

## Phase II SPDES General Permit for

Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORMRegulated MS4: New York State Canal Corporation SPDES Permit Number: NYR20A 025

See information packet for information to help complete this form.

MCC Form for year ending: March 9, ____ 2006 (Year 3) <u>  x  </u> 2007 (Year 4) ____ 2008 (Year 5)			
<b>Section A. MS4 Owner/Operator and Contact Person Information</b> (contact persons explained in instructions)			
<b>Owner/Operator</b> Is information below new or changed? ____ Yes <u>  x  </u> No			
Name: Elizabeth Novak		Title: Environmental Specialist II	Department: Environmental Services Bureau
Mailing Address:	Street or P.O. Box: 200 Southern Blvd.		City: Albany
	County: Albany		State: New York Zip Code: 12209
Phone: ( 518 ) 471-5926		E-mail Address: Elizabeth_novak@thruway.state.ny.us	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? ____ Yes ____ No 2) same as: <u>  x  </u> Owner/Operator			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: (    )		E-mail Address:	
<b>Stormwater Management Program (SWMP) Coordinator</b> (Responsible for implementation/coordination of SWMP)			
Is information below: 1) new or changed? ____ Yes ____ No 2) same as: <u>  x  </u> Owner/Operator ____ Local Stormwater Public Contact			
Name:		Title:	Department:
Mailing Address:	Street or P.O. Box:		City:
	County:		State: Zip Code:
Phone: (    )		E-mail Address:	
<b>Annual Report Preparer</b>			
Is information below: 1) new or changed? <u>  x  </u> Yes ____ No 2) same as: ____ Owner/Operator ____ Local Stormwater Public Contact ____ SWMP Coordinator			
Name: Matthew Yonkin, P.E., BCEE Malcolm Pirnie, Inc.		Title: Associate	Department:
Mailing Address:	Street or P.O. Box: 43 British American Boulevard		City: Latham
	County: Albany		State: New York Zip Code: 12110
Phone: ( 518 )782-2100		E-mail Address: myonkin@pirnie.com	

**IMPORTANT NOTE:** Rows can be added to the tables in the following sections by going to the rightmost cell in the bottom row of the table and hitting tab. Hitting return in a given row will make the row wider, creating more room to type or write.

**Section B. Local Water Quality Information**

Information to help complete this section can be found in the instructions.

1. Does the MS4 discharge to 303(d) listed waters or is it in a TMDL watershed?

Yes (complete the table below)     No     Not Yet Determined

(Put an X in the 'Classification' cell to indicate if the MS4 discharges to a waterbody on the 303(d) list and / or if it is in a TMDL watershed.)

Impaired Waters Name (from 303 (d) list and/or TMDL)	Pollutant(s) of Concern (from 303 (d) list and/or TMDL)	Classification	
		303 (d)	TMDL
Barge Canal/Ton C (0102-0022)	PCBs	<input checked="" type="checkbox"/>	
Eighteen Mile Creek	PCBs	<input checked="" type="checkbox"/>	
Oak Orchard Creek	Nutrients	<input checked="" type="checkbox"/>	
Seneca River	Pathogens	<input checked="" type="checkbox"/>	
Onondaga Lake	Dioxin, Mercury, PCB	<input checked="" type="checkbox"/>	
Lake Oneida	Nutrients	<input checked="" type="checkbox"/>	
Mohawk River	PCBs	<input checked="" type="checkbox"/>	
Sauquoit Creek	PCBs	<input checked="" type="checkbox"/>	
Hudson River	PCBs	<input checked="" type="checkbox"/>	
Cayuga Lake	Phosphorus, Silt/Sediment	<input checked="" type="checkbox"/>	
Lake Neatawantah	Nutrients	<input checked="" type="checkbox"/>	
Lake Champlain			<input checked="" type="checkbox"/>
Onondaga Lake			<input checked="" type="checkbox"/>

2. Have you received notification from the Department that you are subject to the special conditions in Part III.B. of the permit?

Yes  
 No

3. Have all necessary changes been made to the Stormwater Management Program (SWMP) to ensure compliance with Part III.B. of the MS4 permit for discharges to 303(d) or TMDL waters?

Yes  
 No (explain below)

Explanation:

Significant improvement has been made, but all necessary changes have not been finalized. We have evaluated all of our facilities and operations and are in the final stages of updating our BMPs. Through specific Canal Directives and established operating procedures, we are able to prevent contribution of phosphorus or nutrients from our daily operations. We have strict erosion and sediment control practices for construction and rehabilitation work. During Year 5, we are scheduled to finalize our evaluation of 303(d) areas and to provide 303(d) mapping to the appropriate canal facilities to ensure they are using the appropriate BMPs.

**Section C. Partnership Information**

Information to help complete this section can be found in the instructions.

1. Does your MS4 work with partners? \_\_\_ Yes (complete table below) **x** No (Proceed to Section D)

**List MS4 Partners with Legally Binding Agreements or Contracts in Place**

**List MS4 Partners with Planned Legally Binding Agreements or Contracts**

**List MS4 Partners with Other Agreements in Place**

**Section D. Geographic Areas Addressed by Stormwater Management Program (SWMP)**

Information to help complete this section can be found in the instructions.

1. Does your SWMP cover all jurisdictional (automatic and additionally designated) areas within the MS4, as required by 40 CFR 122.32(a)? **x** Yes \_\_\_ No (Explain below)

Explain:

**Section E. Funding and Resource Allocation**

Information to help complete this section can be found in the instructions.

1. Are adequate resources (funding mechanism, equipment, staff, etc.) planned or in place to fully implement your SWMP no later than January 8, 2008?  Yes  No (explain below)

Explain:

2. If the MS4 is receiving funding through the municipal budget, a grant, or other source, briefly explain below: what are the sources, estimated amounts, and frequency of funding for the MS4?

Explain:

3. If the MS4 is not receiving funding, briefly explain below: plans the MS4 has for obtaining future funding?

Explain:

<b>Section F. Compliance Certification</b>			
<b>Compliance Assessment</b> - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation <i>and</i> has achieved all measurable goals scheduled to be completed <b>during this reporting year</b> . Refer to the NOI and prior Annual Reports for information about measurable goals scheduled for this reporting year.			
Permit Part	Minimum Control Measure	ANSWER BOTH COLUMNS FOR THIS REPORT YEAR ONLY	
		Steady Progress	Goals Achieved
IV.C.1.	Public Education and Outreach on Stormwater Impacts Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.2.	Public Involvement / Participation Explain 'no' / 'N/A' answer:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.3.	Illicit Discharge Detection and Elimination Explain 'no' / 'N/A' answer: The new "Help Keep the Canal Clean" brochure was not distributed in Year 4; however, it is scheduled for distribution in Year 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
IV.C.4.	Construction Site Stormwater Runoff Control Explain 'no' / 'N/A' answer: Rather than updating the NYSCC Design Guidance Manual developed in Year 1, the NYSCC has instead adopted NYSDOT guidance documents, which maintains consistency of practice between the NYSDOT and the NYSTA/NYSCC.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
IV.C.5.	Post-Construction Stormwater Management Explain 'no' / 'N/A' answer: In finalizing the NYSCC Long Term Operation and Maintenance of Permanent Storm Water Controls Manual, NYSCC has opted to use the NYSDOT guidance document on proper operation and maintenance of permanent stormwater controls as guidance in the development of formal NYSCC guidance, which maintains consistency of practice between the NYSDOT and the NYSTA/NYSCC.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
IV.C.6.	Pollution Prevention / Good Housekeeping for Municipal Operations Explain 'no' / 'N/A' answer: During Year 4, the NYSCC had planned on updating the existing good housekeeping posters and developing a new oil water separator maintenance poster. These posters will be completed and distributed in Year 5.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

