

**City of Falls Church
Department of Public Works**

SUBJECT: MS4 Permit Tracking Tool	DPW Standard Operating Procedure
	Revision Date: October 21, 2013
	Approved by: _____ <i>Jason Widstrom, P.E.</i>

CENTRALIZED EVENT TRACKING AND REPORTING

OBJECTIVE

It is the goal and intent of the City of Falls Church to accurately and effectively track City activities that contribute to compliance with applicable components of the City’s MS4 Program Plan.

RESPONSIBILITY

The Department of Public Works is responsible for coordinating and executing the activities in this operating procedure.

PROCEDURE

- Events will be tracked through a spreadsheet tool located in a folder on a common server space.
- The Department administrative staff (Ibby Acosta) will be tasked with maintaining this spreadsheet tool and coordinating with all applicable City staff to ensure that the tool contains information updated on a monthly basis.
- Applicable City staff needs to be made aware of the spreadsheet tool and its location to monitor annual progress toward meeting MS4 permit reporting requirements.
- Applicable City staff needs to provide a mechanism for regular updates to the spreadsheet tool. This may be accomplished in the form of a monthly (or more frequent) reoccurring calendar reminder to data is being input into the tool on a regular basis, without delay.

SPREADSHEET USE

- Each Best Management Practice (BMP) to be tracked by this tool, grouped by MCM, is listed in the table under the respective MCM heading.
- Each BMP has the minimum number of lines associated with the minimum number of activities for each BMP. The status of each BMP is noted as to its percent completion based on user input data.
- Some BMPs require numeric entries, such as if multiple activities are associated with that BMP, and some BMPs are Yes or No (denoted by Y/N?) for BMPs that are more qualitative, in nature.
- The date of entry into the spreadsheet and the staff that supplies the information (i.e. responsible party) must also be documented for each BMP activity in the Date and Responsible Party columns.
- Each MCM has its own portion of the spreadsheet tool. Screenshots for each MCM are listed in figures at the end of this Standard Operating Procedure.

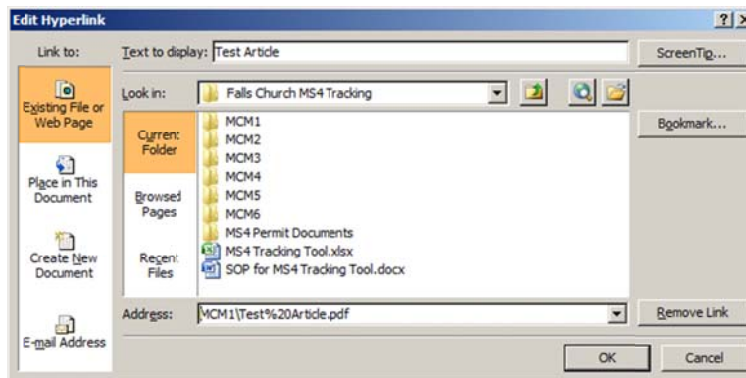
- The precise requirement, as written into the MS4 Program Plan, is in the spreadsheet in comment form. The cells where the comments are linked are denoted by small red triangles in the upper right corner of that cell (see figure below).

