



**Phase II SPDES General Permit for  
Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s), GP-02-02  
MUNICIPAL COMPLIANCE CERTIFICATION (MCC) FORM**

**Regulated 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) ___ 2007 (Year 4) <u>  x  </u> 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? <u>  x  </u> Yes ___ No			
Name: Michael Monahan		Title: Business Development Specialists I	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 ) 471-5942		E-mail Address: Mike_Monahan@thruway.state.ny.us	
<b>Local Stormwater Public Contact</b> (Required by Minimum Measure 2)			
Is information below: 1) new or changed? <u>  x  </u> 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? <u>  x  </u> 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? ___ Yes <u>  x  </u> 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
Lake Champlain			<input checked="" type="checkbox"/>
Onondaga Lake			<input checked="" type="checkbox"/>
Cayuga Lake	Phosphorus, Silt/Sediment	<input checked="" type="checkbox"/>	
Chenango River, Upper, and minor tribs	Mercury	<input checked="" type="checkbox"/>	
Genesee River, Lower, Main Stem	Dioxin, Pathogens, PCB, Phosphorus, Mirex, Silt/Sediment	<input checked="" type="checkbox"/>	
Hudson River	PCBs	<input checked="" type="checkbox"/>	
Lake Neatawantah	Phosphorus	<input checked="" type="checkbox"/>	
Lake Ontario	Dioxin, Mirex, PCBs	<input checked="" type="checkbox"/>	
Mohawk River	Copper, D.O./Oxygen Demand, Floatables, Pathogens, PCBs	<input checked="" type="checkbox"/>	
Niagara River, Upper, Main Stem	PCBs	<input checked="" type="checkbox"/>	
Ninemile Creek, Lower, and tribs	Pathogens, Silt/Sediment	<input checked="" type="checkbox"/>	
Oneida Lake	Phosphorus	<input checked="" type="checkbox"/>	
Onondaga Creek, Lower	Ammonia, Pathogens, Phosphorus, Unknown Toxic	<input checked="" type="checkbox"/>	
Onondaga Lake	Ammonia, Phosphorus	<input checked="" type="checkbox"/>	
Oswego River, Lower, Main Stem	PCBs	<input checked="" type="checkbox"/>	
Seneca River	D.O./Oxygen Demand, Pathogens	<input checked="" type="checkbox"/>	
Tonawanda Creek, Lower, Main Stem	PCBs	<input checked="" type="checkbox"/>	
Upper Hudson, Main Stem	Mercury	<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:

**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: The development and implementation of the SWMP has been obtained through the NYSTA/SNYCC annual operating budget.

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

Explain:

**Section F. Compliance Certification**

**Compliance Assessment** - For each of the minimum control measures, indicate below if your program has made steady progress toward full implementation *and* has achieved all measurable goals scheduled to be completed **during this reporting year**. 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:	<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.4.	Construction Site Stormwater Runoff Control 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.5.	Post-Construction Stormwater Management 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.6.	Pollution Prevention / Good Housekeeping for Municipal Operations 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

**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: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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) \_\_\_\_ 2007 (Year 4)   x   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 stormwater 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><i>Website</i> - Brochure posted on NYSCC website</p>	<p>Completed in Year 3.</p>
<p>Updated the educational brochure to reflect the public education and outreach campaign that began in Year 3. This brochure was distributed in Year 5 at the NYS Fair, Service Areas, Thruway and Canal Events, and Canal facilities.</p>	<p>Completed in Year 5.</p>
<p><i>Printed Material</i> - Created a children’s activity book for stormwater awareness. This children’s coloring book and activity guide was developed for children grade K-6. A word scramble, word search and coloring pages help teach kids how to keep water clean. Activity book was handed out to children at Canal events and posted on the NYSTA website.</p>	<p>Distributed in Year 5.</p>
<p><i>Printed Material</i> - Developed a brochure for the public titled, “Protecting Clean Water”. This brochure provides information about the MS4 program and describes best management practices that are used by the NYSTA and NYSCC to protect clean water.</p>	<p>Draft completed in Year 5. Scheduled for distribution in early 2008.</p>

