



CITY OF
CONYERS
Celebration of Community

Existing Phase II MS4

2023-2027

Stormwater Management Program

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Stormwater Manager
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Environmental Services
1124 Vaughn St.
Conyers, Ga 30012
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General Information for Submitting a SWMP

- Your Stormwater Management Program (SWMP) must be a comprehensive document containing all the necessary components. The SWMP must include the most recent version of all of the required supporting documents. These supporting documents must be submitted on a flash drive or CD. Ensure that the files can be opened and read by EPD. In rare cases, EPD will accept hard copies of documents. Ensure that you submit all of the necessary components, including copies of the latest versions of the following:
 - 1) Adopted stormwater ordinances (Illicit Discharge, Erosion and Sedimentation, and Post-Construction). If you are located within the Metropolitan North Georgia Planning District, then your SWMP must also include District ordinances (Floodplain, Litter, Stream Buffer);
 - 2) Standard Operating Procedures (e.g. dry weather screening procedures, construction site inspection procedures, street sweeping procedures);
 - 3) Blank copies of forms to be used to implement the SWMP, including inspection forms;
 - 4) Signed Memorandum of Agreements; and
 - 5) Maps and inventories.

A bulleted list of the documents to be attached to the SWMP is included on each BMP page. This list is only to assist the permittee as a reminder and is not a definitive list. The permittee may determine some of the listed documents do not apply or that additional documents should be provided.

- For some BMPs, the NPDES Permit requires the submittal of procedures. These procedures may be described in the “Description of BMP” section of each BMP page, if they are not lengthy, or included as a separate attachment to the SWMP.
- The NPDES Permit contains tables listing the various BMPs. The MS4 is required to set a measurable goal for each BMP. In some cases, the Permit establishes the goal (e.g. inspect 100% of the structures within a 5-year period), while in other cases the MS4 must set a specific measurable goal. Ensure that each measurable goal is numeric and trackable.
- The NPDES Permit specifies that the MS4 must provide documentation of each activity implemented. Each BMP must specify the documentation to be submitted with each annual report (e.g. completed inspection forms, work orders, etc.). In some cases, the Permit specifies the documentation to be submitted (e.g. maps and inventories). In other cases, the MS4 will have to establish the documentation to be submitted. Ensure that each BMP spells out the specific documentation to be submitted with each annual report in the section titled “Documentation to be submitted with each Annual Report”.

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION**

Stormwater Management Program (SWMP)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: City of Conyers
- B. Name of responsible official: G. Vincent Evans, Jr.
Title: Mayor
Mailing Address: 901 O’Kelly St.
City: Conyers State: Ga Zip Code: 30012
Telephone Number: 770-483-4411
- C. Designated stormwater management program contact:
Name: Matt McLaughlin
Title: Stormwater Manager
Mailing Address: 1124 Vaughn St.
City: Conyers State: Ga Zip Code: 30012
Telephone Number: 678-374-5630
Email Address: Matt.mclaughlin@conyersga.gov
- D. Provide the river basin(s) to which your MS4 discharges: Upper Ocmulgee River Basin
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:
Latitude: 33.664 Longitude: -84.019

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure on your behalf?
Yes _____ No _____ (If no, skip to Part 3)

Control Measure or BMP:

1. Name of entity _____

2. Control measure or component of control measure to be implemented by entity on your behalf:

- B. Attach an additional page if necessary to list additional shared responsibilities. **It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.**

3. Minimum Control Measures and Appendices

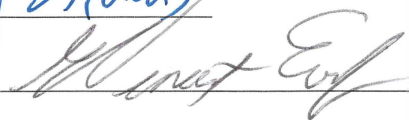
- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix A – Enforcement Response Plan
- H. Appendix B – Impaired Waters

4. Certification Statement

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

Printed Name: G. Vincent Evans, Jr.

Date: MAY 25, 2023

Signature:  Title: Mayor

Stormwater Management Program

Public Education and Outreach on Storm Water Impacts

Table 4.2.1(a) of the Permit

A. Best Management Practice (BMP) #1- Website Traffic

1. Target audience: City of Conyers community and visitors
2. Description of BMP: www.conyersga.gov and social media outlets
3. Measurable goal(s): Report amount of “hits” and interactions received through our internet presence. Promotion of our online information will be accomplished using our electronic landmark sign visible along Interstate 20 and the “Conyers Connections” newsletter which is mailed to 17,000 +/- residents.
4. Documentation to be submitted with each annual report: links and snap shots of the city website, number of hits received, pages viewed, and any social media interaction. (Appendix A.1)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually review and revise web site content to keep it informative, educational, and relevant.
 - d. Month/Year of each action (if applicable): month and year of any edits completed to the web page will be documented in the annual report.
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of the BMP will be measured in hits and/or interactions. The main goal of this BMP is to reach the public with educational information and raise awareness within the community to reduce pollutants from entering our storm water. Tracking hits and engagements annually will give us an idea of the effectiveness of our internet presence.