Figure 1: Comment Containing Program Plan Requirement

Required Activities							
Minimum Control Measure #1 - Public Education and Outreach in Stormwater Impacts							
Program Section	Item	Quantity	Status	Date	Responsible Party	Location of Content	Published / Air Date
BMP I.A.	Locally Distributed Publications (Total 4 articles/year required) Minimum of ONE article/year covering the hazards associated with illegal discharges and insert title of article Minimum of TWO articles/year that discuss reducing impacts to impaired waters insert title of article	4		date	insert name	insert subject of article and hyperlink	insert date
BMP I.B.	Publish "Watershed News" articles (1 article/year required) insert title of article	1					
BMP I.C.	Post downloadable information on City's web site insert title of content	(Y/N?)					
BMP I.D.	Public Access Television Content insert title of content	(Y/N?)					
BMP I.E.	Post downloadable information on City's web site in 2nd language insert title of content	(Y/N?)					
BMP I.F.	Brochure for Pet Owners (1 brochure/year required) insert title of content	(Y/N?)					
<p>BMP E: In conjunction with BMP C above, the City of Falls Church will include stormwater management and water quality information on the City's Internet web site (http://www.fallschurchva.gov) in a second language. A priority will be given to the development and posting of materials with specifically targeted messages.</p> <p>Necessary Documents: None.</p> <p>Responsible Party: Department of Public Works, Engineering Division</p> <p>Objective/Expected Results: To inform the City's constituents on stormwater management/water quality issues and provide options demonstrating steps they can take to improve water quality in the City via Internet media.</p> <p>Schedule and Evaluation: Beginning FY4, ongoing through the permit period.</p> <p>Measurable Goals: By the end of FY4, the City will have developed and posted downloadable information on stormwater management and water quality on the City's Internet website in a second language.</p> <p>Items to be reported in annual report: Poster of materials posted to be included in an updated Education and Outreach Table to be included in the City's annual reports.</p> <p>Method Utilized to Determine Effectiveness: The City will develop targeted messages to address particular pollutants of concern or groups/industries whose activities/behavior may hinder surface water quality. The City will track the distribution of the messages (i.e. document web hits) and document any noted changes recognizable inside the context of the MS4 program.</p>							
Minimum Control Measure #2 - Public Involvement and Participation							
Program Section	Item	Done?	Status	Date	Responsible Party	Location of Content	No. Distributed/Website
BMP II.A.	Public Notice for City's MS4 Implementation insert subject of discussion for City Council	(Y/N?)	0%	date	insert name	insert relevant content title(s) and hyperlink(s)	N/A
BMP II.B.	Report stormwater related inquiries or pollution incidents insert annual report of inquiries	(Y/N?)	0%	date	insert name	insert Annual Report and Hyperlink	N/A
BMP II.C.	Updates to Citizen-Based Environmental Services Council (Minimum 1 briefing/year) insert subject(s) of meeting	1	0%	date	insert name	insert subject(s) of briefing and hyperlink	N/A

- Hyperlinks to BMP documentation can be added by right-clicking in the cell where the hyperlink is desired and selecting "hyperlink." This brings up a dialogue box which will establish a relative location for the file to be linked. Documentation should be stored in the file structure provided (or as modified by the Tracking Tool's primary user) to aid in organization of the documentation from year to year. Navigate to the location from within the dialogue box shown in Figure 2, and select the file. Edit the "Text to Display" box to indicate the text you would like to see in the spreadsheet (e.g. title of article), and click "OK."

Figure 2: Hyperlink Dialogue Box



MCM #1 – Public Education and Outreach on Stormwater Impacts

- BMP A: As articles are written by the Public Works staff, they should be logged into the spreadsheet with all necessary information, shown in Figure 3, Lines 14 through 18. Article topics should meet criteria set forth in MS4 Program Plan.

- **BMP B:** One article a year should be published in the Public Works Newsletter “Watershed News,” and when written, necessary information should be filled out in Line 20, as seen in Figure 3.
- **BMP’s C & E:** The Engineering Division in the Public Works Department must ensure content about stormwater management and water quality is posted on the City’s website for public access in English and in another language. See Lines 22 and 26 in Figure 3, for the information required for entry into the spreadsheet.
- **BMP D:** The City should sponsor appropriate programming related to stormwater management and water quality issues on the City’s public access cable station. Showings of the selected programming should be documented when shown. See Line 24 in Figure 3 for the content associated with the television broadcast.
- **BMP F:** A brochure for pet owners should be updated and distributed once a year that discusses the proper management of pet waste in relation to its impact on water quality. See Figure 3, Line 28 for necessary content for the spreadsheet.

