

# **MS4 Program Plan**

## **MS4 General Permit 2023-2028**

**For the  
City of Colonial Heights, Virginia**

**January 31, 2024**

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## **SECTION 1**

### **MS4 PROGRAM PLAN**

#### **1.1 General**

- A. The City's MS4 Program Plan is hereby updated for the 2023 General Permit. As part of the update, the following items are included in this document, incorporated by reference, or will be developed during the permit cycle if applicable:
- a. A list of the applicable legal authorities such as ordinance, state and other permits, orders, specific contract language, and interjurisdictional agreements to ensure compliance with the minimum control measures in Part I.E of the 2023 MS4 General Permit related to post-construction stormwater management in new development and development on prior developed lands;
  - b. Written policies and procedures utilized to ensure that stormwater management facilities are designed and installed in accordance with Part I.B of the 2023 MS4 General Permit;
  - c. Written procedures for inspection, compliance and enforcement to ensure maintenance is conducted on private stormwater facilities to ensure long-term operation in accordance with approved design;
  - d. Written procedures for inspection and maintenance of City-owned stormwater management facilities;
  - e. The roles and responsibilities of each of the City's departments, divisions, or subdivisions in implementing the minimum control measure in Part I.E related to postconstruction stormwater management in new development and development on prior developed lands.
- B. Documents for BMP Implementation
- 1. The following is a list of existing policies, ordinances, schedules, inspection forms, and written procedures necessary for BMP implementation:
    - a. Environmental Protection Ordinance, Chapter 245
      - i. Stormwater Management Ordinance
      - ii. Chesapeake Bay Preservation Areas
      - iii. Water Quality Protection
      - iv. Municipal Separate Storm Sewer System (addresses illicit discharges)
    - b. Erosion and Sediment Control Ordinance, Chapter 241
    - c. Subdivision of Land Ordinance, Chapter 250
    - d. Zoning Ordinance, Chapter 286
    - e. Agreement in Lieu of Erosion and Sediment Control Plan for single family residential construction
    - f. Agreement in Lieu of Water Quality Plan for single family residential construction
    - g. Erosion and Sediment Control Inspection Report
    - h. Erosion and Sediment Control Bonds/Letters of Credit
    - i. Land Disturbing Permit
    - j. BMP Maintenance Agreement
  - 2. The City of Colonial Heights Department of Public Works is responsible for implementing the BMPs.

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## **1.2 Seven Minimum Control Measures Required by MS4 Phase II**

The seven minimum control measures included in this MS4 Program Plan, are as follows:

- A. Public Education and Outreach
- B. Public Involvement and Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Storm Water Runoff Control
- E. Post-Construction Storm Water Management in New Development and Redevelopment
- F. Pollution Prevention and Good Housekeeping for Facilities Owned or Operated by the Permittee Within the MS4 Service Area

In addition, the City will also address the following items as part of this Program Plan.

- H. Chesapeake Bay TMDL Action Plan
- I. Appomattox River and Tributaries TMDL Action Plan

This section details how the City of Colonial Heights will address these minimum control measures and describes BMPs, measurable goals and target dates.

### **A. Public Education and Outreach**

#### **1. Specific Requirements**

- a. *The permittee shall implement a public education and outreach program designed to: (1) Increase the public's knowledge of how to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns; (2) Increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications; and (3) Implement a diverse program with strategies that are targeted toward individuals or groups most likely to have significant stormwater impacts.*
- b. *The permittee shall identify no fewer than three high-priority stormwater issues to meet this goal of educating the public in accordance with Part I E.1.a [in the 2023 MS4 General Permit]. High-priority issues may include the following examples: Chesapeake Bay nutrients, pet wastes, local receiving water impairments, TMDLs, high-quality receiving waters, litter control, BMP maintenance, anti-icing and deicing agent application, planned green infrastructure redevelopment, planned ecosystem restoration projects, and illicit discharges from commercial sites.*
- c. *The high-priority public education and outreach program, as a whole, shall: (1) Clearly identify the high-priority stormwater issues; (2) Explain the importance of the high-priority stormwater issues; (3) Include measures or actions the public can take to minimize the impact of the high-priority stormwater issues; and (4) Provide a contact and telephone number, website, or location where the public can find out more information.*

- d. *The permittee shall use two or more of the strategies listed in Table 1 [in the 2023 MS4 General Permit] per year to communicate to the public the high-priority stormwater issues identified in accordance with Part I E 1 b, including how to reduce stormwater pollution.*
  - e. *The permittee may coordinate its public education and outreach efforts with other MS4 permittees; however, each permittee shall be individually responsible for meeting all of its state permit requirements.*
  - f. *The MS4 program plan shall include: (1) A list of the high-priority stormwater issues the permittee will communicate to the public as part of the public education and outreach program; (2) The rationale for selection of each high-priority stormwater issue and an explanation of how each education or outreach strategy is intended to have a positive impact on stormwater discharges; (3) Identification of the public audience to receive each high-priority stormwater message; (4) Nontraditional permittees may identify staff, students, members of general public, and other users of facilities operated by the permittee as the target audience for education and outreach strategies; (5) Traditional permittees may identify staff and students as part of the target audience for education and outreach strategies; however, staff shall not be the majority of the target audience; (6) Staff training required in accordance with Part I E 6 d does not qualify as a strategy for public education and outreach; (7) The strategies from Table 1 of Part I.E.1.d to be used to communicate each high-priority stormwater message; and (8) The anticipated time periods the messages will be communicated or made available to the public.*
2. For this minimum control measure, the City proposes to use the following BMPs and strategies.
- a. High-priority stormwater issues
    - i. Pet waste
    - ii. Chesapeake Bay nutrients as found in lawn and yard care products
    - iii. Unauthorized discharges to MS4
  - b. Rationale for selection
    - i. Pet waste: E. coli bacteria has been detected in Colonial Heights Streams. The City is named as responsible party on the Appomattox River e. coli TMDL. Pet waste is a typical source of e. coli bacteria. Although pet waste may not be the only source of bacteria in the streams, it is certainly a contributor.
    - ii. Lawn and yard care: Throughout the Chesapeake Bay watershed, lawn care chemicals contribute to nutrients in the Bay. Nitrogen and Phosphorus, which are Chesapeake Bay TMDL pollutants are significant components of lawn care products. Fertilizer, herbicides and pesticides applied excessively or at the wrong time can easily wash off the lawn or garden into storm drains and flow into surface water. Elevated levels of these items are harmful to local surface waters as well as the Chesapeake Bay.
    - iii. Unauthorized discharges to MS4: Not all citizens and business owners know what is allowed and what is not allowed to be discharged to the City's MS4. The unauthorized discharges that City has previously identified and corrected include: cooking grease dumped from restaurants, unapproved car washing operations, leaking sewers, dumping motor oil/fluids, dumping pet waste, dumping trash etc.
  - c. Identification of the public audience to receive each high-priority stormwater message
    - i. Pet waste

- (a) Dog owners; population size: Based on the number of dog licenses issued in the City of Colonial Heights, there are more than 700 dogs in the City. However, based on research statistics from the American Veterinary Medical Association the dog population in a community with Colonial Heights' population of 18,170 people should be approximately 4,483 dogs. Because so many dogs are not licensed, it is reasonable to target the entire population of the Colonial Heights with messages for dog owner to assure that none are missed.
  - (b) Lawn and yard care: The City will focus on the following populations:
    - (i) Households and homeowner associations: population size: 7,612
    - (ii) Apartment Complexes, Townhomes, etc.; population size: 9 apartment complexes, 4 townhouse/condo complexes.
  - (c) Unauthorized Discharges to MS4
    - (i) Although civic groups holding fundraiser carwashes is no longer considered unauthorized, the City wishes to reach out to such groups to maximize their pollution prevention efforts; population size: 15 Churches, 1 High School, 1 Middle School, estimated 5 youth organizations (e.g. Girl Scouts, Boy Scouts).
    - (ii) Restaurant; population size: approximately 92
    - (iii) Auto Parts Retailers; population size: 26
- d. The City will make these education efforts to encourage the public to take measures or actions to minimize the impact of these high-priority stormwater issues.
  - i. Pet waste
    - (a) Dog owners
      - (i) Message: Pick up after your pet. Dispose of pet waste appropriately. Never place pet waste in a stormwater inlet/storm sewer system, a ditch or a stream. Place pet waste in a trash receptacle or flush down the toilet.
  - ii. Lawn and Yard Care
    - (a) Households, homeowner associations, apartment complexes, and townhomes
      - (i) Message/actions: Minimize fertilizers, herbicides and pesticides; leave grass clippings on lawn or make accessible for City pick up; do not put leaves or grass clippings in ditch or street except during leaf pick-up season; never put leaves in the storm sewer.
  - iii. Unauthorized Discharges to MS4
    - (a) Charity groups holding carwashes;
      - (i) Message/actions: If a group obtains a permit from the City and utilizes the City of Colonial Heights' Wastewater Collection System, then the City will promote the group's event on the City's social media. The group will receive training from City staff who will designate a location that will not drain to the storm sewer; use phosphorus-free, non-toxic, biodegradable, non-acidic products; minimize use of water; contain spills.
    - (b) Restaurants;
      - (i) Message: Dispose of waste cooking oils and other wastes appropriately. Never dispose of kitchen/cooking waste in a storm drain.
    - (c) Auto Parts Retailer;

