the Code of the City of Waynesboro, Virginia.

An E&S inspection has been performed on your site on the following date: __________. The results of the inspection are below. A check in the "No" box indicates a violation of a Minimum Standard (MS), VR 625-02-00§4.
### Notice to Comply

**STAGE OF CONSTRUCTION**

- [ ] Pre-Construction
- [ ] Clearing & Grubbing
- [ ] Rough Grading
- [ ] Building Construction
- [ ] Finish Grading
- [ ] Final Stabilization

### Inspection Checklist

**MS-1** Have all denuded areas requiring temporary or permanent stabilization been stabilized?
- [ ] Seeded? yes/no
- [ ] Mulched? yes/no
- [ ] Graveled? yes/no

**MS-2** Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?

**MS-3** Does permanent vegetation provide adequate stabilization?

**MS-4** Have sediment trapping facilities been constructed as a first step in the land disturbing activity?

**MS-5** For perimeter trapping facilities, are earthen structures stabilized?

**MS-6** Are sediment basins installed where needed?

**MS-7** Are finished cut and fill slopes adequately stabilized?

**MS-8/9** Are on-site channels and outlets adequately stabilized?

**MS-10** Do all operational storm sewer inlets have adequate inlet protection?

**MS-11** Are all storm water conveyance channels adequately stabilized with channel line and/or outlet protection?

**MS-12** Is in-stream construction conducted using measures to minimize channel damage?

**MS-13** Are temporary stream crossings of non-erodible material installed where applicable?

**MS-15** Is necessary restabilization of in-stream construction complete?
Notice to Comply

☐ ☐ ☐ MS-16 Are utility trenches stabilized properly?
☐ ☐ ☐ MS-17 Are soil and mud kept off roadways at intersections with site access roads?
☐ ☐ ☐ MS-18 Have all temporary control structures that are no longer needed been removed, and have all control structure repairs and sediment removal been performed?
☐ ☐ ☐ MS-19 Are properties and waterways downstream from development adequately protected from erosion and sediment deposition due to increase in peak storm water runoff?

Summary of violations

<table>
<thead>
<tr>
<th>Applicable Minimum Standard</th>
<th>Description and Location of Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>
Notice to Comply

Corrective Actions  (Standards and Specifications refers to Chapter 3 of the Virginia Erosion and Sediment Control Handbook)

<table>
<thead>
<tr>
<th>Std. and Spec (VESCH)</th>
<th>Description of Required Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Corrective Action Completion Date: ________________________________

Inspector: __________________________ Date: __________

Program Administrator: __________________________ Date: __________
Stop Work Order

Date:
RE: Land Disturbance Permit No:
Site Address:
Legal Description:

TO:

CC: City Attorney/Engineer/Building & Zoning

Responsible Land Disturber:

Delivery Method: Certified mail or on-site with a signature from Responsible Land Disturber

In accordance with Section 30-31 of the Code of the City of Waynesboro, Virginia this Stop Work Order contains specific violations of Title 10.1, Chapter 5, Article 4 of Virginia Erosion and Sediment Control Law. Land disturbing activity on the site in question has been repeatedly in violation of Erosion and Sediment Control Regulations, and the corrective actions previously set forth in a Notice to Comply have not been completed. The following parties were previously notified of these violations on the given dates.

<table>
<thead>
<tr>
<th>Parties Receiving Notice of Violation</th>
<th>Date(s) Notice of Violation was Issued</th>
</tr>
</thead>
</table>

The detailed corrective actions contained herein must be satisfied within seven days. This Stop Work Order is effective for seven days and will be rescinded immediately upon completion of corrective actions. Failure to reasonably address these corrective actions within that time period can result in a stop work order for all construction activities on-site. Civil penalties will be assessed in accordance with Section 30-32 of the Code of the City of Waynesboro, Virginia until the Stop Work Order is revoked.