MCM #2 - Public Involvement & Participation

- **BMP A:** The City Clerk must notify the public when City Council is meeting regarding the implementation of the City’s NPDES Phase II permits. Documentation of the notification must be filled out in Line 35 in Figure 4.
- **BMP B:** The Office of Communications and The City Manager’s Office are responsible for recording citizen inquiries into the stormwater management and, at the end of every permit year the report for all stormwater inquiries from the CLASS system should be inserted into the annual report. Insert all relevant information into Line 37 in Figure 4.
- **BMP C:** The Department of Public works should insert a minimum of 1 briefing per year to the Environmental Services Council. Use Line 39 in Figure 4 to document any relevant information.
- **BMP D:** The Department of Public Works is required to hold a minimum of three habitat restoration events each year. Each event should be entered on Lines 41 through 43 in Figure 4.
- **BMP E:** The Department of Public Works is required to provide the MS4 program plan in three different locations throughout the city. The three locations are spelled out in the MS4 permit and are listed in the spreadsheet. All pertinent information for the three locations should be entered in Lines 45 to 47 in Figure 4.

MCM #3 – Illicit Discharge Detection and Elimination

- **BMP A:** The Office of Communications and the City Manager’s office is responsible for compiling, at the end of each permit year, the report for all input and reports of illicit discharges from the CLASS system. Use Line 54 in Figure 5 to record all relevant information and documentation.
- **BMP B:** The Department of Public Works is to provide alternatives the Household Hazardous Waste in the city recycling guide. The guide should be provided in the annual report with the alternatives noted. The guide information should be entered in Line 56 in Figure 5.
- **BMP E:** Each permit year the Department of Public Works, Engineering Division, is to create a targeted message for different industries that are susceptible to illicit discharges to the

stormwater system. In permit Year 1 the target industry is the automotive industry. The printed outreach material should be included in the annual report and all relevant documentation of the material should be entered into Line 58 of Figure 5.

- **BMP G:** The city participates in the Northern Virginia Regional Commission's Waste Management Board through the "Know Toxics" program. The Department of Public Works is to provide a Memorandum of Understanding between the city and the NVRC with each annual report. The documentation for the memorandum should be entered into Line 60 in Figure 5.

MCM #4 – Construction Site Stormwater Runoff Control

- **BMP B:** The Department of Public works and Department of Developmental Services is to keep citizens informed of Erosion and Sediment Control issues in the city. The city holds a Chesapeake Bay Inter-Disciplinary Review Team (CBIRT) meeting once a week (as needed) to review development plans. Citizens in the immediate area of the proposed development are invited to come and share their input. Documentation of the participation of these meetings should be entered into Line 67 in Figure 6.

MCM #6 – Pollution Prevention/ Good Housekeeping for Municipal Operations

- **BMP A:** The Department of Public Works is to ensure that street sweeping operations are conducted twice a year and reported in the annual report. The relevant information should be entered into Lines 74 and 75 in Figure 7 for each time the city is swept in each permit year.
- **BMP C:** The Department of Public Works should be incorporating stormwater management training into employee training. The stormwater training should be documented with the number of participants noted. All documentation for the training should be entered into Line 77 Figure 7.

Elective Activities

- The city will typically teach school workshops on the Enviroscope watershed model to teach young people about watersheds. Any documentation associated with the Enviroscope classes should be entered into Line 84 in Figure 8. Documentation on these classes is not necessary for permit compliance.
- The city will typically teach rain barrel workshops throughout the year to teach citizens their importance and how to make them. Any documentation of these classes should be entered into Line 86 in Figure 8. Documentation on these classes is not necessary for permit compliance.