- (i) Message: The message will be directed to customers: Dispose of automotive fluids properly.
- e. Strategies for public education and outreach
  - i. Training Programs and Materials
    - (a) The City distributes information regarding proper erosion and sediment control measures. This information is given to contractors at the preconstruction meeting required by the City.
    - (b) The City implements and will continue its training program for Operations Staff (Street, Building and Grounds, Equipment Maintenance), Department of Planning and Zoning, and City of Colonial Heights Police Department on identifying and addressing illicit discharge.
    - (c) The City implements and will continue its training program for Operations Staff (Street, Building and Grounds, Equipment Maintenance) on good housekeeping for pollution prevention.
    - (d) The City includes and will continue to include information on septic tank maintenance for property owners in Chesapeake Bay Preservation Areas on the City's website.
  - ii. Mailings
    - (a) The City sends letters to remind property owners with septic tanks of requirements for septic tank maintenance and septic tank pump-out. The City maintains a list of residents with septic tanks and sends reminders to them that they need to pump out their tanks every 5 years.
  - iii. Signage: Messages presented by signage, by their nature, are continuously available to the public.
    - (a) The City uses and will continue to use signage installed at the pet waste bag dispenser stations located near parks and walking trails in the City to prominently place the message, "Pick up after your pet. Dispose of pet waste appropriately. Never place pet waste in a stormwater inlet/storm sewer system, a ditch or a stream. Place pet waste in a trash receptacle or flush down the toilet."
    - (b) The City will begin to use prominently displayed educational signs at municipally owned or implemented stormwater management facilities. These will include bioretention areas, permeable pavers and stream restoration projects. These signs will enable the City to explain how stormwater pollution makes its ways to natural waters including the Chesapeake Bay as well as how the pollution may be prevention. The signs will also educate the public on the various methods used to manage/mitigate stormwater pollution, and how some of them may be implemented at private residences.
    - (c) Storm drain stenciling: The City will look into recruiting volunteer organizations and High School students to mark stormwater inlets with the message that anything dumped in the inlet will drain to the surface waters (including the Chesapeake Bay) without treatment.
  - iv. Media Materials
    - (a) The City will occasionally hold public information sessions related to stormwater projects or education. These sessions will be announced on the City's website and social media sites. These information sessions are not regularly scheduled.

- (b) The City maintains a Stormwater Management page on its website. It includes information on the City's MS4 permit, stormwater pollution prevention projects implemented by the City, and how residents and businesses can reduce stormwater pollution. It also contains links to DEQ and EPA websites, allows residents to download educational brochures, and provides opportunity for residents to report concerns about potential stormwater pollution or illicit discharges. The City will continue to update its website and maintain the most current information on stormwater management.
  - (c) The City will publish educational messages in a quarterly distributed newsletter: City Focus. Stormwater pollution prevention messages will be included at least 2 times per year.
  - (d) Each quarter, the City will update posts and will continue to post educational information on social media (Facebook, Twitter, Instagram): disposing of pet waste, applying lawn-chemicals, washing cars, changing motor-oil and proper disposal of used motor oil, disposing of leftover paint and household chemicals, and illicit discharges, etc.
- f. Public Schools in the City of Colonial Heights are run by the City. The City implements a "Watershed Education for Students" program. The City will coordinate with the Friends of the Lower Appomattox River (FOLAR) to provide a meaningful watershed experience for Colonial Heights Students. The City supports this effort and may participate if requested.

3. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Identify no less than three high-priority stormwater issues to meet the goal of educating the public how to reduce stormwater pollution, increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, and implement a diverse program with strategies that are targeted toward individuals or groups most likely to have significant stormwater impacts.</li> <li>○ Coordinate with volunteers to for stormwater inlet stenciling.</li> <li>○ Post at least twice per year in the quarterly City Focus. Post</li> <li>○ information on City's website regarding maintenance requirements for owner of septic tanks in CBPAs.</li> <li>○ Post information on the City's website and social media that raise awareness regarding stormwater management issues.</li> <li>○ Apply for a grant from the Chesapeake Bay Restoration Fund for funds to obtain items such as individual pet waste bag dispenser with the City's logo and the message to pick up after your pet.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Continue to address educational goals for high priority stormwater issues to reduce stormwater pollution, increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, and implement a diverse program with strategies that are targeted toward</li> </ul>

Compliance Period	Measurable Goals
	<p>individuals or groups most likely to have significant stormwater impacts.</p> <ul style="list-style-type: none"> <li>○ Coordinate with volunteers as well, for more stormwater inlet stenciling if necessary.</li> <li>○ Post at least twice per year in the quarterly City Focus. Post</li> <li>○ information on City's website regarding maintenance requirements for owner of septic tanks in CBPAs.</li> <li>○ Post information on the City's website and social media that raise awareness regarding stormwater management issues.</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Continue to address educational goals for high priority stormwater issues to reduce stormwater pollution, increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, and implement a diverse program with strategies that are targeted toward individuals or groups most likely to have significant stormwater impacts.</li> <li>○ Coordinate with volunteers as well, for more stormwater inlet stenciling if necessary.</li> <li>○ Post at least twice per year in the quarterly City Focus. Post</li> <li>○ information on City's website regarding maintenance requirements for owner of septic tanks in CBPAs.</li> <li>○ Post information on the City's website and social media that raise awareness regarding stormwater management issues.</li> <li>○ May be update before June 1, 2025.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Continue to address educational goals for high priority stormwater issues to reduce stormwater pollution, increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, and implement a diverse program with strategies that are targeted toward individuals or groups most likely to have significant stormwater impacts.</li> <li>○ Coordinate with volunteers as well, for more stormwater inlet stenciling if necessary.</li> <li>○ Post at least twice per year in the quarterly City Focus. Post</li> <li>○ information on City's website regarding maintenance requirements for owner of septic tanks in CBPAs.</li> <li>○ Post information on the City's website and social media that raise awareness regarding stormwater management issues.</li> <li>○ May be update before June 1, 2026.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Continue to address educational goals for high priority stormwater issues to reduce stormwater pollution, increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, and implement a diverse program with strategies that are targeted toward</li> </ul>



Compliance Period	Measurable Goals
	<p>individuals or groups most likely to have significant stormwater impacts.</p> <ul style="list-style-type: none"> <li>○ Coordinate with volunteers as well for more stormwater inlet stenciling if necessary.</li> <li>○ Post at least twice per year in the quarterly City Focus. Post</li> <li>○ information on City's website regarding maintenance requirements for owner of septic tanks in CBPAs.</li> <li>○ Post information on the City's website and social media that raise awareness regarding stormwater management issues.</li> <li>○ May be update before June 1, 2027.</li> </ul>

## B. Public Involvement and Participation

### 1. Specific Requirements

- a. *The permittee shall develop and implement procedures for the following: (1) The public to report potential illicit discharges, improper disposal, or spills to the MS4, complaints regarding land disturbing activities, or other potential stormwater pollution concerns; (2) The public to provide input on the permittee's MS4 program plan; (3) Responding to public input received on the MS4 program plan; and (4) Maintaining documentation of public input received on the MS4 program and associated MS4 program plan and the permittee's response.*
- b. *No later than three months after this permit's effective date, the existing permittee shall update and maintain the webpage dedicated to the MS4 program and stormwater pollution prevention. The following information shall be posted on this webpage: (1) The effective MS4 permit and coverage letter; (2) The most current MS4 program plan or location where the MS4 program plan can be obtained; (3) The annual report for each year of the term covered by this permit no later than 30 days after submittal to the department; (4) For permittees whose regulated MS4 is located partially or entirely in the Chesapeake Bay watershed, the most current Chesapeake Bay TMDL action plan or location where the Chesapeake Bay TMDL action plan can be obtained; (5) For permittees whose regulated MS4 is located partially or entirely in the Chesapeake Bay watershed, the Chesapeake Bay TMDL implementation annual status reports for each year of the term covered by this permit no later than 30 days after submittal to the department; (6) A mechanism for the public to report potential illicit discharges, improper disposal, or spills to the MS4, complaints regarding land disturbing activities, or other potential stormwater pollution concerns in accordance with Part I E 2 a (1) [in the 2023 MS4 General Permit]; (7) Methods for how the public can provide input on the permittee's MS4 program plan in accordance with Part I E 2 a (2) [in the 2023 MS4 General Permit] and if applicable, the Chesapeake Bay TMDL action plan in accordance with Part II A 13; and (8) Federal and state nontraditional permittees with security policies preventing MS4 program and stormwater pollution prevention webpage from being publicly accessible may utilize an internal staff accessible webpage such as an intranet webpage to meet the requirements of Part 1 E 2 b.*
- c. *Traditional permittees shall implement no fewer than four activities per year from two or more of the categories listed in Table 2 [in the 2023 MS4 General Permit] to provide an*

*opportunity for public involvement to improve water quality and support local restoration and clean-up projects.*