Municipality:

Permit Number: NYR20A024

This brochure was a collaboration between the NYSTA, NYSCC and NYSDOT.	
<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.	The brochure was completed in Year 2.
<i>Printed Material</i> - Developed general stormwater pollution prevention fact sheet. These fact sheets are provided on the NYSCC website and were handed out at NYSTA and NYSCC events.	Completed in Year 5.
<i>Printed Material</i> – Developed a “Help Keep the Canal Clean” brochure to educate Canal travelers on pollution prevention. These brochures are handed out at Canal events and distributed to Canal travelers as they pass through the locks.	Completed in Year 4, distributed in Year 5.
<i>Trash Management</i> - The NYSCC 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. Canal Clean Sweep events are organized in communities along the Canal each year to promote public participation in keeping the Canal trails clean. Pollution prevention brochures and fact sheets were provided to the public at these events.	Trash management is ongoing.
<i>Video</i> - Developed a video to educate service area visitors on pollution prevention. This video defines the term “watershed” and explains how pollution can find its way to waterways. It also describes how individuals can reduce and/or prevent pollution. This video is shown on a loop at all Thruway Service Areas and can be downloaded on the Thruway website.	Completed in Year 5.
<i>Website</i> - Updated Thruway website content, which includes informational and links about Canal events, brochures, posters, and fact sheets. <a href="http://www.nysthruway.gov/environmental/drops/index.html#kids">http://www.nysthruway.gov/environmental/drops/index.html#kids</a>	Website update is an ongoing task.
<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)
Developed a Stormwater Strategy Document to summarize the manner in which the NYSCC addressed each of the six minimum controls during the initial 5-year SWMP implementation period and to provide a strategy for implementation of initiatives into the next stormwater permit cycle. This document will be updated once the final permit is issued and will become the NYSCC’s formal SWMP document, as required in the new permit.	Completed in Year 5
<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>	

Municipality:

Permit Number: NYR20A024

In lieu of developing an Environmental Stewardship brochure as originally planned for Year 5, a stormwater specific brochure was developed. This brochure is titled, "Protecting Clean Water". This brochure provides information about the MS4 program and describes best management practices that are used by the NYSTA and NYSCC to protect clean water. It was decided that this brochure better met the intent of the MS4 program.