Figure 3: Portion of Spreadsheet relating to MCM#1

9	Minimum Control Measure #1 - Public Education and Outreach on Stormwater Impacts										
10	Program	Item	Quantity	Status	Date	Entered By	Location of Content	Published / Air Date	No. Distributed/Website Hits	Public Notice	Public Comments
11	Section										
12	BMP II.A.	Locally Distributed Publications (Total 4 articles/year required)	4								
13		Minimum of ONE article/year covering the hazards associated with illegal discharges and									
14		insert title of article			date	insert name	insert subject of article and hyperlink	insert date	insert # distributed	insert hyperlink	insert archive of comments
15		Minimum of TWO articles/year that discuss reducing impacts to impaired waters		0%							
16		insert title of article			date	insert name	insert subject of article and hyperlink	insert date	insert # distributed	insert hyperlink	insert archive of comments
17		insert title of article			date	insert name	insert subject of article and hyperlink	insert date	insert # distributed	insert hyperlink	insert archive of comments
18		insert title of article (any subject)			date	insert name	insert subject of article and hyperlink	insert date	insert # distributed	insert hyperlink	insert archive of comments
19	BMP II.B.	Publish "Watershed News" articles (1 article/year required)	1								
20		insert title of article		0%	date	insert name	insert subject of article and hyperlink	insert date	insert # distributed	insert hyperlink	insert archive of comments
21	BMP II.C.	Post downloadable information on City's web site	(Y/N?)								
22		insert title of content		0%	date	insert name	insert subject of content and hyperlink	insert date	insert # of website visitors	insert hyperlink	insert archive of comments
23	BMP II.D.	Public Access Television Content	(Y/N?)								
24		insert title of content		0%	date	insert name	insert subject of content and hyperlink	insert date	insert # of times shown	insert hyperlink	insert archive of comments
25	BMP II.E.	Post downloadable information on City's web site in 2nd language	(Y/N?)								
26		insert title of content		0%	date	insert name	insert subject of content and hyperlink	insert date	insert # of website visitors	insert hyperlink	insert archive of comments
27	BMP II.F.	Brochure for Pet Owners (1 brochure/year required)	(Y/N?)								
28		insert title of content		0%	date	insert name	insert subject of content and hyperlink	insert date	# distributed and locations	insert hyperlink	insert archive of comments

Figure 4: Portion of Spreadsheet for MCM #2

31	Minimum Control Measure #2 - Public Involvement and Participation										
32	Program	Item	Done?	Status	Date	Entered By	Location of Content	No. Distributed/Website Hits	Public Notice	Number of Participants	
33	Section									From City	From Citizens
34	BMP III.A.	Public Notice for City's MS4 Implementation	(Y/N?)								
35		title of notification		0%	date	insert name	insert relevant content title(s) and hyperlink(s)	N/A	insert hyperlink	#	#
36	BMP III.B.	Opportunity for Citizens to report stormwater related inquiries or pollution incidents	(Y/N?)								
37		Insert annual report of inquiries		0%	date	insert name	Insert Annual Report and Hyperlink	N/A	insert hyperlink	#	#
38	BMP III.C.	Updates to Citizen-Based Environmental Services Council (Minimum 1 briefing/year)	1								
39		insert subject(s) of meeting		0%	date	insert name	insert subject(s) of briefing and hyperlink	N/A	insert hyperlink	#	#
40	BMP III.D.	Habitat Restoration Events (3 events/year)	3								
41		insert location of event			date	insert name	insert purpose event and hyperlink	N/A	insert hyperlink	#	#
42		insert location of event		0%	date	insert name	insert purpose event and hyperlink	N/A	insert hyperlink	#	#
43		insert location of event			date	insert name	insert purpose event and hyperlink	N/A	insert hyperlink	#	#
44	BMP III.E.	Provide City's MS4 Program Plan on City web site and hard copies	(Y/N?)								
45		Hard Copy Available at City Hall?			date	insert name	N/A	N/A	N/A	N/A	N/A
46		Hard Copy Available at Mary Riley Styles Public Library?			date	insert name	N/A	# of times checked out	N/A	N/A	N/A
47		Permit Available online?			date	insert name	insert hyperlink	# of website visitors	N/A	N/A	N/A