- d. Nontraditional permittees shall implement, promote, participate in or coordinate on no fewer than four activities per year from two or more of the categories listed in Table 2 [in the 2023 MS4 General Permit] to provide an opportunity for public involvement to improve water quality and support local restoration and clean-up projects.*
  - e. The permittee may coordinate the public involvement opportunities listed in Table 2 [in the 2023 MS4 General Permit] with other MS4 permittees; however, each permittee shall be individually responsible for meeting all of the permit requirements.*
  - f. The permittee may include staff and students in public participation events; however, the activity cannot solely include or be limited to staff participants with stormwater, groundskeeping, and maintenance duties in order for an event to qualify as a public participation event;*
  - g. Staff training required in accordance with Part 1 E 6 d does not qualify as public participation event unless the training activity solicits participation from target audiences beyond staff or contractors with stormwater, groundskeeping, and maintenance duties.*
  - h. The MS4 program plan shall include: (1) The webpage address where mechanisms for the public to report (i) potential illicit discharges, improper disposal, or spills to the MS4, (ii) complaints regarding land disturbing activities, or (iii) other potential stormwater pollution concerns; (2) The webpage address that contains the methods for how the public can provide input on the permittee's MS4 program; and (3) A description of the public involvement activities to be implemented by the permittee, the anticipated time period the activities will occur, and a metric for each activity to determine if the activity is beneficial to water quality. An example of metrics may include the weight of trash collected from a stream cleanup, the number of participants in a hazardous waste collection event, etc.*
2. For this minimum control measure, the City of Colonial Heights will implement the following programs:
- a. The City has a Stormwater Management page on the City's website that has a mechanism for the public to report (i) potential illicit discharges, improper disposal, or spills to the MS4, (ii) complaints regarding land disturbing activities, or (iii) other potential stormwater pollution concerns that can be reached at this link:  
<https://www.colonialheightsva.gov/323/Stormwater-Management>.
  - b. Methods for how the public can provide input on the City's MS4 program can be found at this Stormwater Management page as well.
  - c. The City has an annual City Clean-Up & Adopt a Roadway event. Volunteers pick up trash on streets and in parks to keep trash out of streams, etc.
  - d. City Staff coordinates with and will continue to coordinate with youth groups and civic groups to implement stormwater management projects. In the past this has included stream and street pick-ups.
3. Additional vehicles for public involvement/participation that may be implemented as part of this program include:
- a. Partner with local organizations such as:
    - i. VDOT – Designated as a Phase II permittee, VDOT must complete a department-wide storm water program. In addition, the department maintains an

area headquarters near the City line. This affords ample opportunity for partnership in regards to the timely implementation of BMPs within the City;

- ii. Crater Planning District Commission;
- iii. Southern Virginia Regional Chamber of Commerce;
- iv. Friends of the Lower Appomattox River (FOLAR);
- v. Colonial Heights Public Schools;
- vi. Department of Forestry;
- vii. Department of Game and Inland Fisheries;
- viii. Girl Scouts, Boy Scouts, youth groups and other non-profit organizations.

4. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Conduct at least one stream pick-up program and determine how many pounds of trash is collected.</li> <li>○ Work with volunteer group to mark or stencil stormwater inlets and track number of inlets marked.</li> <li>○ Work with volunteer group on stormwater prevention and/or educational project.</li> <li>○ Collaborate with Girl Scout troop to install rain garden and count number of participants.</li> <li>○ Purchase, then promote use of City of Colonial Heights' Carwash Water Collection System for charity car washes and track how many times it is used.</li> <li>○ Develop communication and collaboration with Brightpoint.</li> <li>○ Provide stormwater educational material at least one City event such as Fort Clifton Festival.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Conduct at least one stream pick-up program and determine how many pounds of trash is collected.</li> <li>○ Work with volunteer group to mark or stencil stormwater inlets and track number of inlets marked.</li> <li>○ Work with volunteer group on stormwater prevention and/or educational project.</li> <li>○ Promote use of City of Colonial Heights' Carwash Water Collection System for charity car washes and track how many times it is used.</li> <li>○ Provide stormwater educational material at least one City event such as Fort Clifton Festival.</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Conduct at least one stream pick-up program during the spring and determine how many pounds of trash is collected.</li> <li>○ Work with volunteer group to mark or stencil stormwater inlets and track number of inlets marked.</li> <li>○ Work with volunteer group on stormwater prevention and/or educational project.</li> </ul>

Compliance Period	Measurable Goals
	<ul style="list-style-type: none"> <li>○ Promote use of City of Colonial Heights' Carwash Water Collection System for charity car washes and track how many times it is used.</li> <li>○ Provide stormwater educational material at least one City event such as Fort Clifton Festival.</li> <li>○ May be update before June 1, 2025.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Conduct at least one stream pick-up program during the spring and determine how many pounds of trash is collected.</li> <li>○ Work with volunteer group to mark or stencil stormwater inlets and track number of inlets marked.</li> <li>○ Work with volunteer group on stormwater prevention and/or educational project.</li> <li>○ Promote use of City of Colonial Heights' Carwash Water Collection System for charity car washes and track how many times it is used.</li> <li>○ Provide stormwater educational material at least one City event such as Fort Clifton Festival.</li> <li>○ May be update before June 1, 2026.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Conduct at least one stream pick-up program during the spring and determine how many pounds of trash is collected.</li> <li>○ Work with volunteer group to mark or stencil stormwater inlets and track number of inlets marked.</li> <li>○ Work with volunteer group on stormwater prevention and/or educational project.</li> <li>○ Promote use of City of Colonial Heights' Carwash Water Collection System for charity car washes and track how many times it is used.</li> <li>○ Provide stormwater educational material at least one City event such as Fort Clifton Festival.</li> <li>○ May be update before June 1, 2027.</li> </ul>

### C. Illicit Discharge Detection and Elimination

#### 1. Specific Requirements

*a. The permittee shall develop and maintain an accurate MS4 map and information table as follows:*

- i. A map of the storm sewer system owned or operated by the permittee within the census urbanized area identified by the 2020 decennial census that includes, at a minimum: (a) MS4 outfalls discharging to surface waters, except as follows: (i) In cases where the outfall is located outside of the MS4 permittee's legal responsibility, the permittee may elect to map the known point of discharge location closest to the actual outfall; and (ii) In cases where the MS4 outfall discharges to receiving water channelized underground, the permittee may elect*

*to map the point downstream at which the receiving water emerges above ground as an outfall discharge location. If there are multiple outfalls discharging to an underground channelized receiving water, the map shall identify that an outfall discharge location represents more than one outfall. This is an option a permittee may choose to use and recognizes the difficulties in accessing outfalls to underground channelized stream conveyances for purposes of mapping, screening, or monitoring. (b) A unique identifier for each mapped item required in Part I E 3 [in the 2023 MS4 General Permit]; (c) The name and location of receiving waters to which the MS4 outfall or point of discharge discharges; (d) MS4 regulated service area; and (e) stormwater management facilities owned or operated by the permittee.*

- ii. *The permittee shall maintain an information table associated with the storm sewer system map that includes the following information for each outfall or point of discharge for those cases in which the permittee elects to map the known point of discharge in accordance with Part I E 3 a (1) (a) [in the 2023 MS4 General Permit]: (a) A unique identifier as specified on the storm sewer system map; (b) The latitude and longitude of the outfall or point of discharge; (c) The estimated regulated acreage draining to the outfall or point of discharge; (d) The name of the receiving water; (e) The 6th Order Hydrologic Unit Code of the receiving water; (f) An indication as to whether the receiving water is listed as impaired in the Virginia 2022 305(b)/303(d) Water Quality Assessment Integrated Report; (g) The predominant land use for each outfall discharging to an impaired water; and (h) The name of any EPA approved TMDLs for which the permittee is assigned a waste load allocation.*
- iii. *No later than 24 months after permit issuance, the permittee shall submit to DEQ a GIS-compatible shapefile of the permittee's MS4 map as described in Part I E 3 a [in the 2023 MS4 General Permit]. If the permittee does not have an MS4 map in a GIS format, the permittee shall provide the map as a PDF document.*
- iv. *No later than October 1 of each year, the permittee shall update the storm sewer system map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediate preceding reporting period.*
- v. *The permittee shall provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of this permit.*
- b. *The permittee shall prohibit, through ordinance, policy, standard operating procedures, or other legal mechanism, to the extent allowable under federal, state, or local law, regulations, or ordinances, unauthorized non-stormwater discharges into the storm sewer system. Non-stormwater discharges or flows identified in 9VAC25-890-20 D 3 shall only be addressed if they are identified by the permittee as a significant contributor of pollutants discharging to the MS4. Flows that have been identified by the department as de minimis discharges are not significant sources of pollutants to surface water.*
- c. *The permittee shall maintain, implement, and enforce illicit discharge detection and elimination (IDDE) written procedures designed to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping, to the small MS4 to effectively eliminate the unauthorized discharge. Written procedures shall include: (1) A description of the legal authorities, policies, standard operating procedures or other legal mechanisms available to the permittee to eliminate identified sources of ongoing illicit discharges including procedures for using legal enforcement authorities. (2) Dry weather*

field screening protocols to detect, identify, and eliminate illicit discharges to the MS4. The protocol shall include: (a) A prioritized schedule of field screening activities and rationale for prioritization determined by the permittee based on such criteria as age of the infrastructure, land use, historical illegal discharges, dumping or cross connections; (b) If the total number of MS4 outfalls is equal to or less than 50, a schedule to screen all outfalls annually; (c) If the total number of MS4 outfalls is greater than 50, a schedule to screen a minimum of 50 outfalls annually such that no more than 50% are screened in the previous 12-month period. The 50% criteria is not applicable if all outfalls have been screened in the previous three years; and (d) A mechanism to track the following information: (i) The unique outfall identifier; (ii) Time since the last precipitation event; (iii) The estimated quantity of the last precipitation event; (iv) Site descriptions (e.g., conveyance type and dominant watershed land uses); (v) Whether or not a discharge was observed; and (vi) If a discharge was observed, the estimated discharge rate (e.g., width and depth of discharge flow rate) and visual characteristics of the discharge (e.g., odor, color, clarity, floatables, deposits or stains, vegetation condition, structural condition, and biology). (3) A timeframe upon which to conduct an investigation to identify and locate the source of any observed unauthorized non-stormwater discharge. Priority of investigations shall be given to discharges of sanitary sewage and those believed to be a risk to human health and public safety. Discharges authorized under a separate VPDES or state permit require no further action under this permit. (4) Methodologies to determine the source of all illicit discharges. If the permittee is unable to identify the source of an illicit discharge within six months of beginning the investigation then the permittee shall document that the source remains unidentified. If the observed discharge is intermittent, the permittee shall document that attempts to observe the discharge flowing were unsuccessful. (5) Methodologies for conducting a follow-up investigation for illicit discharges that are continuous or that permittees expect to occur more frequently than a one-time discharge to verify that the discharge has been eliminated except as provided for in Part I.E.3.c(4) [in the 2023 MS4 General Permit] ; (6) A mechanism to track all illicit discharge investigations to document the following: (a) The dates that the illicit discharge was initially observed, reported, or both; (b) The results of the investigation, including the source, if identified; (c) Any follow-up to the investigation; (d) Resolution of the investigation; and (e) The date that the investigation was closed.

d. The MS4 program plan shall include:

- i. The MS4 map and information table required by Part I.E.3.a [in the 2023 MS4 General Permit]. The map and information table may be incorporated into the MS4 program plan by reference. The map shall be made available to the department within 14 days upon request;
- ii. Copies of written notifications of new physical interconnections given by the permittee to other MS4s; and
- iii. The IDDE procedures described in Part I.E.3.c [in the 2023 MS4 General Permit].