Municipality: \_\_\_\_\_

Permit Number: NYR20A024

**Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print Name: CHRISTOPHER A. WAITE Title: CHIEF ENGINEERSignature: Christopher A. Waite Date: 5/30/07

This form must be signed by either a principal executive officer or ranking elected official, or duly authorized representative of that person as described in Part VI.I.2. of the permit. See instructions for more information about who can sign this form.

Send two completed **hard copies** (an original and a photocopy) of this form, the Annual Report Table and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**



**Phase II SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
STORMWATER MANAGEMENT PROGRAM ANNUAL REPORT (SWMPAR) TABLE**

**Regulated MS4:** New York State Canal Corporation **SPDES Permit Number:** NYR20A 025

Annual Report Table for year ending: March 9, \_\_\_\_ 2006 (Year 3)   x   2007 (Year 4) \_\_\_\_ 2008 (Year 5)

Information about how to complete the follow tables is in the instruction section. Please complete the tables electronically, if possible. Send two completed **hard copies** (an original and a photocopy) of this Annual Report Table, the MCC form and any attachments to the DEC Central Office (MS4 Permit Coordinator, 625 Broadway, Division of Water - 4<sup>th</sup> Floor, Albany, NY 12233-3505). **DO NOT SUBMIT REPORTS IN THREE-RING BINDERS.**

**Minimum Control Measure 1. Public Education and Outreach**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.1.a, b:</b> Plan and conduct an ongoing public education and outreach program to ensure the reduction of all pollutants of concern in stormwater discharges to the maximum extent practicable (MEP).</p> <ul style="list-style-type: none"> <li>• <i>Explain the program, including activities and materials used</i></li> <li>• <i>Identify the personnel or outside organization conducting the activity.</i></li> <li>• <i>Indicate activities planned for next year.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Printed Material</i> - Developed a Stormwater Pollution Prevention educational brochure to inform Thruway and Canal Travelers of the effects of storm water pollution and the measures that they can take to prevent it. Approximately 500 of these brochures were distributed at the NYS Fair in Syracuse, while another 10,000 brochures were distributed to NYSTA Service Areas across the state. Approximately 1,500 brochures were set aside for distribution at Thruway and Canal Events and another 3,000 for distribution at Canal facilities.</p>	<p>Brochure was completed in Year 2.</p>
<p>Brochure posted on NYSCC website</p>	<p>Completed Year 3</p>
<p>Updated the educational brochure to reflect the public education and outreach campaign that began in Year 3. This draft brochure is currently in review and will be distributed in Year 5 at the NYS Fair, Service Areas, Thruway and Canal Events, and Canal facilities.</p>	<p>Scheduled for completion April 2007.</p>
<p>Create a children’s activity book for storm water awareness.</p>	<p>Activity book has been developed and will be handed out to children at Canal events. Scheduled for distribution summer 2007.</p>
<p><i>Printed Material</i> - Develop collaborative NYSDOT, NYSCC, and NYSTA Environmental Stewardship brochure</p>	<p>Scheduled for May 2007.</p>
<p><i>Pet waste management</i> - Pet waste management education was provided in the Stormwater Pollution Prevention brochure that was developed for Thruway and Canal travelers.</p>	<p>The brochure was completed in Year 2.</p>

Municipality:

Permit Number: NYR20A024

<i>Trash Management</i> - The Canal collects debris along the canal right-of-way in the spring of each year and as-needed. Trash receptacles and dumpsters are provided at Canal facilities.	Trash management is ongoing.
<i>Printed Material</i> - Develop general stormwater pollution prevention fact sheet. These fact sheets will be provided on the NYSCC website and at NYSTA and NYSCC events.	Scheduled for April 2007.
<i>Website</i> - Update Canal website content and add information links about Canal events, brochures, posters, and fact sheets	Website update is an ongoing task.
<i>Printed Material</i> – Developed a “Help Keep the Canal Clean” brochure and in the process of developing a joint NYSDOT/NYSTA/NYSCC environmental stewardship brochure. These brochures will be distributed to Canal travelers as they pass through the locks.	Scheduled for distribution in 2007
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	
The new “Help Keep the Canal Clean” brochure was not distributed in Year 4; however, it is scheduled for distribution in Year 5	Scheduled for Year 5.

**Minimum Control Measure 2. Public Involvement/Participation**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.2.c.iii.:</b> Design and conduct a public involvement / participation program.</p> <ul style="list-style-type: none"> <li>Describe activities that the MS4 has/will undertake to provide program access to interested individuals and to gather needed input.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>	
<p>Retained a firm that specializes in public outreach. They have developed, and are in the process of implementing a stormwater pollution prevention campaign. They have developed a new logo and a new “Connect the Drops” slogan in support of this campaign. The new slogan and logo will be integrated into all outreach materials.</p>	<p>Logo and slogan finalized December 2006.</p>	
<p>Continue to work with public interest and community organizations to ensure their participation in special events planned for Year 5.</p>	<p>Task is ongoing.</p>	
<p>The NYSCC is planning to incorporate elements of the Connect the Drops campaign at this years Canal Clean Sweep event.</p>	<p>Scheduled for April 2007</p>	
<p>Postcard mailing to environmental and community organizations for assistance spreading the word on the NYSCC’s Connect the Drops Campaign.</p>	<p>Scheduled for May 2007.</p>	
<p>Provide informational materials to fourth graders visiting the Tugboat Urger.</p>	<p>Scheduled for June 2007</p>	
<p><b>Permit Reference IV.C.2.a, f:</b> Develop procedures to provide public notice about and access to documents and information in a manner that complies with state and local public notice requirements. <i>Describe procedures below and state the methods used to publicize the AR public presentation.</i></p>		
<p>The Annual Reports have been posted on the NYSTA’s website <a href="http://www.nysthruway.gov/environmental/water.html">http://www.nysthruway.gov/environmental/water.html</a> and made available at the NYSTA Division Headquarters for public review and comment. In addition, the annual report was announced in the NYSDEC’s Environmental Notice Bulletin, which contained links to the NYSTA website. The NYSCC mailed letters to all adjacent MS4s to provide information about the NYSCC’s program, as well as links to the NYSTA website which contains the Annual Reports. The public was invited to comment either by phone, mail, or email.</p>		
<p><b>Permit Reference IV.C.2.e:</b> Public presentation of; <b>f:</b> summary of comments received on; and <b>g:</b> intended response to comments on the SWMPAR.</p>		
<p><b>Summarize attendance at the public presentation of the Annual Report. Include number of attendees and who was represented:</b>  Since the NYSCC is a non-traditional MS4 with public access generally being transient in nature, the NYSCC has not conducted a presentation of the Annual Report. With limited access to a fixed population and no central area to provide a public presentation has instead made the reports accessible on their website, at the Division Headquarters, and through request. To date, the public has never commented on the NYSCC annual reports.</p>		
<p><b>Comments on Annual Report Meeting</b>  <input checked="" type="checkbox"/> No public comments received on Annual Report.  <input type="checkbox"/> Comments received. <b>Attach summary of comments and intended responses.</b></p>	<p><b>Date of Annual Report Meeting:</b>  N/A</p>	<p><b>Approximate Date of Meeting Next Year:</b>  N/A</p>