**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 to develop and implement a stormwater pollution prevention campaign. They developed a new logo and a new “Connecting the Drops” slogan in support of this campaign. The new slogan and logo has been integrated into all outreach materials.</p>	<p>Logo and slogan finalized in Year 4. Outreach campaign is ongoing.</p>
<p>Continue to work with public interest and community organizations.</p>	<p>Task is ongoing.</p>
<p>In May 2007, the New York State Canal Corporation announced the official opening of the Canal System for the 182nd consecutive navigation season. As part of the opening, the Canal Corporation and the Thruway Authority promoted their Connecting the Drops campaign, seeking to educate boaters about the importance of keeping pollution out of New York State’s waterways.</p>	<p>Completed in Year 5.</p>
<p>The Canal Clean Sweep events help to highlight the significance of the Canal System as a recreational and tourist destination by encouraging communities, not-for-profit organizations and volunteers to engage in cleanup and beautification activities along the Canal System and Canalway Trail. This year more than 45 communities and trail groups across the Canal System participated in the Canal Clean Sweep by hosting local cleanup activities in Canal parks, along public promenades and on Canalway Trail segments in their region. As part of the Connecting the Drops campaign, fact sheets, brochures, and activity books were distributed to educate the community on pollution prevention.</p>	<p>Completed in Year 5.</p>
<p>Developed and mailed postcards to environmental and community organizations for assistance spreading the word on pollution prevention and the NYSCC’s Connecting the Drops Campaign.</p>	<p>Completed in Year 5.</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 NYSCC Annual Reports have been posted on the NYSTA’s website <a href="http://www.nysthruway.gov/environmental/ms4s.html">http://www.nysthruway.gov/environmental/ms4s.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 in Year 4 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 on the Annual Reports 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>
<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>Community Hotlines</i> – The NYSCC provided contact information on their educational brochures and website for public questions and comments.</p>	<p>Completed in Year 2.</p>	
<p><i>Storm Drain Stenciling</i> – Storm drain stenciling was completed at all Canal maintenance facilities.</p>	<p>Completed in Year 5.</p>	
<p><i>Volunteer Monitoring</i> – The NYSCC developed Stormwater Pollution Prevention brochures and Help Keep the Canal Clean brochures to educate the public on how they help to reduce pollution and identify illicit discharges so they can report them.</p>	<p>Completed in Year 2 and Year 4.</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>The NYSCC had planned to provide educational materials to fourth graders visiting the Tugboat Urger. In lieu of this public participation event, the NYSCC’s Connecting the Drops campaign staff attended several Canal Sweep Events and the annual Canal Opening Day to distribute educational materials and to encourage the public to find ways to reduce the pollution of stormwater runoff at home.</p>	<p>Completed in Year 5.</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 in 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.</p> <p>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 in Year 3.</p> <p>Ongoing Task</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 educational materials with adjacent MS4s.</p>	<p>Completed Year 4</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 an ongoing task.</p>
<p>Utilized the 303(d) GIS file provide by the NYSDEC in November of 2007 to identify the NYSCC facilities and that discharge to a 303(d) or TMDL impaired watershed.</p>	<p>Completed in Year 5.</p>
<p>Review of BMPs within 303(d) and TMDL areas to reduce the potential to release pollutants of concerns to impaired waters.</p>	<p>The initial update of BMPs was completed in Year 5 – This will continue to be an on-going process. The detailed GIS dataset of 303(d) waters and TMDL watersheds provided by NYSDEC in November 2007 will allow for a more detailed evaluation during the next permit cycle.</p>
<p>Finalized Canal Directive for reporting illicit discharges.</p>	<p>Completed in Year 5.</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 surveyed all outfalls at Canal owned facilities. All outfalls were mapped in GIS.</p>	<p>Outfall mapping completed Year 2.</p>
<p>The NYSCC developed a final GIS outfall file for the New York State GIS Clearinghouse so that it may be shared with other municipalities.</p>	<p>Completed in Year 5.</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 style="text-align: center;"><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 style="text-align: center;"><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 in Year 3.</p>
<p>Updates were made to the informational posters which included new logo and slogan and additional updates. The poster was posted on the Thruway intranet.</p>	<p>Completed in Year 5.</p>
<p>The NYSCC developed a poster to educate maintenance employees on proper use and maintenance of oil water separators. These posters were placed in areas near oil water separators and were posted on the Thruway website.</p>	<p>Completed in Year 5.</p>
<p>Trained employees on how to identify evidence of sanitary waste and other illicit discharges from adjacent municipalities and industries through Good Housekeeping posters.</p>	

<p>Determined 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. A Canal Directive for reporting signs of illicit discharges was created.</p>	<p>Completed Year 5</p>
<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).</p>	<p>Completed in 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>N/A</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: N/A</b></p>	