2. For this minimum control measure, the City of Colonial Heights will implement the following programs:

- a. The City will review and update its MS4 map and information table as necessary to comply with the following items of the 2023 MS4 General Permit as follows:
  - i. A map of the storm sewer system owned or operated by the City within the census urbanized area identified by the 2020 decennial census that includes, at a minimum:

- (a) MS4 outfalls discharging to surface waters; (b) A unique identifier for each mapped item required in Part I E 3 in the 2023 MS4 General Permit; (c) The name and location of receiving waters to which the MS4 outfall or point of discharge discharges; (d) MS4 regulated service area; and (e) stormwater management facilities owned or operated by the City.
- b. The City will review and update as necessary its information table associated with the storm sewer system map to include the following information for each outfall or point of discharge for those cases in which the permittee elects to map the known point of discharge in accordance with 1.a.(1) above: (a) A unique identifier as specified on the storm sewer system map; (b) The latitude and longitude of the outfall or point of discharge; (c) The estimated regulated acreage draining to the outfall or point of discharge; (d) The name of the receiving water; (e) The 6th Order Hydrologic Unit Code of the receiving water; (f) An indication as to whether the receiving water is listed as impaired in the Virginia 2022 305(b)/303(d) Water Quality Assessment Integrated Report; (g) The predominant land use for each outfall discharging to an impaired water; and (h) The name of any EPA approved TMDLs for which the permittee is assigned a waste load allocation.
  - c. There are no physical interconnections made between the City and other MS4s.
  - d. The City will review its IDDE procedures to verify compliance with Part.I.E.3.c in the 2023 MS4 General Permit.
  - e. City of Colonial Heights owns the sanitary sewer system in the City. The City runs a program to identify improper discharges and leaks from the sanitary sewer system.
  - f. The following chapters of the City of Colonial Heights' Municipal Code address this measure:
    - i. Chapter 245: *Stormwater Management* – This chapter includes the Chesapeake Bay Preservation Area Ordinance (CBPO) as well as the City's Water Quality Protection Ordinance. The CBPO established requirements for septic tank inspections. It also outlines the enforcement and penalties associated with noncompliance of this chapter. This chapter also includes the Municipal Separate Storm Sewer System (MS-4) Management Program Ordinance, which establishes prohibitions associated with discharges to a storm sewer system as well as penalties for violations. The Stormwater Management Ordinance was added to this chapter in 2014 to address Virginia Stormwater Management Program requirements, which includes requirements for pollution prevention during construction.
    - ii. Chapter 241: *Erosion and Sediment Control* – This chapter address the City's Erosion and Sediment Control requirements.
    - iii. Chapter 250: *Subdivision of Land* – The portions of this chapter that are relevant to illicit discharge include: Article II, Divisions 1 and 2 discuss approval of plats and standards. Both of these articles cover the suitability of the land, as well as drainage and flooding and other hazards associated with the design of subdivisions.
  - g. The City inspects 50 outfalls annually because there are greater than 50 outfalls in City. There are 96 outfalls located within the City.
  - h. The City trains staff in identifying and eliminating illicit discharge in accordance with City's Stormwater Pollution Prevention Employee Training Plan.
  - i. The City investigates illicit connections to the storm drain system in older portions of City. Recordkeeping and code enforcement may not have been equivalent to today's standards when these residences and businesses were first built, or undocumented modifications might have been made since construction.
  - j. The City conducts storm sewer flushing and TV monitoring of selected storm sewer pipes in City. These are frequently conducted in older storm sewer systems.

- k. The City will continue to review update (when appropriate) and post/distribute education and outreach material that deals with illicit discharge.
- l. The City developed and will continue to implement, and update (when appropriate) written procedures to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping, to the City's MS4. These procedures include written dry weather field screening methodologies to detect and eliminate illicit discharges to the MS4 that include field observations and field screening monitoring and that provide:
  - o A prioritized schedule;
  - o The minimum number of field screening activities the City will complete annually;
  - o Methodologies to collect the general information such as time since the last rain, the quantity of the last rain, site descriptions, estimated discharge rate and visual observations;
  - o A time frame upon which to conduct an investigation or investigations to identify and locate the source of any observed continuous or intermittent nonstormwater discharge;
  - o Methodologies to determine the source of all illicit discharges;
  - o Mechanisms to eliminate identified sources of illicit discharges;
  - o Methods for conducting a follow-up investigation; and
  - o A mechanism to track all investigations.

3. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>o Update the MS4 map and information table required by Part I.E.3.a in the 2023 MS4 General Permit with newly required information.</li> <li>o Continue implementing the City's written IDDE procedures designed to detect, identify, and address unauthorized nonstormwater discharges, including illegal dumping as outlined in the updated "unauthorized non-stormwater discharge detection and elimination procedures". Keep records and report as specified.</li> <li>o No later than October 1, the City will update the storm sewer system map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediately preceding reporting period.</li> <li>o The City will provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of the 2023 MS4 General Permit.</li> <li>o Post or distribute educational information on IDDE on City website and social media.</li> <li>o No later than 24 months after permit issuance, the City will submit to DEQ a GIS-compatible shapefile of the City's MS4 map as described in Part I.E.3.a in the 2023 MS4 General</li> </ul>



<b>Compliance Period</b>	<b>Measurable Goals</b>
	<p>Permit. If the City does not have an MS4 map in a GIS format, the City will provide the map as a PDF document.</p>
<p>Year 2 2024-2025</p>	<ul style="list-style-type: none"> <li>○ The City will review its MS4 Ordinance to assure that it is in compliance with the current MS4 General Permit.</li> <li>○ The City will review its IDDE written procedures designed to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping, to the small MS4 to effectively eliminate the unauthorized discharge to verify it is in compliance with the 2023 MS4 General Permit.</li> <li>○ No later than October 1, the City will update the storm sewer system map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediately preceding reporting period.</li> <li>○ The City will provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of the 2023 MS4 General Permit.</li> <li>○ Continue implementing the procedures to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping as outlined in the updated “unauthorized nonstormwater discharge detection and elimination procedures”. Keep records and report as specified.</li> <li>○ Post educational information on IDDE on City website and social media.</li> </ul>
<p>Year 3 2025-2026</p>	<ul style="list-style-type: none"> <li>○ No later than October 1, the City will update the storm sewer system map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediately preceding reporting period.</li> <li>○ The City will provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of the 2023 MS4 General Permit.</li> <li>○ Continue implementing the procedures to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping as outlined in the updated “unauthorized nonstormwater discharge detection and elimination procedures”. Keep records and report as specified.</li> <li>○ Post educational information on IDDE on City website and social media.</li> <li>○ This list may be updated prior to June 30, 2025</li> </ul>
<p>Year 4 2026-2027</p>	<ul style="list-style-type: none"> <li>○ No later than October 1, the City will update the storm sewer system map and outfall information table to include any new</li> </ul>

Compliance Period	Measurable Goals
	<p>outfalls constructed or TMDLs approved or both during the immediately preceding reporting period.</p> <ul style="list-style-type: none"> <li>○ The City will provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of the 2023 MS4 General Permit.</li> <li>○ Continue implementing the procedures to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping as outlined in the updated “unauthorized nonstormwater discharge detection and elimination procedures”. Keep records and report as specified.</li> <li>○ Post educational information on IDDE on City website and social media.</li> <li>○ This list may be updated prior to June 30, 2026</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ No later than October 1, the City will update the storm sewer system map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediately preceding reporting period.</li> <li>○ The City will provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of the 2023 MS4 General Permit.</li> <li>○ Continue implementing the procedures to detect, identify, and address unauthorized non-stormwater discharges, including illegal dumping as outlined in the updated “unauthorized nonstormwater discharge detection and elimination procedures”. Keep records and report as specified.</li> <li>○ Post educational information on IDDE on City website and social media.</li> <li>○ This list may be updated prior to June 30, 2027</li> </ul>

#### D. Construction Site Storm Water Runoff Control

##### 1. Specific Requirements

- a. *The permittee shall utilize its legal authority, such as ordinances, permits, orders, specific contract language, and interjurisdictional agreements, to address discharges entering the MS4 from regulated construction site stormwater runoff. The permittee shall control construction site stormwater runoff as follows: (1)*
  - i. *If the permittee is a city, county, or town that has adopted a Virginia Erosion and Sediment Control Program (VESCP), the permittee shall implement the VESCP consistent with the Virginia Erosion and Sediment Control Law (§ 62.144.15:51*

*et seq. of the Code of Virginia) and Virginia Erosion and Sediment Control Regulations (9VAC25-840).*