An E&S inspection has been performed on your site on the following date: October 24th, 2016. The results of the inspection are below. A check in the “No” box indicates a violation of a Minimum Standard (MS), VR 625-02-00§4.
### Stop Work Order

<table>
<thead>
<tr>
<th>Pre-Construction</th>
<th>Clearing &amp; Grubbing</th>
<th>Rough Grading</th>
<th>Building Construction</th>
<th>Finish Grading</th>
<th>Final Stabilization</th>
</tr>
</thead>
</table>

#### Inspection Checklist

- **MS-1** Have all denuded areas requiring temporary or permanent stabilization been stabilized?
  - Seeded? yes/no
  - Mulched? yes/no
  - Graveled? yes/no

- **MS-2** Are soil stockpiles adequately stabilized with seeding and/or sediment trapping measures?

- **MS-3** Does permanent vegetation provide adequate stabilization?

- **MS-4** Have sediment trapping facilities been constructed as a first step in the land disturbing activity?

- **MS-5** For perimeter trapping facilities, are earthen structures stabilized?

- **MS-6** Are sediment basins installed where needed?

- **MS-7** Are finished cut and fill slopes adequately stabilized?

- **MS-8/9** Are on-site channels and outlets adequately stabilized?

- **MS-10** Do all operational storm sewer inlets have adequate inlet protection?

- **MS-11** Are all storm water conveyance channels adequately stabilized with channel line and/or outlet protection?

- **MS-12** Is in-stream construction conducted using measures to minimize channel damage?

- **MS-13** Are temporary stream crossings of non-erodible material installed where applicable?
Stop Work Order

☐ ☐ ☐ MS-15 Is necessary restabilization of in-stream construction complete?

☐ ☐ ☐ MS-16 Are utility trenches stabilized properly?

☐ ☐ ☐ MS-17 Are soil and mud kept off roadways at intersections with site access roads?

☐ ☐ ☐ MS-18 Have all temporary control structures that are no longer needed been removed, and have all control structure repairs and sediment removal been performed?

☐ ☐ ☐ MS-19 Are properties and waterways downstream from development adequately protected from erosion and sediment deposition due to increase in peak storm water runoff?

Summary of violations:

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Corrective actions: (Standards and Specifications refers to Chapter 3 of the Virginia Erosion and Sediment Control Handbook)

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Corrective Action Completion Date: __________________________

Inspector: ___________________________ Date: __________

Program Administrator: ___________________________ Date: __________
Appendix D – VSMP Approval

COMMONWEALTH of VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 1105, Richmond, Virginia 23218
www.deq.virginia.gov

May 15, 2015

Michael G. Hamp, II, City Manager
City of Waynesboro
503 West Main Street, Suite 210
Waynesboro, Virginia 22980

Dear Mr. Hamp:

In accordance with §62.1-44.15:27 G of the Virginia Stormwater Management Act (Act), the Department of Environmental Quality (DEQ) has completed the review of the City of Waynesboro’s final Virginia Stormwater Management Program (VSMP) application package submitted on April 27, 2015. Based on this review, DEQ has determined that the City of Waynesboro’s VSMP is consistent with the Act, the VSMP regulation and the General VPDES Permit for Discharges of Stormwater from Construction Activities.

In light of this determination, DEQ grants final approval of the City of Waynesboro’s VSMP and the City is authorized to continue to operate a VSMP. Please note that this approval is based on the content of the application package. Any changes made to the documents in the package after the approval date, including changes to the adopted ordinance, may necessitate DEQ evaluation as part of its compliance review of your approved VSMP.

Thank you for your cooperation in developing a VSMP. We look forward to continuing to assist the City with the implementation of its VSMP.

Sincerely,

David K. Paylor

cc: Melanie Davenport, Director, Water Division
Frederick Cunningham, Director, Office of Water Permits
Joan Salvati, Manager, Local Government Stormwater Programs
Appendix E – Stormwater Management Facility Inspection SOP

A. Inspection Schedule
1. Public stormwater maintenance facilities (SMF) – Conducted annually by the Waynesboro Stormwater Facilities Inspector or another certified staff member.
2. Private SMF – Inspected by property owners with a recorded maintenance agreement annually. Inspected by The City Inspector once every five years.
   i. Inspection reminders are sent to facility owners at least 30 days prior to the deadline.