<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<i>Community Hotlines</i> – The NYSCC provided contact information on their educational brochures and website for public questions and comments.	Completed Year 2.
<i>Volunteer Monitoring</i> – The NYSCC developed Stormwater Pollution Prevention brochures to educate the public on how they help to reduce pollution and what illicit discharges look like so they can identify them and report them.	Completed Year 2.
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p> <p><i>Storm Drain Stenciling</i> – Although stenciling has not yet been completed, the stencils have been designed and purchased. Stenciling is scheduled for June 2007.</p>	

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.a:</b> Develop, implement and enforce a program to detect, identify and eliminate illicit discharges, including illegal dumping, into the MS4.</p> <ul style="list-style-type: none"> <li>• <i>Explain the activities and procedures used to meet this requirement this year <u>and planned for next year.</u></i></li> <li>• <i><u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify personnel or outside organization conducting the activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: number of illicit discharges detected; number of illicit discharges eliminated.</i></li> </ul>
<p>The NYSCC inspected all outfalls at Canal owned facilities for evidence of illicit discharges and mapped them in GIS.</p>	<p>Completed Year 2.</p>
<p>The NYSTA Environmental Specialists revisited outfalls that were identified as showing some evidence of a potential illicit discharge and, if necessary, further investigations were performed to determine if an illicit discharge exists and, if necessary, implement appropriate remedial action. The Environmental Specialists also coordinate with section maintenance staff routinely to discuss any environmental concerns they may have, which would include potential illicit discharges.</p>	<p>Completed Year 3.</p>
<p>The NYSCC developed and mailed a letter to MS4s located adjacent to the Canal. The letter summarizes some of the key components of NYSCC's SWMP and requests their support in locating and eliminating illicit discharges within their area of jurisdiction. As a result of this letter NYSCC has been contacted and has shared their MS4 materials with adjacent MS4s.</p>	<p>Completed November 2006.</p>
<p>Conducted an evaluation of NYSCC facilities, equipment, and operations to determine the potential for illicit discharges. This was done to ensure that best management practices were in place to reduce the chance of an illicit discharge from occurring.</p>	<p>This facility evaluation was completed in Year 2. The update and implementation of BMPs is on-going.</p>
<p>Finalize ranking criteria to prioritize facilities based on their potential to negatively impact impaired waterways with a pollutant of concern. The NYSDEC has been working on an electronic 303(d) GIS layer of all contaminants of concern. Once the finalized 303(d) list is released this file will be used to identify all of the locations of impaired streams adjacent to NYSCC properties.</p>	<p>Scheduled to be completed by July 2007.</p>
<p>Finalize BMPs to reduce the potential to release the pollutants of concerns in 303(d) areas.</p>	<p>Scheduled for Summer 2007.</p>
<p>Finalize Canal Directive for reporting illicit discharges.</p>	<p>Scheduled for Fall 2007.</p>

<p><b>Permit Reference IV.C.3.b:</b> Develop and maintain a map showing the location of all outfalls and the names and location of all waters of the US that receive discharges from outfalls. <i>Explain activities performed this year and planned for next year, including work on the following IDDE guidance prerequisites:</i></p> <ul style="list-style-type: none"> <li>• field verification of outfall locations;</li> <li>• mapping all inter-municipal subsurface conveyances;</li> <li>• delineating storm sewershed; and</li> <li>• developing and retaining MS4 mapping as needed to find the source and identify illicit discharges. <b><i>State if maps are in GIS.</i></b></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• <i>Example measurable goals: percent of outfalls mapped</i></li> </ul>
<p>The NYSCC located and mapped all outfalls at Canal owned facilities. All outfalls were mapped in GIS.</p>	<p>Outfall mapping completed Year 2.</p>
<p>The NYSCC will be developing a final GIS outfall file for the New York State GIS Clearinghouse so that it may be shared with other municipalities.</p>	<p>This will be completed by September 2007.</p>

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Regulatory Mechanism**

<p><b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete the local law work. <b>See the instructions for information about completing this section.</b></p>	
<p>Does the MS4 have the legal authority to enact ordinances, local laws or other regulatory mechanisms?</p>	<p><input checked="" type="checkbox"/> No (go to ADDENDUM 1)  <input type="checkbox"/> Yes (complete questions below)</p>
<p><b>Assessment of Regulatory Mechanism (Local Code)</b></p>	
<p>1) When was this assessment completed or planned to be completed?</p>	<p>Date completed: _____  <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e)                  Plan to complete for reporting in year: ___4; ___5.</p>
<p>2) Is there an existing ordinance, local law or other regulatory mechanism?</p>	<p><input type="checkbox"/> No (go to question 5)  <input type="checkbox"/> Yes</p>
<p>3) Does the existing regulatory mechanism prohibit illicit discharges as required by the MS4 Permit?</p>	<p><input type="checkbox"/> No (amendments needed)  <input type="checkbox"/> Yes</p>
<p>4) Does the existing regulatory mechanism include enforcement authorities and procedures as required by the MS4 Permit?</p>	<p><input type="checkbox"/> No (amendments needed)  <input type="checkbox"/> Yes</p>
<p><b>Development of Regulatory Mechanism (Local Codes)</b></p>	
<p>5) When was this work completed or planned to be completed?</p>	<p>Date completed: _____  <input type="checkbox"/> Not yet completed (proceed to Permit Reference IV.C.3.e)                  Plan to complete work below for reporting in year: ___4; ___5.</p>