- b. The permittee shall require implementation of appropriate controls to prevent nonstormwater discharges to the MS4, such as wastewater, concrete washout, fuels and oils, and other illicit discharges identified during land disturbing activity inspections of the MS4. The discharge of non-stormwater discharges other than those identified in 9VAC25-890-20 D through the MS4 is not authorized by this state permit.*
  - c. The permittee's MS4 program plan shall include:*
    - i. If the permittee implements a construction site stormwater runoff control program in accordance with Part I E 4 a (1) [in the 2023 MS4 General Permit], the local ordinance citations for the VESCP program;*
    - ii. If the permittee implements a construction site stormwater runoff control program in accordance with Part I E 4 a (3) [in the 2023 MS4 General Permit]:*
      - a) The most recently approved standards and specifications or if incorporated by reference, the location where the standards and specifications can be viewed; and*
      - b) A copy of the most recent standards and specifications approval letter from the department;*
    - iii. A description of the legal authorities utilized to ensure compliance with Part I E 4 a [in the 2023 MS4 General Permit] to control construction site stormwater runoff control such as ordinances, permits, orders, specific contract language, policies, and interjurisdictional agreements;*
    - iv. Written inspection procedures to ensure the erosion and sediment controls are properly implemented and all associated documents utilized during inspection including the inspection schedule;*
    - v. Written procedures for requiring compliance through corrective action or enforcement action to the extent allowable under federal, state, or local law, regulation, ordinance, or other legal mechanisms; and*
    - vi. The roles and responsibilities of each of the permittee's departments, divisions, or subdivisions in implementing the construction site stormwater runoff control*
    - vii. requirements in Part I.E.4 [in the 2023 MS4 General Permit].*
2. For this minimum control measure, the City of Colonial Heights will implement the following programs:
- a. The City will utilize its legal authority, such as ordinances, permits, orders, specific contract language, and interjurisdictional agreements, to address discharges entering the MS4 from regulated construction site stormwater runoff. The City will implement the VESCP consistent with the Virginia Erosion and Sediment Control Law (§ 62.1-44.15:51 *et seq.* of the Code of Virginia) and Virginia Erosion and Sediment Control Regulations (9VAC25-840).
  - b. The City will require implementation of appropriate controls to prevent non-stormwater discharges to the MS4, such as wastewater, concrete washout, fuels and oils, and other illicit discharges identified during land disturbing activity inspections of the MS4. The discharge of non-stormwater discharges other than those identified in 9VAC25-890-20 D through the MS4 is not authorized by this state permit.
  - c. The following chapters of the City of Colonial Heights' Municipal Code address this measure:
    - i. Chapter 245 – Stormwater Management
    - ii. Chapter 241 – Erosion and Sediment Control (updated in 2007). Requirements for erosion and sediment controls as well as sanctions to ensure compliance.

Requirements for construction site operators to implement appropriate erosion and sediment control BMPs. Procedures for site plan review. Procedures for site inspection. Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: (the following information is currently being gathered as part of Chapter 5)

- a) Total number of regulated land disturbing activities; and
    - b) Total disturbed acreage.
  - iii. Chapter 250 – Subdivision of Land
  - iv. Chapter 286 – Zoning
- d. The above referenced chapters include requirements for site plan review, erosion and sediment control construction techniques and inspections, post-construction inspections and record drawings, as well as penalties for non-compliance.
- e. The City has a site plan checklist that includes stormwater management requirements that must be met to get an approved site plan. In addition, City staff meets with parties that are preparing to develop a site. Information on stormwater management requirements is provided to the developer.
- f. The City continues to implement a VSMP General Construction Permit inspection program in accordance with State requirements.

3. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: <ul style="list-style-type: none"> <li>• Total number of regulated land disturbing activities;</li> <li>• Total disturbed acreage.</li> </ul> </li> <li>○ Implement VSMP General Construction Permit inspection program.</li> <li>○ Maintain a consistent E&amp;S Program in accordance with DEQ.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: <ul style="list-style-type: none"> <li>• Total number of regulated land disturbing activities;</li> <li>• Total disturbed acreage.</li> </ul> </li> <li>○ Implement VSMP General Construction Permit inspection program.</li> <li>○ Maintain a consistent E&amp;S Program in accordance with DEQ.</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: <ul style="list-style-type: none"> <li>• Total number of regulated land disturbing activities;</li> <li>• Total disturbed acreage.</li> </ul> </li> </ul>

Compliance Period	Measurable Goals
	<ul style="list-style-type: none"> <li>○ Implement VSMP General Construction Permit inspection program.</li> <li>○ Maintain a consistent E&amp;S Program in accordance with DEQ.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: <ul style="list-style-type: none"> <li>• Total number of regulated land disturbing activities;</li> <li>• Total disturbed acreage.</li> </ul> </li> <li>○ Implement VSMP General Construction Permit inspection program.</li> <li>○ Maintain a consistent E&amp;S Program in accordance with DEQ.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Continue to formally document regulated land disturbing activities and submit the following information for the reporting period with the annual report: <ul style="list-style-type: none"> <li>• Total number of regulated land disturbing activities;</li> <li>• Total disturbed acreage.</li> </ul> </li> <li>○ Implement VSMP General Construction Permit inspection program.</li> <li>○ Maintain a consistent E&amp;S Program in accordance with DEQ.</li> </ul>

## **E. Post-Construction Stormwater Management for New Development and Development on Prior Developed Lands**

### **1. Specific Requirements**

- a. *The permittee shall address post-construction stormwater runoff that enters the MS4 from the following land disturbing activities by implementing a post-construction stormwater runoff management program as follows:*
  - i. *If the permittee is a city, county, or town, with an approved Virginia Stormwater Management Program (VSMP), the permittee shall implement the VSMP consistent with the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq. of the Code of Virginia) and VSMP Regulations (9VAC25-870) as well as develop an inspection and maintenance program in accordance with Parts I E 5 b and c [in the 2023 MS4 General Permit].*
- b. *The permittee shall implement an inspection and maintenance program for those stormwater management facilities owned or operated by the permittee that discharges to the MS4 as follows:*
  - i. *The permittee shall develop and maintain written inspection and maintenance procedures in order to ensure adequate long-term operation and maintenance of its stormwater management facilities;*
  - ii. *The permittee shall inspect stormwater management facilities owned or operated by the permittee no less than once per year. The permittee may choose to implement an alternative schedule to inspect these stormwater management facilities based on facility type and expected maintenance needs provided that the alternative schedule and rationale is*

- included in the MS4 program plan. The alternative inspection frequency shall be no less than once per five years; and*
- iii. If during the inspection of the stormwater management facility conducted in accordance with Part I E 5 b (2) [in the 2023 MS4 General Permit], it is determined that maintenance is required, the permittee shall conduct the maintenance in accordance with the written procedures developed under Part I E 5 b (1) [in the 2023 MS4 General Permit].*
  - c. For those permittees described in Part I E 5 a (1) or (2) [in the 2023 MS4 General Permit], the permittee shall:*
    - i. Implement an inspection and enforcement program for stormwater management facilities not owned by the permittee (i.e., privately owned) that includes:*
      - (a) An inspection frequency of no less than once per five years for all privately owned stormwater management facilities that discharge into the MS4; and*
      - (b) Adequate long-term operation and maintenance by the owner of the stormwater management facility by requiring the owner to develop and record a maintenance agreement, including an inspection schedule to the extent allowable under state or local law or other legal mechanism;*
    - ii. Utilize its legal authority for enforcement of the maintenance responsibilities if maintenance is neglected by the owner; and*
    - iii. The permittee may develop and implement a progressive compliance and enforcement strategy provided that the strategy is included in the MS4 program plan.*
  - d. The permittee shall maintain an electronic database or spreadsheet of all known permittee-owned or permittee-operated and privately-owned stormwater management facilities that discharge into the MS4. The database shall also include all BMPs implemented by the permittee to meet the Chesapeake Bay TMDL load reduction as required in Part II A. A database shall include the following information as applicable:*
    - i. The stormwater management facility or BMP type;*
    - ii. The stormwater management facility or BMPs location as latitude and longitude;*
    - iii. The acres treated by the stormwater management facility or BMP, including total acres, pervious acres, and impervious acres;*
    - iv. The date the facility was brought online (MM/YYYY). If the date brought online is not known, the permittee shall use June 30, 2005;*
    - v. The 6th Order Hydrologic Unit Code in which the stormwater management facility is located;*
    - vi. Whether the stormwater management facility or BMP is owned or operated by the permittee or privately owned;*
    - vii. Whether or not the stormwater management facility or BMP is part of the permittee's Chesapeake Bay TMDL action plan required in Part II A or local TMDL action plan required in Part II B [in the 2023 MS4 General Permit], or both;*
    - viii. If the stormwater management facility or BMP is privately owned, whether a maintenance agreement exists; and*
    - ix. The date of the permittee's most recent inspection of the stormwater management facility or BMP.*
  - e. The electronic database or spreadsheet shall be updated no later than 30 days after a new stormwater management facility is brought online, a new BMP is implemented to meet a TMDL load reduction as required in Part II [in the 2023 MS4 General Permit] or discovered if it is an existing stormwater management facility.*
  - f. The permittee shall use the DEQ Construction Stormwater Database or other application as specified by the department to report each stormwater management facility installed after*

*July 1, 2014, to address the control of post-construction runoff from land disturbing activities for which the permittee is required to obtain a General VPDES Permit for Discharges of Stormwater from Construction Activities.*