**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. ___ 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.	___ If none of Sample Local Law provisions appear in local code; consider adopting Sample Local Law or equivalent ___ If few Sample Local Law provisions appear in local code; major revisions needed or consider adopting Sample Local Law or equivalent ___ 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. ___ 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. ___ Parts of NYS Sample Local Law adopted as amendments to existing code. c. ___ 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>• <i>Describe the procedures below. <u>Revise as procedures are updated.</u></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 plans received; number of plans reviewed; percent of plans received that are reviewed.</i></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.  Ongoing Task</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>• <i>Explain the procedures below. <u>Revise as procedures are updated.</u></i></li> <li>• <i>Identify the responsible personnel or outside organizations.</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>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 in 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 stormwater controls at a current project site.</p> <p>NYSCC provides several opportunities for stormwater training throughout the year. Some of the training that occurred in Year 5 includes the following:</p> <p>Staff attended the Central and Western NY Stormwater Management Conference.</p> <p>Staff attended the National Highway Institute’s Stormwater Runoff two-day course.</p>	<p>Completed in Year 1.</p> <p>Completed in Year 1.</p> <p>Completed in Year 3.</p> <p>Completed in Year 5</p> <p>Completed in 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><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 continued to evaluate and update policies, contract details, permits, and specifications.</p>	<p>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 were finalized and implemented during Year 5. The development of new CDs is an ongoing process.</p>

**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:** The NYSCC utilizes NYSDOT guidance documents for stormwater management in their project designs. This promotes consistency between the NYSDOT and NYSTA/NYSCC.

**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 stormwater 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.</p>	<p style="text-align: center;">Procedure in place Year 1.</p> <p style="text-align: center;">During Year 5, the NYSCC continued to evaluate and update 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 style="text-align: center;">Completed in Year 1.</p> <p style="text-align: center;">Review process specific to MS4 program completed in Year 3.</p> <p style="text-align: center;">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 Stormwater Controls Manual, to provide a reference document for Canal maintenance personnel on the proper inspection and maintenance of stormwater control such as ponds, infiltration basins, and bioretention facilities. In lieu of finalizing the NYSCC Long Term Operation and Maintenance of Permanent Stormwater 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>Adopted NYSDOT guidance document in Year 4.</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>Completed Year 5. Ongoing Task.</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 Task.</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 Task.</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>N/A</p>	<p>N/A</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> N/A</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>DO NOT ENTER INFORMATION IN THIS CELL</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 stormwater discharges. Operations that were evaluated included pesticide storage and application, vehicle maintenance, right-of-way mowing, fueling operations, chemical and petroleum storage, 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.</p>	<p style="text-align: center;">Completed in Year 3.</p> <p style="text-align: center;">Completed in Year 5</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. There are a few documents that are approved, but have not yet been released for distribution. These documents will be released by March 2008.</p> <p style="text-align: center;">Completed updates in Year 5.</p>

<b>Permit Reference IV.C.6.a:</b> Include a municipal pollution prevention training component for staff (where all staff are trained). <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>	<b>Describe Measurable Goals and Results</b> (when applicable) <b>Indicate:</b> Date Completed, Ongoing Task, or Scheduled Date (for next years activities)
<p>Created good housekeeping posters for NYSCC employees outlining how their day-to-day activities can affect stormwater pollution.</p> <p>Updated the Good Housekeeping poster to incorporate the new logo and slogan and provided the poster on the intranet.</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 stormwater management practices to reduce pollutants and peak runoff.</p> <p>Created new poster addressing proper operation and maintenance of oil water separators.</p> <p>Training and materials are provided to NYSCC employees as appropriate.</p>	<p>Completed in Year 3.</p> <p>Completed in Year 5.</p> <p>Completed in Year 1.</p> <p>Completed in Year 5.</p> <p>Ongoing Task.</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)
<p>Storm drain stenciling at NYSCC maintenance facilities.</p>	<p>Completed in 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> N/A</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: \_\_\_\_\_