31	Public Comments				
32		Area [ft ²]		No. and Species	Material
33		Invasives	Restored	of New Plants	Removed
34					
35	insert archive of comments	N/A	N/A	N/A	N/A
36					
37	insert archive of comments	N/A	N/A	N/A	N/A
38					
39	insert archive of comments	N/A	N/A	N/A	N/A
40					
41	insert archive of comments	insert area	insert area	insert #	insert species
42	insert archive of comments	insert area	insert area	insert #	insert species
43	insert archive of comments	insert area	insert area	insert #	insert species
44					
45	insert archive of comments	N/A	N/A	N/A	N/A
46	insert archive of comments	N/A	N/A	N/A	N/A
47	insert archive of comments	N/A	N/A	N/A	N/A

Figure 5: Portion of Spreadsheet for MCM #3

50	Minimum Control Measure #3 - Illicit Discharge Detection and Elimination									
51	Program		Done?	Status	Date	Entered By	Location of Contest	Published Date	Quantification	Public Notice
52	Section	Item								
53	BMP IV.A.	Provide mechanism for input/reporting on illicit discharges	(Y/N?)							
54		Insert annual report of inquiries		0%	date	insert name	insert annual report and hyperlink	insert date	insert # of inquiries	insert hyperlink
55	BMP IV.B.	Promote proper HHW disposal in City's Recycling Guide	(Y/N?)							
56		Insert title of HHW Content		0%	date	insert name	Insert City's Recycling Guide and hyperlink	insert date	insert amount of HHW collected at	insert HHW collection sched
57	BMP IV.E.	Targeted Outreach Materials on IDDE	(Y/N?)							
58		subject of outreach materials		0%	date	insert name	insert outreach content and hyperlink	insert date	insert list of recipients targeted	insert hyperlink
59	BMP IV.G.	Partnership with NVRC through "Know Toxics" program	(Y/N?)							
60		insert MOU between City and NVRC		0%	date	insert name	insert program outreach material and hyperlink	insert date	insert amount of HHW collected at	insert hyperlink

Figure 6: Portion of Spreadsheet for MCM #4

63	Minimum Control Measure #4 - Construction Site Stormwater Runoff Control									
64	Program		Done?	Status	Date	Entered By	Subject of Meeting/Notification	Number of Attendees		Public Comments
65	Section	Item						From City	From Citizens	
66	BMP V.B.	Provide opportunity for citizen input on E&S issues and violations	(Y/N?)							
67		CBIRT meeting location (as needed)		0%	date	insert name	insert subject(s) of briefing and hyperlink	#	#	insert archive of comments

Figure 7: Portion of Spreadsheet for MCM #6

70	Minimum Control Measure #6 - Pollution Prevention and Good Housekeeping for Municipal Operations									
71	Program		Done?	Status	Date	Entered By	Documentation Location	Amount of Material Removed		
72	Section	Item								
73	BMP VII.A.	Street Sweeping Operations (Required 2 times/year)		2						
74		insert area of City Swept					insert hyperlink(s)			insert tons
75		insert area of City Swept		0%		date	insert name	insert hyperlink(s)		insert tons
76	BMP VII.C.	Water quality training activities for employee training/safety	(Y/N?)							
77		Municipal Pollution Prevention Activities Table				date	insert name	insert hyperlink(s)		N/A

Figure 8: Portion of Spreadsheet for Elective Items

80	Elective Activities											
81	Program		Quantity	Status	Date	Entered By	Subject/Title of Publication	Workshop Date	Public Notice	Number of Attendees		Public Comments
82	Section	Item								From City	From Citizenry	
83	BMP III.	Enviroscape Watershed Model	(Y/N?)									
84		insert school and class		0%	date	insert name	insert target and hyperlink	insert date	insert hyperlink	insert Staff	insert students	insert archive of comments
85	BMP IV.	Rain Barrel Workshops	(Y/N?)									
86		insert school and class		0%	date	insert name	insert target and hyperlink	insert date	insert hyperlink	insert Staff	insert students	insert archive of comments