B. Preparing for Inspection
1. Be sure iPad is fully charged, inspections are entered into the Cartegraph system.
2. Review facility plan to become familiar with the site and SMF(s).
3. Search facility on Arc GIS for any additional information and the facility folder on the Stormwater Drive to review previous inspections and pictures.
4. Put on safety boots and vest.
5. Bring plan, paper, pen, camera, and manhole lifter.
6. Private SMF – Attempt to inform the owner of the inspection date and time.

C. Inspection
1. Enter the SMF into the Cartegraph system upon arrival at the site. Bring up a new inspection screen for the basin being inspected.
2. Enter the basin data into Cartegraph along with corresponding photos and save.
3. Document any deficiencies observed to be remedied.

D. Site Deficiencies
1. Private SMF owners will receive a letter the deficiency and a recommendation of how to be corrected.
   City owned facilities – The inspector will create a work task in Cartegraph for the Stormwater Maintenance Crew to perform repairs to the facility. The steps to remedy each basin are documented in Cartegraph, once complete and the task is closed.
2. Private facilities - If the deficiency is minor, and will not compromise the structural integrity of the SMF, the owner is responsible for repair, as the following annual inspection should reflect such.
3. Should major deficiencies exist, the owner will be presented a timeline for repair of the SMF and is required to send documentation to The City on the scope of repair.

E. Enforcement
1. In accordance with the Maintenance Agreement, should an owner refuse to maintain their facility to good working order, The City reserves the right to enter the property to take the necessary steps to bring the facility into compliance with the recorded agreement and is reimbursed by the owner.
STORMWATER DETENTION FACILITY MAINTENANCE AGREEMENT

THIS STORMWATER DETENTION FACILITY MAINTENANCE AGREEMENT (hereinafter called “this Agreement”), made and entered into this ______ day of ______, 20____, by and between ___________________________ (hereafter called “the Landowner”), and the Council of the City of Waynesboro, Virginia (hereafter called “the City”).

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property, more particularly described as ____________________________ as recorded by deed in the land records of the City in Instrument #____________________, (hereafter called “the Property”); and

WHEREAS, the Landowner is proceeding to build on and develop the Property; and

WHEREAS, the Site Plan ___________________________________________ (hereinafter called “the Plan”), which expressly is made a part hereof, as approved or to be approved by the City, provides for detention of storm water within the confines of the Property; and

WHEREAS, the Plan further provides for the control of the rate of storm water flows from the Property and the protection of water quality downstream; and

WHEREAS, Chapter 30 of the Code of the City of Waynesboro, Virginia provides that in order to protect the health, safety, and welfare of the residents of the county, the present and future owners of the Property agree that the owners shall construct and adequately maintain on-site storm water detention facilities (hereinafter called “the Facilities”); and

WHEREAS, the Facilities shall meet certain minimum City standards, and the present and future owners agree to provide the City with dedicated easements for access to such Facilities; and

WHEREAS, the parties hereto agree that the Landowner, as the owner of the Property, his heirs, successors, and assigns will be responsible perpetually for the maintenance of the Facilities herein described; and

WHEREAS, the parties have reached an agreement on the construction and maintenance responsibilities of the parties for said Facilities and desire that their agreement be reduced to writing;

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The parties acknowledge and agree that the Landowner, as the owner of the property, shall construct the Facilities in accordance with specifications identified in the plan as approved; and in accordance with all applicable City, state, and federal laws, ordinances, regulations and guidelines.

2. The Landowner agrees to maintain the Facilities as shown on the Plan in good working order acceptable to the City, and in accordance with all applicable City, state and federal laws, ordinances, regulations and guidelines.
3. The Landowner agrees to landscape the area surrounding the Facilities, as required by City ordinances and regulations, to maintain such landscaped area, and to keep the Facilities reasonably free of litter and trash.

4. The Landowner, on behalf of himself, his heirs, devisees, successors, and assigns, hereby grants permission to the City, its authorized agents, and its employees, to enter upon the Property and to inspect the Facilities whenever it deems necessary in order to determine if any repairs, maintenance, or cleaning is required to maintain the Facilities in good working order. Whenever possible, the City shall notify the Landowner prior to entering the Property. The Landowner’s grant to the City of the right to inspect the Facilities is a perpetual easement appurtenant to the portion of the Property owned by the Landowner as of the date hereof, and runs as a benefit and a burden with said Property owned by the Landowner as of the date hereof.