<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> Develop and implement an operation and maintenance program to reduce and prevent pollutant discharges from <b>the municipal operation(s) indicated above</b> to the MEP.</p> <ul style="list-style-type: none"> <li>• <i>Describe how the bulleted items below focus on pollutants addressed by the municipal pollution prevention program and the pollution prevention priorities.</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>Briefly describe or reference any existing policies and procedures</i></li> <li>• <i>Briefly describe or reference any policies and procedures being developed</i></li> </ul>	<p><b>DO NOT ENTER INFORMATION IN THIS CELL</b></p>
<p>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 documents were completed in Year 5; however, there are a few that are scheduled for final release in March 2008.</p> <p>Canal Directives</p> <ul style="list-style-type: none"> <li>○ Illicit Discharge Identification and Reporting Requirements<sup>(1)</sup></li> <li>○ Maintenance of Oil Water Separators at Maintenance Facilities<sup>(1)</sup></li> <li>○ Universal Waste</li> <li>○ Hazardous Waste</li> <li>○ Snow Disposal and Deicer Storage Practices</li> <li>○ Vessel Maintenance and Dry Dock Operations</li> </ul> <p>Note: <sup>(1)</sup> - Final document complete – scheduled for final release in March 2008.</p>	<p>Completed in Year 5. Ongoing Task.</p>

<p>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:</p> <ul style="list-style-type: none"> <li>○ Design Requirements and Guidance for State Pollutant Discharge Elimination System (SPDES) General Permit GP-02-01</li> <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>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<p>The best management practices are presented to staff as a CD 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>	<p>DO NOT ENTER INFORMATION IN THIS CELL</p>
<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 Task.</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 GP-02-02 permit, identified pollutants of concern for typical NYSCC operations, and discussed the design of stormwater management practices to reduce pollutants and peak runoff. The question and answer session following the training further addressed the stormwater requirements of specific NYSCC operations. Training will continue to be developed and offered to meet the needs of the SWMP.</p>	<p>Completed in Year 1.</p>

<p>Environmental reminder cards were developed as a quick reference for maintenance staff and supervisors when performing their daily tasks. These cards outline environmental considerations, best management practice, and internal contact information for further information.</p>	<p>Scheduled for 2008.</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>N/A</p>	<p>N/A</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> N/A</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; <b>✗</b> <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 and canal directives. In addition, the NYSTA Division Environmental Specialists oversee Canal operations and often visit and evaluate 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.</p> <p>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 has developed an Illicit Discharge Canal Directive to provide guidance on the identification and avoidance of illicit discharges. The directive also provides a hierarchy of contacts to report suspected illicit discharges.</p> <p>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**

<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.	
1) When was this work completed or planned to be completed?	Date completed: <u>End of Year 5</u> _____ Not yet completed Plan to complete for reporting in year: ___4; ___5.
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)).	
___ Access Permits ___ Tenant Leases <u>X</u> Requests for Proposals (RFPs) <u>X</u> Scope of Services	<u>X</u> Consultant Agreements <u>X</u> Construction / Bid Documents <u>X</u> Other Policies / Procedures ___ Maintenance Directive and Job Activities
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.	
<b>Control Mechanism</b>	<b>Erosion, Sedimentation and Stormwater Management Requirements</b>
RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents	<i>Require all projects to have SWPPPs, as in GP-02-01</i>
RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents	<i>Require all 16 components of a basic SWPPP (erosion and sediment control)</i>
RFPs, Scope of Services, Consultant Agreements, Construction/Bid Documents	<i>Require all additional 7 components for a full SWPPP when post-construction control is required</i>
Consultant Agreements, Construction/Bid Documents	<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>
Construction/Bid Documents	<i>Require contractor certification statements stating that the contractor will agree to comply with the terms and conditions of the SWPPP</i>
Construction/Bid Documents, MDs	<i>Require proper operation and maintenance of stormwater facilities during construction</i>
Consultant Agreements, Construction/Bid Documents, MDs	<i>Require proper operation and maintenance of stormwater facilities after construction</i>
Consultant Agreements, Construction/Bid Documents	<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>
SWPPPs for construction projects are reviewed by NYSTA project managers and environmental staff.	<i>Have a process for review of SWPPPs</i>

<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/CC 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>