<p>6) If you answered 'No' to question 1, 2 or 3, what regulatory mechanism or amendments will be adopted to meet the MS4 permit requirements?</p>	<p>___ NYS IDDE Model Law in its entirety  ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law  ___ MS4 will write language equivalent to NYS IDDE Model Law</p>
<p>7) If you answered 'No' to question 1, 2 or 3, has a list of needed changes to local codes been developed for adoption of the regulatory mechanism?</p>	<p>___ No  ___ Yes, list the <b>local code(s)</b> that will be changed:</p>
<p>8) If the existing regulatory mechanism does not require amendments, what language is in the mechanism?</p>	<p>___ NYS IDDE Model Law in its entirety  ___ Selected NYS IDDE Model Law articles adopted as amendments to existing code(s) that are equivalent to the NYS IDDE Model Law  ___ Language equivalent to NYS IDDE Model Law</p>
<p>9) What was the date or is the planned date of local law adoption?</p>	<p>Date:</p>
<p>10) Provide a web address if adopted local law can be found on a web site.</p>	<p>Web Address:</p>

**Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE)**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.3.e:</b> Inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement this year <u>and</u> planned for next year</i></li> <li>• <i>Identify personnel or outside organization conducting activities</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Informational posters were developed and distributed to all NYSCC maintenance facilities, to educate them on identifying/preventing illicit discharges.</p>	<p>Completed Year 3.</p>
<p>Updates to the informational posters will be made in Year 5.</p>	<p>Scheduled for completion in Year 5.</p>
<p>The NYSCC has developed a draft poster to educate maintenance employees on proper use and maintenance of oil water separators.</p>	<p>Scheduled for completion in Year 5.</p>
<p>Train employees on how to identify evidence of sanitary waste and other illicit discharges from adjacent municipalities and industries. Determine simple methods of detection and notification that can be incorporated into the daily roles and responsibilities of maintenance crews during regular maintenance and inspection activities</p>	<p>Developed Good Housekeeping posters to educate employees how to identify sources of illicit discharges. This was completed during Year 3. A Canal Directive for reporting signs of illicit discharges will be completed in Year 5.</p>

Develop and distribute an illicit discharge brochure to educate the public on how to identify illicit discharges along the Canal and what they can do to reduce illicit discharges from their vessels (This task is also included in Minimum Control Measure #1).	Scheduled for completion in Year 5
<b>Additional Techniques</b>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b>	

**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i:** Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. Report on assessment process used (*Stormwater Management Gap Analysis Workbook for Local Officials* or equivalent process). The MS4s have until year 5 to complete the local law work. **See the instructions for information about completing this section.**

Does the MS4 have the legal authority to enact land use ordinances, local laws or other regulatory mechanisms?	<input checked="" type="checkbox"/> No (go to ADDENDUM 2) <input type="checkbox"/> Yes (complete questions below)
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**Preliminary Assessment of Regulatory Mechanism (Local Code)**

1. When was the preliminary assessment of existing local codes completed or when will it be completed?	Date completed: _____ Not yet completed (proceed to Permit Reference IV.C.4.b.v) Plan to complete for reporting in year: ___4; ___5. <input type="checkbox"/> Did not do preliminary assessment; proceeded directly to Gap Analysis Worksheets 1-4 or adopted <i>Sample Local Law for Stormwater Management and Erosion &amp; Sediment Control</i> (Sample Local Law).
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2. If preliminary assessment was completed, indicate the results.	<input type="checkbox"/> If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent <input type="checkbox"/> If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent <input type="checkbox"/> If most of the Sample Local Law provisions appear in local code; minor revisions needed
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**Assessment and Development of Regulatory Mechanism (Local Code)** (continued on next page)

3. When was the Gap Analysis or equivalent process completed or when will it be completed?	Date completed: _____ Not yet completed (proceed to Permit Reference IV.C.4.b. v) Plan to complete work below for reporting in year: ___4; ___5.
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4. How was the local code adopted or how will it be adopted*?  <i>*If MS4 has some existing local code equivalent to the Sample Local Law and adopted parts of the Sample Local Law as amendments to make a complete local code, check b and c.</i>	a. <input type="checkbox"/> The entire Sample Local Law adopted as amendments to existing code or as stand alone law. <ul style="list-style-type: none"> <li>• If no portions of the Sample Local Law were moved or deleted, all provisions would be exactly the same as the Sample Local Law.</li> <li>• If ANY provisions of the Sample Local Law were moved or deleted, the moved or changed provisions must be reviewed (use the <i>Gap Analysis</i> or equivalent process) to ensure the intent of the law has not been changed.</li> </ul> b. <input type="checkbox"/> Parts of NYS Sample Local Law adopted as amendments to existing code. c. <input type="checkbox"/> Language developed by municipality was demonstrated to be equivalent.
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**Minimum Control Measure 4 and 5. Construction Site and Post-Construction Stormwater Runoff Control Regulatory Mechanism**

**Permit Reference IV.C.4.b.i, 5.a.i (continued)**

**Assessment and Development of Regulatory Mechanism (Local Code) (continued)**

**5. Answer the following questions about the Gap Analysis or equivalent processes.**

Clauses are defined as: All the Sample Local Law sections or subsections in the Gap Analysis Worksheets 1-4 that have a box in the “Equivalence” column, meaning that there is an associated “Equivalence” sheet (with the exception of Article 6, Section 4 which does not have an Equivalence sheet).

Total number of clauses in each worksheet: Sample Local Law Article 1 (Gap Analysis Worksheet 1) - 8 clauses; Sample Local Law Article 2 (Gap Analysis Worksheet 2) - 51 clauses; Sample Local Law Article 3, 4, 5 (Gap Analysis Worksheet 3) - 3 clauses; Sample Local Law Article 6 (Gap Analysis Worksheet 4) - 9 clauses.

MS4s that adopt the entire Sample Local Law as amendments to existing code or as stand alone law need to indicate the number of clauses being adopted that are exactly the same as the Sample Local Law, or equivalent, in the right-hand column below.

Sample Local Law Articles	NUMBER OF REQUIRED CLAUSES IN LOCAL LAW		
	Existing clauses <b>exactly the same</b> as the Sample Local Law language	Existing clauses <b>equivalent</b> to the Sample Local Law language (see Gap Analysis Workbook Equivalence Sheets for information to help determine equivalence)	Sample Local Law or equivalent language to be <b>adopted</b> , listed as <b>legislative agenda</b> items.
1			
2			
3, 4, 5			
6			
<b>TOTAL</b>			

**6. Has a list of needed changes (legislative agenda) been developed for adoption of amendments to local codes (or for deletion of existing codes that are addressed by adoption of a stand alone law)?**

No  
 Yes, list the **local codes** that will be changed:

**7. What was the date or is planned date of local code adoption?** Date:

**8. Provide a web address if the adopted local law can be found on a web site.** Web Address:

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. v:</b> Develop and implement procedures for site plan review by the MS4 that incorporate consideration of potential water quality impacts and review individual pre-construction site plans to ensure consistency with local sediment and erosion control requirements.</p> <ul style="list-style-type: none"> <li>• Describe the procedures below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>• Example measurable goals: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</li> </ul>
<p>New projects are reviewed by project managers, environmental staff and construction staff to ensure the design and location of the project will not negatively impact water quality.</p>	<p>Review process specific to MS4 program completed during Year 3.</p>
<p><b>Permit Reference IV.C.4.b. vi:</b> Develop and implement procedures for the receipt and consideration of information submitted by the public.</p> <ul style="list-style-type: none"> <li>• Explain the procedures below. <u>Revise as procedures are updated.</u></li> <li>• Identify the responsible personnel or outside organizations.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Descriptions of major construction work are available on the NYSTA website and plans are available in hardcopy format through appropriate procedures. Large capital projects often have public open houses and/or public hearings that allow the public the opportunity to provide input on the project during its scoping and design phases.</p>	<p>Completed during Year 1.</p>

**Minimum Control Measure 4. Construction Site Stormwater Runoff Control**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.4.b. iii, vii:</b> Develop and implement procedures for site inspections, enforcement of control measures and sanctions to ensure compliance with GP-02-02.</p> <ul style="list-style-type: none"> <li>Describe each procedure below. <u>Revise as procedures are updated.</u></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p> <ul style="list-style-type: none"> <li>Example measurable goals are number of: inspections; fines assessed; stop work orders; other sanctions.</li> </ul>
<p>The Division Construction staff currently perform site inspections of all construction projects within their jurisdiction to ensure that erosion and sediment controls are installed and functioning as required by the project SWPPP. In addition, most capital construction projects have consultant inspectors that are responsible for inspecting the work to ensure compliance with the Contract Documents.</p> <p>Created a Design Guidance manual for designers and construction staff outlining the requirements of GP-02-01, including site inspection requirements.</p> <p>Adopted the NYSDOT’s Design Requirements and Guidance for State Pollutant Discharge Elimination System (SPDES) General Permit GP-02-01</p> <p>The NYSCC has adopted NYSDOT Engineering Bulletin (EB) EB 04-023 that provides inspection procedures for implementing the general permit (GP-02-01) on construction projects.</p>	<p>Procedures in place during Year 1 and have been updated as-needed.</p> <p>The Design Manual was completed during Year 1.</p> <p>Completed Year 4.</p> <p>Adopted NYSDOT EB 04-023 during Year 3.</p>
<p><b>Permit Reference IV.C.4.b. viii:</b> Educate and train construction site operators about requirements to develop and implement a SWPPP and any other requirements they must meet <b>within the MS4s jurisdiction.</b></p> <ul style="list-style-type: none"> <li>Explain the activities and materials used to meet this requirement.</li> <li>Identify the personnel or outside organization conducting this activity.</li> <li>Indicate activities planned for next year.</li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

<p>Completed MS4 awareness training of environmental specialists, construction site inspectors, and maintenance crews.</p> <p>Construction site training was given to construction project engineers, inspectors and consultants. Training included an overview of the Phase II regulations, the hydrologic and hydraulic analysis associated with these requirements, erosion and sediment control, and a review of the NYSTA construction and contractor requirements.</p> <p>Canal designers in Albany Division attended several training workshops conducted by an environmental consultant to review the design process for permanent storm water controls at a current project site.</p>	<p>Completed Year 1.</p> <p>Completed Year 1.</p> <p>Completed Year 3.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><i>Construction Site Waste Management</i> - Construction site waste management is currently enforced through contract documents, canal directives, and through lease and occupancy permits. These controls are currently being reviewed and updated as necessary to meet permit requirements. Construction requirements are outlined in Contract Specifications which are written in compliance with DOT's EIs and EBs for GP-02-01 requirements.</p>	<p>In Year 5, the NYSCC will continue to evaluate and update policies, contract details, permits, and specifications. This is an ongoing task.</p>
<p><i>Review existing erosion and sediment control policies and procedures for construction</i> - Existing policies and guidance documents related to construction operations continued to be evaluated to determine if they met the erosion and sediment control and pollution prevention requirements of the Phase II permit.</p>	<p>Draft Canal Directives (CDs) were evaluated and updated as necessary during Year 3 and Year 4 for several Canal maintenance activities. These documents will be finalized and implemented during Year 5. The development of new CDs is an ongoing process.</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p> <p>A NYSCC Design Guidance Manual was created in Year 1 to outline the requirements of GP-02-01, specific to NYSCC operations. During Year 4 an addendum was planned to be developed to address updates and new guidance material that had been provided by NYSDEC. Rather than updating its own manual, the NYSCC adopted NYSDOT guidance documents. This will promote consistency or practice between the NYSDOT and NYSTA\NYSCC.</p>	

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• A combination of structural and/or non-structural management practices.</li> <li>• <i>Identify and describe below procedures to ensure installation of post-construction management practices. <u>Revise as procedures are updated.</u></i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The NYSCC construction projects that require the construction of permanent storm water controls have consultant inspectors that are responsible for inspecting the construction of permanent controls to ensure compliance with the Contract Documents.</p> <p>Existing policies and procedures regarding Post-Construction Runoff Control have been reviewed and will continue to be reviewed and updated as the Phase II Permit evolves.</p>	<p>Procedure in place Year 1.</p> <p>Existing conditions will continue to be assessed during Year 5 to identify the appropriate management practices to reduce pollutant discharge to the maximum extent practicable.</p>
<ul style="list-style-type: none"> <li>• Procedures for site plan and SWPPP review to ensure SWMPs meet state standards.</li> <li>• <i>Describe procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals include: number of plans received; number of plans reviewed; percent of plans received that are reviewed.</i></li> </ul>
<p>Training was given to project engineers, inspectors and consultants. Training included an overview of the Phase II regulations, the hydrologic and hydraulic analysis associated with these requirements, erosion and sediment control, and a review of the NYSCC construction and contractor requirements.</p> <p>New projects with permanent controls are reviewed by project managers and environmental staff.</p> <p>The calculations and an outline of the design process for a designing a permanent stormwater control was documented and incorporated into an example problem that other designers use for in-house designs for construction projects.</p>	<p>Completed in Year 1.</p> <p>Review process specific to MS4 program completed during Year 3.</p> <p>Completed in Year 4.</p>