5. The Landowner further agrees to annually inspect each facility and provide maintenance records showing the date and results of each inspection/repair to the City. Every three years a Professional Engineer shall conduct the inspection and provide a supplemental narrative to the inspection report if necessary. The Landowner shall supply the Public Works Department with a completed City BMP inspection form for each individual BMP by July 1 of each year and not more than 60 days prior.

6. In the event the Landowner fails or refuses to maintain the Facilities in good working order acceptable to the City and in accordance with the terms of this Agreement, the City shall have the right to enter upon the Property and take whatever steps it deems necessary to bring the Facilities into compliance with this Agreement. This provision shall not be construed to allow the City to erect any structure of a permanent nature on the Property other than for the sole purpose of storm water detention, as specified under this Agreement. Notwithstanding any other provisions of this Agreement to the contrary, it is expressly understood and agreed that the City is under no obligation to maintain, repair, replace, or improve the Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

7. In the event the City expends any funds in performance of the work described in Paragraph 6 above for labor, equipment, usage, supplies, materials, or related expenses to repair, replace, or maintain the Facilities or takes any other action under this Agreement to bring the Facilities or the appurtenant landscaping into compliance with the requirements of this Agreement, the Landowner agrees to reimburse the City, upon demand, within thirty (30) days of receipt thereof, for all costs incurred by the City hereunder. Any charges imposed pursuant to this Paragraph that remain unpaid more than sixty (60) days after receipt thereof by the Landowner shall be subject to interest charges of eighteen percent (18%) per annum (capitalized monthly) until paid.

8. The Landowner, his executors, administrator, assigns, and any other successors in interest, shall indemnify and hold harmless the City, its agents, and its employees, from any and all claims, costs, demands, and causes of action which might arise or be asserted against the City from the construction, presence, existence, or maintenance of the Facilities by the Landowner or the City. In the event a claim is asserted against the City, its agents, or its employees, the City shall notify the Landowner promptly, and the Landowner shall defend at his own expense any suit based on such claim. If any judgment or claims against the City,
its agents, or its employees shall be allowed, the Landowner shall pay all costs and expenses in connection therewith.

9. This Agreement shall constitute a covenant running with the land and shall be binding upon and inure to the benefit of the City, the Landowner as the owner of Property, his successors, executors, assigns, heirs, and any other successors-in-interest. This instrument and the exhibits attached hereto shall be recorded, at the Landowner’s expense, among the land records of the Circuit Court of the City of Waynesboro, Virginia, prior to approval of any site plan.
WITNESS the following signatures and seals:

Landowner (Seal)

By: ________________________________

ATTEST:

______________________________
Its ______________________________

Given under my hand this ________ day of ____________, 20___

COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF ________________________

This day, ___________________________ personally appeared before me and acknowledged his signature to the above statement.

My commission expires on the ______ day of ____________, 20____.

Registration No. ___________________ NOTARY PUBLIC

THE COUNCIL OF THE CITY OF WAYNESBORO, VIRGINIA

By: ______________________________

City Manager (Seal)

ATTEST:

______________________________

Given under my hand this _______ day of ____________, 20___

COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF ________________________

This day, ___________________________ personally appeared before me and acknowledged his signature to the above statement.

My commission expires on the ______ day of ____________, 20____.

Registration No. ___________________ NOTARY PUBLIC
## Basin Inspection Report

### Basin Inspection Report

**ID** | **Pelham East SWMB**
--- | ---
**Type** | Detention
**Inspected By** | Jeff Scotti
**Inspection Date** | 9/15/2016
**Inspected OCI** | 96.67