- g. No later than October 1 of each year, the permittee shall electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 of each year using the DEQ BMP Warehouse and associated reporting template for any practices not reported in accordance with Part I E 5 f [in the 2023 MS4 General Permit] including stormwater management facilities installed to control post-development stormwater runoff from land disturbing activities less than one acre in accordance with the Chesapeake Bay Preservation Act regulations (9VAC25-830) and for which a General VPDES Permit for Discharges of Stormwater from Construction Activities was not required.*
- h. The MS4 program plan shall include:*
  - i. If the permittee implements a VSMP in accordance with Part I E 5 a (1) and (2) [in the 2023 MS4 General Permit]:*
    - (a) A copy of the VSMP approval letter issued by the department;*
    - (b) Written inspection procedures and all associated documents utilized in the inspection of privately-owned stormwater management facilities; and*
    - (c) Written procedures for compliance and enforcement of inspection and maintenance requirements for privately owned BMPs.*
  - ii. A description of the legal authorities utilized to ensure compliance with Part I E 5 a [in the 2023 MS4 General Permit] for post-construction stormwater runoff control such as ordinances (provide citation as appropriate), permits, orders, specific contract language, and interjurisdictional agreements;*
  - iii. Written inspection procedures and all associated documents utilized during inspection of stormwater management facilities owned or operated by the permittee;*
  - iv. The roles and responsibilities of each of the permittee's departments, divisions, or subdivisions in implementing the post-construction stormwater runoff control program; and*
  - v. The stormwater management facility spreadsheet or database incorporated by reference and the location or webpage address where the spreadsheet or database can be reviewed.*

2. For this minimum control measure, the City of Colonial Heights will implement the following programs:

- a. The City will continue to address (and update its program as necessary) postconstruction stormwater runoff that enters the MS4 from the following land disturbing activities by implementing a post-construction stormwater runoff management program as follows: the City will continue to implement the VSMP consistent with the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq. of the Code of Virginia) and VSMP Regulations (9VAC25-870) as well as develop an inspection and maintenance program in accordance with Parts I.E.5.b and c in the 2023 MS4 General Permit.
- b. The City will continue to implement (and update as necessary) its inspection and maintenance program for those stormwater management facilities owned or operated by the City that discharges to the MS4 as follows:
  - i. The City will review and update, if necessary, its written inspection and maintenance procedures to ensure adequate long-term operation and maintenance of its stormwater management facilities;

- ii. The City will inspect stormwater management facilities owned or operated by the City no less than once per year. The City may choose to implement an alternative schedule to inspect these stormwater management facilities based on facility type and expected maintenance needs provided that the alternative schedule and rationale will be included in the MS4 program plan. The alternative inspection frequency will be no less than once per five years; and
  - iii. If during the inspection of the stormwater management facility conducted in accordance with Part I.E.5.b(2) in the 2023 MS4 General Permit, it is determined that maintenance is required, the City will conduct the maintenance in accordance with the written procedures developed under Part I.E.5.b1) in the 2023 MS4 General Permit.
- c. The City will continue its inspection and enforcement program for stormwater management facilities not owned by the permittee (i.e., privately-owned) that includes:
  - i. An inspection frequency of no less than once per five years for all privately-owned stormwater management facilities that discharge into the MS4; and
  - ii. Adequate long-term operation and maintenance by the owner of the stormwater management facility by requiring the owner to execute and record a maintenance agreement that includes:
    - (a) an inspection schedule to the extent allowable under state or local law or other legal mechanism;
    - (b) Utilizes the City's legal authority for enforcement of the maintenance responsibilities if maintenance is neglected by the owner; and
  - iii. The City may choose to develop and implement a progressive compliance and enforcement strategy. If the City does so, the strategy will be included in future updates of the MS4 program plan.
- d. The City will continue to maintain its Arc GIS database of all known City owned/operated and privately-owned stormwater management facilities that discharge into the MS4. The database includes all BMPs implemented by the City to meet the Chesapeake Bay TMDL load reduction as required in Part II.A in the 2023 MS4 General Permit. The database includes or will be updated to include the following information as applicable:
  - i. The stormwater management facility or BMP type;
  - ii. The stormwater management facility or BMPs location as latitude and longitude;
  - iii. The acres treated by the stormwater management facility or BMP, including total acres, pervious acres, and impervious acres;
  - iv. The date the facility was brought online (MM/YYYY). If the date brought online is not known, the Town shall use June 30, 2005;
  - v. The 6th Order Hydrologic Unit Code in which the stormwater management facility is located;
  - vi. The operator of the stormwater management facility or BMP (i.e., City or privately owned);
  - vii. Whether or not the stormwater management facility or BMP is part of the City's Chesapeake Bay TMDL action plan required in Part II.A or local TMDL action plan required in Part II.B in the 2023 MS4 General Permit, or both;
  - viii. If the stormwater management facility or BMP is privately-owned, information regarding the maintenance agreement; and
  - ix. The date of the permittee's most recent inspection of the stormwater management facility or BMP.



- e. The GIS database will be updated no later than 30 days after a new stormwater management facility is brought online, a new BMP is implemented to meet a TMDL load reduction as required in Part II or discovered if it is an existing stormwater management facility.
  - f. The City will use the DEQ Construction Stormwater Database or other application as specified by the department to report each stormwater management facility installed after July 1, 2014, to address the control of post-construction runoff from land disturbing activities for which the Town is required to obtain a General VPDES Permit for Discharges of Stormwater from Construction Activities.
  - g. No later than October 1 of each year, the City will electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 of each year using the DEQ BMP Warehouse and associated reporting template for any practices not reported in accordance with 1.f above, including stormwater management facilities installed to control post-development stormwater runoff from land disturbing activities less than one acre in accordance with the Chesapeake Bay Preservation Act regulations (9VAC25-830) and for which a General VPDES Permit for Discharges of Stormwater from Construction Activities was not required.
3. The MS4 Program Plan also includes the following:
- a. Since the City implements a VSMP in accordance with Part I E 5 a (1) in the 2023 MS4 General Permit, the program plan includes by reference:
    - i. The VSMP approval letter issued by the department  
<https://www.colonialheightsva.gov/DocumentCenter/View/13083/2023-VSMP-Approval-Letter>;
    - ii. A sample BMP maintenance agreement, which includes written inspection procedures and written procedures for compliance and enforcement of inspection and maintenance requirements for privately owned BMPs  
<https://www.colonialheightsva.gov/DocumentCenter/View/11684/BMP-Facility-Long-Term-Maintenance-Agreement>; and
    - iii. A sample BMP inspection checklist utilized in the inspection of privately-owned stormwater management facilities  
<https://www.colonialheightsva.gov/DocumentCenter/View/11524/BMP-Maintenance-Inspection-Form>.
  - b. The following items demonstrate the City's the legal authorities utilized to ensure compliance with Part I.E.5 a for post-construction stormwater runoff control:
    - i. The following chapters of the City of Colonial Heights' Municipal Code  
[\[https://ecode360.com/CO1330\]](https://ecode360.com/CO1330)
      - a) Chapter 245 – Stormwater Management – This Chapter outlines the requirements for post construction stormwater management BMPs for new development and redevelopment. These requirements are consistent with the Chesapeake Bay Preservation Act and the Virginia Department of Environmental Quality's requirements.
      - b) Chapter 241 – Erosion and Sediment Control
      - c) Chapter 250 – Subdivision of Land
      - d) Chapter 286 – Zoning
    - ii. The City's Site Plan Application and Checklist requires a BMP maintenance agreement as part of plan approval and permit issuance

[ <https://www.colonialheightsva.gov/DocumentCenter/View/898/Site-Development-Design-Checklist>]. The BMP Maintenance Agreement includes an inspection schedule for structural BMPs.

- iii. Written inspection procedures and documents utilized for inspection of stormwater management facilities owned or operated by the City referenced above;
- iv. The Public Works Department is the main division that has roles and responsibilities in implementing the post-construction stormwater runoff control program;
- v. The stormwater management facility Arc GIS database incorporated by reference, which may be reviewed upon request by the public or DEQ

4. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Continue tracking existing BMPs and enforcing inspection requirements.</li> <li>○ Inspect City owned BMPs in accordance with the City's BMP Maintenance Plans and perform maintenance as needed.</li> <li>○ No later than October 1, electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 using the DEQ BMP Warehouse and associated reporting template.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Continue tracking existing BMPs and enforcing inspection requirements.</li> <li>○ Inspect City owned BMPs in accordance with the City's BMP Maintenance Plans and perform maintenance as needed.</li> <li>○ No later than October 1, electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 using the DEQ BMP Warehouse and associated reporting template.</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Continue tracking existing BMPs and enforcing inspection requirements.</li> <li>○ Inspect City owned BMPs in accordance with the City's BMP Maintenance Plans and perform maintenance as needed.</li> <li>○ No later than October 1, electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 using the DEQ BMP Warehouse and associated reporting template.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Continue tracking existing BMPs and enforcing inspection requirements.</li> <li>○ Inspect City owned BMPs in accordance with the City's BMP Maintenance Plans and perform maintenance as needed.</li> <li>○ No later than October 1, electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 using the DEQ BMP Warehouse and associated reporting template.</li> </ul>

Compliance Period	Measurable Goals
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Continue tracking existing BMPs and enforcing inspection requirements.</li> <li>○ Inspect City owned BMPs in accordance with the City's BMP Maintenance Plans and perform maintenance as needed.</li> <li>○ No later than October 1, electronically report the stormwater management facilities and BMPs implemented between July 1 and June 30 using the DEQ BMP Warehouse and associated reporting template.</li> </ul>

## **F. Pollution Prevention and Good Housekeeping for Facilities Owned or Operated by the Permittee within the MS4 Service Area**