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<b>Permit Reference IV.C.5.a, c. (continued):</b> Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<ul style="list-style-type: none"> <li>• Procedures for inspection and maintenance of post-construction management practices.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals are number of: inspections maintenance activities performed.</i></li> </ul>
<p>During Year 2, the NYSCC began developing a draft “Long Term Operation and Maintenance of Permanent Storm Water Controls Manual, to provide a reference document for Canal maintenance personnel on the proper inspection and maintenance of storm water control such as ponds, infiltration basins, and bioretention facilities. In finalizing the NYSCC Long Term Operation and Maintenance of Permanent Storm Water Controls Manual, NYSCC has opted to use the NYSDOT guidance document on proper operation and maintenance of permanent stormwater controls as guidance in the development of formal NYSCC guidance, which maintains consistency of practice between the NYSDOT and the NYSTA/NYSCC.</p>	<p>Scheduled for completion in Year 5.</p>
<ul style="list-style-type: none"> <li>• Procedures for enforcement and penalization of violators.</li> <li>• <i>Explain procedures below. <u>Revise as procedures are updated.</u></i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Example measurable goals: number enforcement activities performed.</i></li> </ul>
<p>Post-construction runoff control is currently regulated through Contract Documents, NYSCC Canal Directives and SOPs, and through lease and occupancy permits. These controls are currently being reviewed and updated as necessary to meet permit requirements. NYSCC complies with NYSDOT’s EIs and EBs for GP-02-01 requirements.</p>	<p>The NYSCC will continue to review and update mechanisms to regulate post construction runoff through Year 5. These include reviewing and updating job activities, Canal Directives, and contract specifications and details.</p>
<p>Post-construction sites are monitored by maintenance staff. If violations are found, corrective actions will be taken and reported in the State Agency Environmental Audit.</p>	<p>Ongoing</p>

**Minimum Control Measure 5. Post-Construction Stormwater Management**

Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

<p><b>Permit Reference IV.C.5.a, c.</b> (continued): Develop and implement a post-construction stormwater management program that addresses stormwater runoff from new development and redevelopment and will reduce the discharge of pollutants to the MEP. Program requirements should include:</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• Adequate resources for a program to inspect new and re-development sites and for enforcement and penalization of violators.</li> <li>• <i>Describe resources below. Update annually.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>Maintenance and environmental staff inspect permanent stormwater controls to ensure they are being properly maintained.</p> <p>Most construction projects have consultant inspectors that are responsible for inspecting the construction of permanent controls to ensure compliance with the Contract Documents.</p>	<p>Procedure in place in Year 2.</p> <p>Ongoing.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p> <p>In finalizing the NYSCC Long Term Operation and Maintenance of Permanent Storm Water Controls Manual, NYSCC has opted to use the NYSDOT guidance document on proper operation and maintenance of permanent stormwater controls as guidance in the development of formal NYSCC guidance, which maintains consistency of practice between the NYSDOT and the NYSTA/NYSCC.</p>	

**Minimum Control Measure 6. Pollution Prevention/Good Housekeeping for Municipal Operations**

OVERALL MUNICIPAL POLLUTION PREVENTION / GOOD HOUSEKEEPING PROGRAM INFORMATION

<ul style="list-style-type: none"> <li>• This table is for MS4s to report on their OVERALL Municipal Pollution Prevention / Good Housekeeping Program.</li> <li>• A separate table follows that is for MS4s to report on management practices performed in identified municipal operations.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a:</b> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>List pollutants that will be addressed by the municipal pollution prevention program.</i></li> </ul>	
<p>Pesticides, oil, detergents, degreasers, vehicle fluids, sediment, lead, sewage, salt, de-icer, paint</p>	
<ul style="list-style-type: none"> <li>• <i>Set and describe pollution prevention priorities by geographic areas, municipal operation type, and facilities.</i></li> </ul>	<p><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>
<p>NYSCC facilities, including maintenance facilities, locks, and lift bridges, were evaluated by an outside consultant to determine if the best management practices are being utilized. A representative sample of these facilities was visited across the State to review operations and assess the potential environmental impacts that such activities may have on the storm water discharges. Operations that were evaluated included pesticide storage and application, vehicle maintenance, bridge maintenance, highway maintenance activities, right-of-way mowing, fueling operations, restaurant facilities, chemical and petroleum storage, wastewater treatment operations, and material storage.</p> <p>A database was developed in Microsoft Access to record the assets and operations performed at each facility to determine the potential for stormwater pollution. Each facility across New York State was mapped in GIS to show the location of each of these facilities and their proximity to waterbodies, TMDLs, and 303(d) impaired waters. The current GIS file of impaired waterbodies provided by the NYSDEC is a partial file that illustrates waterbodies impaired by construction site pollutants of concern. The NYSDEC has been working on a file to show the location of all 303(d) listed waters. Once this GIS layer is available it will be overlaid with the GIS file of NYSCC facilities to help prioritize the facilities based on their potential to pollute stormwater.</p>	<p>The facility evaluations have been completed. During Year 5, the NYSDEC GIS file of the 303(d) impaired waters will be overlaid with the NYSCC facilities file to show the location of facilities in relation to the impaired waters. An informational packet will be sent to each Canal facility that discharges to a 303(d) waterbody or TMDL with information about the pollutant of concern and the applicable best management practices to minimize the potential of discharging that pollutant.</p>

<p>The NYSCC has been reviewing and updating their CDs and guidance documents to determine if they meet the permit requirements. Concurrent with this review, guidance documents from the NYSDEC, EPA, New York State Department of Transportation (NYSDOT), and other highway departments were evaluated for BMPs and SOPs that could be adopted by the NYSCC, to meet the permit requirements and to support their efforts to be environmental stewards.</p>	<p>In Year 4, new BMPs were developed or modified for a number of Canal operations. They were reviewed by maintenance and cleared and approved as documents to be followed by all maintenance staff. Completion of updates is scheduled for Year 5.</p>
<p><b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained).</p> <ul style="list-style-type: none"> <li>• <i>Explain activities and materials used to meet this requirement.</i></li> <li>• <i>Identify training needs and design training components</i></li> <li>• <i>Determine the adequacy and appropriate frequency of staff training.</i></li> <li>• <i>Identify personnel or outside organization conducting activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Created good housekeeping posters for NYSCC employees outlining how their day-to-day activities can affect storm water pollution.</p> <p>Drafted an update to the Good Housekeeping poster to incorporate the new logo and slogan.</p> <p>Extensive training has been performed across the State for all NYSCC employees that are involved with the design, construction and maintenance of NYSCC facilities. As it relates to Good Housekeeping, the program summarized the requirements of the new GP-02-02, identified pollutants of concern for typical NYSCC operations, and discussed the design of storm water management practices to reduce pollutants and peak runoff.</p> <p>Drafted a new poster addressing proper operation and maintenance of oil water separators.</p> <p>Training and materials will be provided to NYSCC employees as appropriate.</p>	<p>Completed Year 3.</p> <p>This poster will be posted on the intranet in Year 5.</p> <p>Completed Year 1.</p> <p>This poster will be distributed in Year 5.</p> <p>On-going.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>

<p>During Year 3, ranking criteria were developed to prioritize the NYSCC facilities based on their potential to pollute storm water. Based on the findings of the site visits completed in Year 1 and the results from the facility prioritization forms completed by the NYSCC Environmental Specialists during Year 2, the facilities will be ranked based on their potential to cause storm water pollution.</p>	<p>The ranking procedure will provide the NYSCC with a prioritized list of facilities at which to start implementing BMPs.</p> <p>Scheduled for completion in Year 5</p>
<p>Storm drain stenciling at NYSCC maintenance facilities.</p>	<p>This task will be completed during Year 5.</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p> <p>During Year 4, the NYSCC had planned on completing two new good housekeeping posters. These posters are currently being developed and will be completed and distributed in Year 5.</p>	

**Minimum Control Measure 6. Municipal Operations:** \_\_\_ Street and Bridge Maintenance; **x** Winter Road Maintenance; **x** Stormwater System Maintenance; **x** Vehicle and Fleet Maintenance; **x** Park and Open Space Maintenance; **x** Municipal Building Maintenance; **x** Solid Waste Management; \_\_\_ Other: \_\_\_\_\_

- Copy this page and give it to each municipal office or department responsible for reporting.
- Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.
- Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.
- Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.