<table>
<thead>
<tr>
<th>Condition Category</th>
<th>Comments</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributing Drainage Area</td>
<td>No trash noted</td>
<td>90.00</td>
</tr>
<tr>
<td>Excessive trash/debris</td>
<td>No trash</td>
<td>100.00</td>
</tr>
<tr>
<td>Bare/Exposed Soil</td>
<td>No bare soil</td>
<td>100.00</td>
</tr>
<tr>
<td>Evidence of Erosion</td>
<td>All paved flumes</td>
<td>100.00</td>
</tr>
<tr>
<td>Excessive Landscape Waste/Yard Clippings</td>
<td>Rip rap has excess brush</td>
<td>70.00</td>
</tr>
<tr>
<td>Pretreatment</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Maintenance Access to Pretreatment Facility</td>
<td>Managed turf common area</td>
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<tr>
<td>Excessive Trash/Debris Accumulation</td>
<td>No trash</td>
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<tr>
<td>Excessive Sediment Accumulation</td>
<td>None noted</td>
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</tr>
<tr>
<td>Evidence of Clogging</td>
<td>No clogging</td>
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</tr>
<tr>
<td>Dead Vegetation/Exposed Soil</td>
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<td>100.00</td>
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<tr>
<td>Pretreatment Evidence of Erosion</td>
<td>Pre treatment fully wet land grasses</td>
<td>100.00</td>
</tr>
<tr>
<td>Facility</td>
<td></td>
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</tr>
<tr>
<td>Maintenance Access to Facility</td>
<td>Managed turf access</td>
<td>100.00</td>
</tr>
<tr>
<td>Sediment Accumulation</td>
<td>None noted in wetland areas</td>
<td>100.00</td>
</tr>
<tr>
<td>Abnormally High or Low Water Levels</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Evidence of Pollution/Hotspot Runoff</td>
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<td>100.00</td>
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<tr>
<td>Berm(s)/Embankment(s)</td>
<td>Pendleton side had evidence of ground hog activity</td>
<td>70.00</td>
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<tr>
<td>Riser/Outlet</td>
<td>Clear of sediment and debris, Exiting channel has heavy sediment</td>
<td>100.00</td>
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<tr>
<td>Low Flow Orifice</td>
<td>Clear and accessible</td>
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<tr>
<td>Pond Drain (Underdrain) System</td>
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<tr>
<td>Vegetation</td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

### Total For Pelham East SWMB

- **Inspections Count**: 1

### Total Inspections

- **Total Inspections**: 1
### Appendix F – Nutrient Management Plan Locations

**Park Sites**
1. Constitution Park – 9 acres of managed turf
2. Coyner Springs Park – 3 acres managed turf
3. Waynesboro Cemetery – 13 acres managed turf
4. Ridgeview Park – 19.5 acres managed turf
5. North Park Turf – 7 acres managed turf
6. Basic Park – 5 acres managed turf

**School Sites**
1. Berkeley Glenn Elementary School – 6.25 acres managed turf
2. Kate Collins Middle School – 15.1 acres managed turf
3. Wayne Hills Preschool – 4.65 acres managed turf
4. Wenonah Elementary School – 4 acres managed turf
5. Westwood Hills Elementary School – 5 acres managed turf
6. William Perry Elementary School – 8.75 acres managed turf
7. Waynesboro High School – 6.35 acres managed turf
The departments of responsibility for implementation of MS4 program elements are included in BMP descriptions above. Contact information for each responsible party is located below:

**Executive Officer**

Title: City Manager  
Name: Michael G. Hamp II  
Address: Charles T. Yancey Municipal Building  
503 W. Main St, Suite 210  
Waynesboro, VA 22980  
Phone: 540-942-6600  
Email: hampmg@ci.waynesboro.va.us

**Program Management**

Engineering Division  
Title: City Engineer  
Name: Todd Wood, P.E.  
Address: 941 Fir St.  
Waynesboro, VA 22980  
Phone: 540-942-6627  
Email: publicworks@ci.waynesboro.va.us

Department of Parks & Recreation  
Title: Director  
Name: C. Dwayne Jones  
Address: 413 Port Republic Road  
Waynesboro, VA 22980  
Phone: 540-942-6735  
Email: jonescd@ci.waynesboro.va.us

Department of Public Works  
Title: Director  
Name: Brian McReynolds, P.E.  
Address: 941 Fir St.  
Waynesboro, VA 22980  
Phone: 540-942-6624  
Email: publicworks@ci.waynesboro.va.us