### **1. Specific Requirements**

- a. *The permittee shall maintain and implement written procedures for those activities at facilities owned or operated by the permittee, such as road, street, and parking lot maintenance; equipment maintenance; and the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers designed to:*
  - i. *Prevent illicit discharges;*
  - ii. *Ensure the proper disposal of waste materials, including landscape wastes;*
  - iii. *Prevent the discharge of wastewater or permittee vehicle wash water or both into the MS4 without authorization under a separate VPDES permit;*
  - iv. *Require implementation of best management practices when discharging water pumped from utility construction and maintenance activities;*
  - v. *Minimize the pollutants in stormwater runoff from bulk storage areas (e.g., salt storage, topsoil stockpiles) through the use of best management practices;*
  - vi. *Prevent pollutant discharge into the MS4 from leaking municipal automobiles and equipment; and*
  - vii. *Ensure that the application of materials, including fertilizers and pesticides, is conducted in accordance with the manufacturer's recommendations.*
- b. *The written procedures established in accordance with Part I E 6 a [in the 2023 MS4 General Permit] shall be utilized as part of the employee training program at Part I E 6 m [in the 2023 MS4 General Permit].*
- c. *Within 12 months of state permit coverage, the permittee shall identify which of the high priority facilities have a high potential of discharging pollutants. The permittee shall maintain and implement a site-specific stormwater pollution prevention plan (SWPPP) for each facility identified. High priority facilities that have a high potential for discharging pollutants are those facilities that are not covered under a separate VPDES permit and which any of the following materials or activities occur and are expected to have exposure to stormwater resulting from rain, snow, snowmelt or runoff:*
- d. *Each SWPPP as required in Part I E 6 c [in the 2023 MS4 General Permit] shall include the following:*
  - i. *A site description that includes a site map identifying all outfalls, direction of stormwater flows, existing source controls, and receiving water bodies;*
  - ii. *A description and checklist of the potential pollutants and pollutant sources;*
  - iii. *A description of all potential nonstormwater discharges;*
  - iv. *Written procedures designed to reduce and prevent pollutant discharge;*

- v. *A description of the applicable training as required in Part I E 6 m [in the 2023 MS4 General Permit];*
- vi. *Procedures to conduct an annual comprehensive site compliance evaluation;*
- vii. *An inspection frequency of no less than once per year and maintenance requirements for site specific source controls. The date of each inspection and associated findings and follow-up shall be logged in each SWPPP; and*
- viii. *A log of each unauthorized discharge, release, or spill incident reported in accordance with Part III G [in the 2023 MS4 General Permit] including the following information:*
  - (1) Date of incident;*
  - (2) Material discharged, released, or spilled; and*
  - (3) Estimated quantity discharged, released or spilled.*
- e. *No later than June 30 of each year, the permittee shall annually review any high-priority facility owned or operated by the permittee for which a SWPPP has not been developed to determine if the facility has a high potential to discharge pollutants as described in Part I E 6 c [in the 2023 MS4 General Permit]. If the facility is determined to be a high-priority facility with a high potential to discharge pollutants, the permittee shall develop a SWPPP meeting the requirements of Part I E 6 d [in the 2023 MS4 General Permit] no later than December 31 of that same year.*
- f. *The permittee shall review the contents of any site specific SWPPP no later than 30 days after any unauthorized discharge, release, or spill reported in accordance with Part III G to determine if additional measures are necessary to prevent future unauthorized discharges, releases, or spills. If necessary, the SWPPP shall be updated no later than 90 days after the unauthorized discharge.*
- g. *The SWPPP shall be kept at the high-priority facility with a high potential to discharge and utilized as part of staff training required in Part I E 6 m. The SWPPP and associated documents may be maintained as a hard copy or electronically as long as the documents are available to employees at the applicable site.*
- h. *If activities change at a facility such that the facility no longer meets the criteria of a high priority facility with a high potential to discharge pollutants as described in Part I E 6 c, the permittee may remove the facility from the list of high-priority facilities with a high potential to discharge pollutants.*
- i. *The permittee shall maintain and implement turf and landscape nutrient management plans that have been developed by a certified turf and landscape nutrient management planner in accordance with § 10.1-104.2 of the Code of Virginia on all lands owned or operated by the permittee where nutrients are applied to a contiguous area greater than one acre. If nutrients are being applied to achieve final stabilization of a land disturbance project, application shall follow the manufacturer's recommendations.*
- j. *Permittees with lands regulated under § 10.1-104.4 of the Code of Virginia, including state agencies, state colleges and universities, and other state government entities, shall continue to implement turf and landscape nutrient management plans in accordance with this statutory requirement.*
- k. *The permittee shall not apply any deicing agent containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces.*
- l. *The permittee shall require through the use of contract language, training, standard operating procedures, or other measures within the permittee's legal authority that contractors employed by the permittee and engaging in activities with the potential to discharge pollutants use appropriate control measures to minimize the discharge of pollutants to the MS4.*

- m. *The permittee shall develop a training plan in writing for applicable staff that ensures the following:*
  - i. *Field personnel receive training in the recognition and reporting of illicit discharges no less than once per 24 months;*
  - ii. *Employees performing road, street, and parking lot maintenance receive training in pollution prevention and good housekeeping associated with those activities no less than once per 24 months;*
  - iii. *Employees working in and around maintenance, public works, or recreational facilities receive training in good housekeeping and pollution prevention practices associated with those facilities no less than once per 24 months;*
  - iv. *Employees and contractors hired by the permittee who apply pesticides and herbicides are trained or certified in accordance with the Virginia Pesticide Control Act (§ 3.23900 et seq. of the Code of Virginia). Certification by the Virginia Department of Agriculture and Consumer Services (VCACS) Pesticide and Herbicide Applicator program shall constitute compliance with this requirement;*
  - v. *Employees and contractors serving as plan reviewers, inspectors, program administrators, and construction site operators obtain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations;*
  - vi. *Employees and contractors implementing the stormwater program obtain the appropriate certifications as required under the Virginia Stormwater Management Act and its attendant regulations; and*
  - vii. *Employees whose duties include emergency response have been trained in spill response. Training of emergency responders such as firefighters and law-enforcement officers on the handling of spill releases as part of a larger emergency response training shall satisfy this training requirement and be documented in the training plan.*
- n. *The permittee shall maintain documentation of each training event conducted by the permittee to fulfill the requirements of Part I E 6 m [in the 2023 MS4 General Permit] for a minimum of three years after the training event. The documentation shall include the following information:*
  - i. *The date of the training event;*
  - ii. *The number of employees attending the training event; and*
  - iii. *The objective of the training event.*
- o. *The permittee may fulfill the training requirements in Part I E 6 m [in the 2023 MS4 General Permit], in total or in part, through regional training programs involving two or more MS4 permittees; however, the permittee shall remain responsible for ensuring compliance with the training requirements.*
- p. *The MS4 program plan shall include:*
  - i. *The written procedures for the operations and maintenance activities as required by Part I E 6 a [in the 2023 MS4 General Permit];*
  - ii. *A list of all high-priority facilities owned or operated by the permittee required in accordance with Part I E 6 c [in the 2023 MS4 General Permit], and whether or not the facility has a high potential to discharge;*
  - iii. *A list of lands for which turf and landscape nutrient management plans are required in accordance with Part I E 6 i and j [in the 2023 MS4 General Permit], including the following information:*
    - (1) *The total acreage on which nutrients are applied;*
    - (2) *(The date of the most recently approved nutrient management plan for the property;*  
*and*

- (3) *The location in which the individual turf and landscape nutrient management plan is located;*
    - iv. *A summary of mechanisms the permittee uses to ensure contractors working on behalf of the permittees implement the necessary good housekeeping and pollution prevention procedures, and stormwater pollution plans as appropriate; and*
    - v. *The written training plan as required in Part I E 6 m [in the 2023 MS4 General Permit].*
- 2. For this minimum control measure, the City of Colonial Heights will implement the following programs:
  - a. The City has an Environmental Compliance Manual (ECM) which provides specific written instructions for the operations and maintenance activities at facilities owned or operated by the permittee, such as road, street, and parking lot maintenance; equipment maintenance; and the application, storage, transport, and disposal of pesticides, herbicides, and fertilizers designed to:
    - i. Prevent illicit discharges;
    - ii. Ensure the proper disposal of waste materials, including landscape wastes;
    - iii. Prevent the discharge of wastewater or permittee vehicle wash water or both into the MS4 without authorization under a separate VPDES permit;
    - iv. Require implementation of best management practices when discharging water pumped from utility construction and maintenance activities;
    - v. Minimize the pollutants in stormwater runoff from bulk storage areas (e.g., salt storage, topsoil stockpiles) using best management practices;
    - vi. Prevent pollutant discharge into the MS4 from leaking municipal automobiles and equipment; and
    - vii. Ensure that the application of materials, including fertilizers and pesticides, is conducted
    - viii. in accordance with the manufacturer's recommendations.
  - b. A list of all high-priority facilities owned or operated by the permittee required in accordance with Part I E 6 c in the 2023 MS4 General Permit., and whether the facility has a high potential to discharge;
    - i. The City Maintenance Facility at 501 Lake Avenue for which a site specific SWPPP is maintained and implemented.
  - c. Turf and landscape nutrient management. This is not required because the City does not manage turf and landscaping that meets requirements in the 2023 MS4 General Permit. Turf management is handled by a commercial vendor.
  - d. City employees are prohibited from applying any deicing agent containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces.
  - e. The City will develop a protocol for contractors working on behalf of the City to assure they are implementing good housekeeping, prevention procedures and stormwater pollution plans.
  - f. The City has a written training plan as required in Part I.E.6.m in the 2023 MS4 General Permit, which incorporated by reference into this program plan and is available for review by DEQ or the public upon request.
- 3. The City of Colonial Heights maintains the following facilities within the program area: City Hall, City Safety Building, City maintenance facility, nine recreational parks, and eleven ballfields. For this minimum control measure, the City of Colonial Heights will implement the following programs:

- a. The Environmental Compliance Manual (ECM) provides specific instructions as to how to store, transfer, dispose or otherwise manage potentially hazardous and non-hazardous waste. The ECM covers waste materials management procedures for every activity associated with the following: Maintenance Shop Facility, Roadside Development/Landscape Facility, Fuel Storage and Dispensing Facility, Traffic Engineering Warehouse Facility, Hazardous Waste Storage Building Facility, Office Supplies Management Toner Storage Area, and Highway Chemical Storage/Handling Area. The intent of the ECM is to provide a safe work place and a protected environment by:
  1. Training site personnel
  2. Identifying people who will provide help and information
  3. Identifying waste generating activities
  4. Teaching special handling methods
  5. Providing special storage requirements
  6. Explaining how to manage spills
  7. Preparing for site inspections and audits
  8. Showing how to keep good records
- b. The City collects leaves, brush and grass clippings twice per year. Leaves and brush are composted or chipped into mulch for reuse by a hired contractor.
- c. The City has one salt storage buildings to prevent stored salts from running off into surface water. One storage building contains only salt or snow melt material, the other a sand salt mix.
- d. The City has a vehicle washing facility, which is drains to public sanitary sewer. City vehicles are washed in this facility. The sand interceptor and the oil-water separator in the vehicle washing facility are inspected and pumped out regularly.
- e. The City continues to keep records of the maintenance program activities at the City Maintenance Facility.
- f. Based on the criteria in the General Permit Part I.E.6.c., the City identified the City maintenance facility as the only municipal high-priority facility within the City.
- g. Turf and landscape management. This is not required because the City does not manage turf and landscaping that meets requirements in the 2023 MS4 General Permit. Turf management is handled by a commercial vendor.
- h. Training Schedule and Program.
  - The City continues to conduct training for employees. The training requirements may be fulfilled, in total or in part, through regional training programs involving two or more MS4 localities provided. Training is not required if the topic is not applicable to the City's operations.
  - The City continues to identify and document the applicable employees or positions to receive each type of training.
  - The City developed an annual written training plan including a schedule of training events that ensures implementation of the training requirements as follows:
    1. Field personnel receive training in the recognition and reporting of illicit discharges no less than once per 24 months.
    2. Employees performing road, street, and parking lot maintenance receive training in pollution prevention and good housekeeping associated with those activities no less than once per 24 months.

3. Employees working in and around maintenance, public works, or recreational facilities receive training in good housekeeping and pollution prevention practices associated with those facilities no less than once per 24 months.
4. Employees and contractors hired by the permittee who apply pesticides and herbicides are trained or certified in accordance with the Virginia Pesticide Control Act (§ 3.2-3900 et seq. of the Code of Virginia). Certification by the Virginia Department of Agriculture and Consumer Services (VCACS) Pesticide and Herbicide Applicator program shall constitute compliance with this requirement.
5. Employees and contractors serving as plan reviewers, inspectors, program administrators, and construction site operators obtain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations.
6. Employees and contractors implementing the stormwater program obtain the appropriate certifications as required under the Virginia Stormwater Management Act and its attendant regulations.
7. Ensure that applicable employees obtain the appropriate certifications as required under the Virginia Erosion and Sediment Control Law and its attendant regulations.
8. Employees whose duties include emergency response have been trained in spill response. Training of emergency responders such as firefighters and law enforcement officers on the handling of spill releases as part of a larger emergency response training shall satisfy this training requirement and be documented in the training plan.
9. Keep documentation on each training event including the training date, the number of employees attending the training, and the objective of the training event for a period of three years after each training event.

4. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Continue program to keep records of the maintenance program activities at the City Maintenance Facility.</li> <li>○ Continue training staff as outlined in the City's Employee Training Plan.</li> <li>○ Continue implementing stormwater pollution prevention plan (SWPPP) for the City Maintenance Facility on Lake Avenue based on the criteria in the 2023 General Permit.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Continue program to keep records of the maintenance program activities at the City Maintenance Facility.</li> <li>○ Continue training staff as outlined in the City's Employee Training Plan.</li> <li>○ Continue implementing stormwater pollution prevention plan (SWPPP) for the City Maintenance Facility on Lake Avenue based on the criteria in the 2023 General Permit.</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Continue program to keep records of the maintenance program activities at the City Maintenance Facility.</li> </ul>



<b>Compliance Period</b>	<b>Measurable Goals</b>
	<ul style="list-style-type: none"> <li>○ Continue training staff as outlined in the City's Employee Training Plan.</li> <li>○ Continue implementing stormwater pollution prevention plan (SWPPP) for the City Maintenance Facility on Lake Avenue based on the criteria in the 2023 General Permit.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Continue program to keep records of the maintenance program activities at the City Maintenance Facility.</li> <li>○ Continue training staff as outlined in the City's Employee Training Plan.</li> <li>○ Continue implementing stormwater pollution prevention plan (SWPPP) for the City Maintenance Facility on Lake Avenue based on the criteria in the 2023 General Permit.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Continue program to keep records of the maintenance program activities at the City Maintenance Facility.</li> <li>○ Continue training staff as outlined in the City's Employee Training Plan.</li> <li>○ Continue implementing stormwater pollution prevention plan (SWPPP) for the City Maintenance Facility on Lake Avenue based on the criteria in the 2023 General Permit.</li> </ul>

#### H. Chesapeake Bay TMDL Action Plan

1. The City developed a TMDL Action Plan in accordance with Section I.C of the 2013 MS4 General Permit.
  - a. The City of Colonial Heights Chesapeake Bay TMDL Action Plan, June 30, 2015, may be viewed on the City's website at <https://www.colonialheightsva.gov/DocumentCenter/View/13085/CH-CBAP-TMDL-2023-Final-v2>
  - b. Chesapeake Bay TMDL Action Plan implementation. The City will continue to implement the TMDL Action Plan according to the schedule therein.
  - c. The City will update the Chesapeake Bay TMDL Action Plan in accordance with Part II A in the 2023 MS4 General Permit.
  - d. The City will submit an updated Chesapeake Bay TMDL Action Plan no later than November 1, 2024.
  - e. Prior to submittal of the updated Chesapeake Bay TMDL Action Plan, the City will provide an opportunity for public comment on the additional BMPs proposed to meet the reductions not previously approved by DEQ in the first phase Chesapeake Bay TMDL action plan for no less than 15 days.
2. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Submit and implement updated Chesapeake Bay TMDL Action plan.</li> <li>○ Report to DEQ as required</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>

**I. Appomattox River and Tributaries TMDL Action Plan**

1. The City developed a TMDL Action Plan in accordance with Section I.B of the 2013 MS4 General Permit.
  - c. The E. coli Bacteria TMDL Action Plan for Appomattox River, City of Colonial Heights, Permit No. VAR040009, November 2023, may be viewed on the City's website at <https://www.colonialheightsva.gov/DocumentCenter/View/13084/Colonial-Heights-Local-TMDL-Action-Plan-2023>.
  - d. Appomattox River TMDL Action Plan implementation. The City will continue to implement the TMDL Action Plan according to the schedule therein.
  - e. The City will update the E. coli Bacteria TMDL Action Plan for Appomattox River in accordance with Part II B in the 2023 MS4 General Permit.
  - f. The City will submit an updated E. coli Bacteria TMDL Action Plan for the Appomattox River no later than May 1, 2025.
  - g. The City shall select and implement at least three of the strategies listed in Table 5 in Part II B, in the 2023 MS4 General Permit, designed to reduce the load of bacteria to the MS4.

2. Measurable goals and target dates are listed in the chart below:

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 1 2023-2024	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>
Year 2 2024-2025	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Develop and implement updated TMDL action plan for Appomattox River TMDL for E. coli.</li> <li>○ Report to DEQ as required</li> </ul>
Year 3 2025-2026	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>

<b>Compliance Period</b>	<b>Measurable Goals</b>
Year 4 2026-2027	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>
Year 5 2027-2028	<ul style="list-style-type: none"> <li>○ Implement items in TMDL Action Plan as required.</li> <li>○ Report to DEQ as required.</li> </ul>

## **SECTION 2**

### **PERFORMANCE SCHEDULE**

#### **2.1 Evaluation of Program**

The City of Colonial Heights is required to evaluate and assess its own storm water management program.

##### **A. Annual Reports**

1. The City of Colonial Heights must submit an annual report to the department no later than October 1 of each year in a format as specified by the department. The report shall cover the previous year from July 1 to June 30. The annual report shall include the following general information:
  - a. The permittee, system name, and permit number;
  - b. The reporting period for which the annual report is being submitted;
  - c. A signed certification as per Part III K in the 2023 MS4 General Permit;
  - d. Each annual reporting item as specified in an MCM in Part I E in the 2023 MS4 General Permit; and
  - a. An evaluation of the MS4 program implementation, including a review of each MCM, to determine the MS4 program's effectiveness and whether or not changes to the MS4 program plan are necessary.

#### **2.2 Monitoring**

Stormwater discharges and BMPs are not required to be monitored for this permit.

#### **2.3 Duty to Reapply**

If the City of Colonial Heights wishes to continue an activity regulated by this permit after the expiration date of this permit, the City must submit a new registration statement at least 90 days before the expiration date of the existing permit, unless permission for a later date has been granted by the Virginia State Water Control Board.