**Permit Reference IV.C.6.a, c:** Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from **the municipal operation(s) indicated above** to the MEP.

- *Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.*

**Describe Measurable Goals and Results** (when applicable)  
**Indicate:** Date Completed, Ongoing Task, or Scheduled Date (for next years activities)

- *Briefly describe or reference any existing policies and procedures*
- *Briefly describe or reference any policies and procedures being developed*

**DO NOT ENTER INFORMATION IN THIS CELL**

The NYSCC policy and procedures are presented through Canal Directives (CDs). These documents have been in review and are currently being updated to address the requirements of the General Permit. The final revisions are scheduled for completion during Year 5. . In addition, operations and maintenance guidance documents are being developed as necessary for permanent stormwater control measures. This guidance is scheduled for completion during Year 5.

Canal Directives

- Illicit Discharge Identification and Reporting Requirements
- Maintenance of Oil Water Separators at Maintenance Facilities
- Universal Waste
- Hazardous Waste
- Vehicle Washing

In addition, the NYSCC follows guidance documents and specifications of the New York State Department of Transportation. Some of the specific stormwater guidance documents include:

- Design Requirements and Guidance for State Pollutant Discharge Elimination System (SPDES) General Permit GP-02-01

Many updates to the MDs, CDs, and job activities have been completed. The remaining updates are scheduled for completion in Year 5.

<ul style="list-style-type: none"> <li>○ Engineering Bulletin (EB) EB 04-023 that provides inspection procedures for implementing the general permit (GP-02-01) on construction projects.</li> <li>○ Engineering Instruction (EI) EI 05-00, Design Requirements and Guidance, New York State Department of Environmental Conservation SPDES Permit for Stormwater Discharges from Construction Activity Permit No. 02-01</li> </ul>	
<ul style="list-style-type: none"> <li>● <i>Briefly describe or reference any existing best management practices</i></li> <li>● <i>Briefly describe or reference any planned best management practices</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>The best management practices are presented to staff as an MD, CD, or job activity as summarized above.</p>	
<ul style="list-style-type: none"> <li>● <i>Identify and describe the equipment and staff that are in place</i></li> </ul>	DO NOT ENTER INFORMATION IN THIS CELL
<p>The NYSTA environmental staff provide guidance on environmental regulations and creates environmental policy. The NYSTA Division Environmental Specialists are responsible for providing environmental support to the personnel at the facilities within their Divisions.</p>	

**Minimum Control Measure 6. Municipal Operations:**  Street and Bridge Maintenance;  Winter Road Maintenance;  Stormwater System Maintenance;  Vehicle and Fleet Maintenance;  Park and Open Space Maintenance;  Municipal Building Maintenance;  Solid Waste Management;  Other: \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Copy this page and give it to each municipal office or department responsible for reporting.</li> <li>• Put an 'X' in front of each municipal operation type addressed by the Municipal Pollution Prevention/Good Housekeeping Program in that office or department.</li> <li>• Refer to the Municipal Pollution Prevention / Good Housekeeping Assistance document for example best management practices, policies and procedures.</li> <li>• Use separate rows to explain the different processes, activities, procedures, practices, etc. used by the MS4. Add additional rows as needed.</li> </ul>	
<p><b>Permit Reference IV.C.6.a, c</b> (continued): Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from municipal operations to the MEP.</p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<ul style="list-style-type: none"> <li>• <i>Assess if existing programs adequately reduce and/or prevent pollutant discharges</i></li> <li>• <i>Determine and list any operation type, location or facility that is in need of modification or updates.</i></li> </ul>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The NYSTA Environmental Specialist from each Division performs a State Agency Environmental Audit on an annual basis to evaluate the NYSCC facilities, activities, and projects for environmental compliance. Items or actions found not to be in compliance are corrected. Many of the items evaluated in the State Agency Environmental Audit are also related to the SWMP. Facilities are routinely maintained. Any major modifications are handled through the capital program and/or maintenance staff.</p>	<p>Ongoing.</p>
<p><b>Permit Reference IV.C.6.a:</b> If there is a training component for staff specific to these municipal operations:</p> <ul style="list-style-type: none"> <li>• <i>explain the activities and materials;</i></li> <li>• <i>identify the personnel or outside organization conducting the activities.</i></li> </ul>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p>Extensive training has been performed across the State for all NYSCC employees that are involved with the design, construction and maintenance of NYSCC facilities. As it relates to Good Housekeeping, the training summarized the requirements of the new GP-02-02, identified pollutants of concern for typical NYSCC operations, and discussed the design of storm water management practices to reduce pollutants and peak runoff. The question and answer session following the training further addressed the storm water requirements of specific NYSCC operations. Training will continue to be developed and offered to meet the needs of the SWMP.</p>	<p>Completed Year 1.</p>

<p>Training materials will be developed to educate NYSCC employees on their role in preventing stormwater pollution. These materials will be provided on the intranet.</p>	<p>Scheduled for Year 5.</p>
<p><b>Additional Techniques</b></p>	<p><b>Describe Measurable Goals and Results</b> (when applicable)  <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)</p>
<p><b>Explain any changes or additions to the Permit Referenced Activities / Techniques, Measurable Goals and / or Scheduled Dates above and provide a reason(s) for the change:</b></p>	

**Did you include any of the following documents as appendices? Put a mark each appended document.**

\_n/a\_\_\_ Summary of public comments received on the annual report at the public presentation (**Required**)

\_n/a\_\_\_ Intended response to comments on the annual report (**Required**)

\_\_\_ Results of information collected and analyzed, including monitoring data; evaluation of assessment (modeling) of pollutant discharges, including modeling results and pollutant transport trends.

\_\_\_ Other \_\_\_\_\_

**ADDENDUM REPORTING FOR  
MS4S THAT LACK LEGAL AUTHORITY TO ADOPT  
REGULATORY MECHANISMS FOR IDDE AND  
CONSTRUCTION / POST-CONSTRUCTION STORMWATER RUNOFF CONTROL**

**BE SURE TO INDICATE THE MS4 NAME AND PERMIT NUMBER IN THE HEADER**

**ADDENDUM 1. Minimum Control Measure 3. Illicit Discharge Detection and Elimination (IDDE) Local Law**

<p><b>Permit Reference IV.C.3.c:</b> Prohibit, through an ordinance, local law or other regulatory mechanism, illicit discharges into the MS4. The MS4s have until year 5 to complete this work.</p>		
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ Not yet completed  Plan to complete for reporting in year: <u>  </u>4; <input checked="" type="checkbox"/> <u>  </u>5.</p>	
<p>2) Indicate which of the control mechanisms or procedures to the right used by the MS4 notify staff and others doing work on behalf of the MS4 about prohibition of and enforcement against illicit discharges:</p>	<p><input type="checkbox"/> Interconnection agreements  <input checked="" type="checkbox"/> Maintenance directives / BMPS  <input type="checkbox"/> Access Permits  <input type="checkbox"/> Tenant Leases</p>	<p><input type="checkbox"/> Consultant Agreements  <input type="checkbox"/> Construction/Bid Documents  <input type="checkbox"/> Other  _____  _____</p>
<p>3) Indicate which of these control mechanisms contain specific language prohibiting illicit discharges:</p>	<p><input type="checkbox"/> Interconnection agreements  <input checked="" type="checkbox"/> Maintenance directives / BMPS  <input type="checkbox"/> Access Permits  <input type="checkbox"/> Tenant Leases</p>	<p><input type="checkbox"/> Consultant Agreements  <input type="checkbox"/> Construction/Bid Documents  <input type="checkbox"/> Other  _____  _____</p>
<p>4) Explain how the MS4 intends to prohibit illicit discharges if:</p> <ul style="list-style-type: none"> <li>• none of the mechanisms in number 2 contain language prohibiting illicit discharges; or</li> <li>• the MS4 intends to add language to prohibit illicit discharges in other control mechanisms.</li> </ul>	<p>Explanation:  Illicit Discharges that could occur as a result of Maintenance and Operation Activities – Illicit discharges are prohibited through maintenance directives. In addition, the NYSTA Division Environmental Specialists oversee the Thruway operations and often visit and evaluate NYSCC operations for environmental compliance. They perform a State Agency Environmental Audit on an annual basis to evaluate the NYSCC facilities, activities, and projects for environmental compliance. Items or actions found not to be in compliance are corrected. Many of the items evaluated in the State Agency Environmental Audit also pertain to the SWMP.  Illicit Discharges through improper plumbing -  The NYSCC is a non-traditional MS4 that either performs their own construction activities; or reviews and approves drawings and specifications for new construction and then oversees the construction. Any new pipe connections would be overseen by the NYSCC or their agents.</p>	
<p>5) Explain how the MS4 (intends to) enforce against illicit dischargers within their jurisdiction?</p>	<p>Explanation: The NYSCC corrects any illicit discharges at their own facilities. The NYSCC is in the process of developing an Illicit Discharge canal directive to provide guidance on the identification and avoidance of illicit discharges and on who to notify if one is suspected.   If the illicit discharge occurs at a NYSCC facility follow-up actions are handled through NYSCC program supervisors. For illicit discharges off NYSCC property, NYSCC notifies the appropriate agency.</p>	

**ADDENDUM 2. Minimum Control Measure 4 & 5. Construction Site & Post-Construction Stormwater Runoff Control Local Law**

<p><b>Permit Reference IV.C.4.b.i, 5.a.i:</b> Require development and implementation of erosion and sedimentation controls through a local law or other regulatory mechanism. The MS4s have until year 5 to complete this work.</p>	
<p>1) When was this work completed or planned to be completed?</p>	<p>Date completed: _____ ___Not yet completed  Plan to complete for reporting in year: ___4; <input checked="" type="checkbox"/>5.</p>
<p>2) Indicate which of the control mechanisms or procedures below are used by the MS4 to notify staff and others doing work on behalf of the MS4 about the <u>erosion, sedimentation and stormwater management requirements</u> for projects under the MS4s jurisdiction. (These requirements are based on the Construction Permit (GP-02-01) and MS4 Permit (GP-02-02)).</p>	
<p>___ Access Permits  ___ Tenant Leases  <input checked="" type="checkbox"/> Requests for Proposals (RFPs)  <input checked="" type="checkbox"/> Scope of Services</p>	<p><input checked="" type="checkbox"/> Consultant Agreements  <input checked="" type="checkbox"/> Construction / Bid Documents  <input checked="" type="checkbox"/> Other Policies / Procedures ___ Maintenance Directive and Job Activities</p>
<p>3) All of the <u>erosion, sedimentation and stormwater management requirements</u> below must be addressed by the MS4's control mechanisms. For the control mechanisms identified in number 2 above, state in the left hand cells below the control mechanism(s) that contain the language.</p>	
<p><b>Control Mechanism</b></p>	<p><b>Erosion, Sedimentation and Stormwater Management Requirements</b></p>
<p>RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require all projects to have SWPPPs, as in GP-02-01</i></p>
<p>RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require all 16 components of a basic SWPPP (erosion and sediment control)</i></p>
<p>RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require all additional 7 components for a full SWPPP when post-construction control is required</i></p>
<p>Consultant Agreements, Construction/Bid Documents</p>	<p><i>Meet the standards in the Erosion and Sediment Control and Stormwater Management Design Manuals (or otherwise meet the requirements of GP-02-01)</i></p>
<p>Construction/Bid Documents</p>	<p><i>Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP</i></p>
<p>Construction/Bid Documents, MDs</p>	<p><i>Require proper operation and maintenance of stormwater facilities during construction</i></p>
<p>Consultant Agreements, Construction/Bid Documents, MDs</p>	<p><i>Require proper operation and maintenance of stormwater facilities after construction</i></p>
<p>Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require SWPPPs to be certified by a licensed / certified individual when there is a deviation from technical standards or direct discharge to a 303(d) segment or TMDL watershed subject to condition A of GP-0-01</i></p>
<p>SWPPPs for construction projects are reviewed by NYSTA project managers and environmental staff.</p>	<p><i>Have a process for review of SWPPPs</i></p>

<p>Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require site self inspections as in GP-02-01</i></p>
<p>Consultant Agreements, Construction/Bid Documents</p>	<p><i>Have enforcement procedures during and after construction</i></p>
<p>Consultant Agreements, Construction/Bid Documents</p>	<p><i>Require construction site operators to control waste</i></p>
<p>Descriptions of major construction work are available on the NYSTA website, and plans are available in hardcopy format through appropriate procedures. Large capital projects often have public open houses and/or public hearings that allow the public the opportunity to provide input on the project.</p>	<p><i>Procedures for receipt and consideration of information submitted by the public</i></p>
<p><b>4)</b> If any of the requirements in number 3 are not addressed, explain how the MS4 intends to incorporate them into the control mechanisms?</p>	<p>Explanation:</p>
<p><b>5)</b> Explain how the MS4 intends to enforce the requirements within their jurisdiction?</p>	<p>Explanation: Through routine inspections of construction sites by NYSTA staff and NYSTA consultant staff. When an inspection identifies a stormwater issue, it should be referred to the respective Division Environmental Specialist and program supervisor for appropriate follow up action.</p>