B. BMP #2- School Presentations

1. Target audience: Children
2. Description of BMP: Presentations for school aged children.
3. Measurable goal(s): Perform a minimum of one educational presentation annually to children in the community.
4. Documentation to be submitted with each annual report: Include in the annual report the number of children benefitting from the presentation and a copy of the information and handouts presented. (Appendix A.2 & A.3)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Minimum of one presentation annually to children of the community.
 - d. Month/Year of each action (if applicable): Date of each action with the school system will be documented in the annual report.
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The City of Conyers actively participates in conducting presentations in Rockdale County Schools. It is our goal to discuss and ask questions with students to gauge their knowledge of pollution prevention. The participation of the school personnel and the students display of knowledge in response to the questions or activities are determining factors of the BMP's effectiveness.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

C. **BMP #3- Fact sheet and Brochure display**

1. Target Audience: Residents, businesses, school children, and the general public.
2. Description of BMP: Educational fact sheets and digital brochure slide show.
3. Measurable goal(s): Distribute educational fact sheets and brochures to residents, businesses, school children and the general public in places such as City Hall, Planning and Inspections Dept., and the City Library.
4. Documentation to be submitted with each annual report: Educational fact sheets and pictures of brochure locations. (Appendix A.4)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual distribution and regular re-stocking of educational fact sheets as needed.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with part 5.1.4 of the permit: By placing the educational fact sheets in areas that the community frequents to conduct business, the effectiveness of the BMP is greatly improved. This answers common questions and motivates the community to reduce pollution to storm water.

D. **BMP #4- Newsletter(s)**

1. Target Audience: Local residents and businesses
2. Description of BMP: Conyers Newsletter
3. Measurable goal(s): Newsletter is sent to over 17,000 residents and businesses twice per year. A minimum of one article per year addressing stormwater issues will be published in the newsletter.
4. Documentation to be submitted with each annual report: Copy of newsletter with article(s) highlighted. (Appendix A.5)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): minimum once per year
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How will you determine whether this BMP is effective in accordance with part 5.1.4 of the permit: The BMP is effective in reaching our community with targeted educational messages based on observations made throughout the seasons. This motivates the community to reduce pollution to storm water.

E. **BMP #5- Community event**

1. Target Audience: Community residents, visitors, and business owners.
2. Description of BMP: The City of Conyers will distribute materials and educate the public about pollution prevention and clean water initiatives at a minimum of one community event annually. These events, hosted by the city, such as the Cherry Blossom festival (25,000+/- attendees) and/or Fall Festival (5,000+/- attendees) are great venues to share information and resources.
3. Measurable goal(s): Engage the citizens, distribute materials, and educate the public regarding pollution prevention and clean water initiatives.
4. Documentation to be submitted with each annual report: Registration for the event, pictures of the event, and copies of brochures distributed and activities completed. (Appendix A.6)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Minimum once per year
 - d. Month/Year of each action: N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How will you determine whether this BMP is effective in accordance with part 5.1.4 of the permit: Participating in community events allows the City of Conyers to interact directly with the community regarding pollution prevention and clean water initiatives.

Public Involvement/Participation
Table 4.2.2 (a) of the Permit

A. Best Management Practice (BMP) #1- Drain markers

1. Target audience/stakeholder group: Community
2. Description of BMP: Storm drain educational markers
3. Measurable goal(s): Install storm drain markers stating “NO DUMPING, DRAINS TO STREAM” markers on new and retrofitted structures including those whose previous markers may have been removed by human or environmental interference.
4. Documentation to be submitted with each annual report: Pictures of installation process, number of participants, and total number of markers installed. (Appendix B.1)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): As repairs are complete and during clean up events.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Working with community volunteers to mark all structures, we will be making these markers more recognizable. Recognition of the markers will be a reminder to the community of the importance of reducing pollution into the storm water system.

B. BMP #2- Pollution stoppers reporting

1. Target audience/stakeholder group: Residents, businesses, and general public.
2. Description of BMP: City of Conyers website reporting link and telephone help desk line used for the public to report pollution concerns.
3. Measurable goal(s): Receive, respond, and track each report and address them in a timely manner. Each customer complaint will be documented and reported annually.
4. Documentation to be submitted with each annual report: Copy of the link on the website. Also, a description of said complaint, a timeline of the response and resolution to each complaint, and a description of work completed (if any). (Appendix B.2)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually track requests and reports, document numbers in our annual report.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP will be observed as reports are received and addressed. While the validity of reported concerns cannot be controlled, the effectiveness of our response can be documented and determine the effectiveness of our program.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

C. BMP#3- Stream clean up event

1. Target Audience: The City will target residents, business owners, educational institutions, and civic/volunteer groups for this BMP.
2. Description of BMP: Rivers Alive stream clean up is coordinated annually by Keep Conyers-Rockdale Beautiful, City of Conyers, and Rockdale County.
3. Measurable Goal(s): Event wrap up report including the number of volunteers and amount of litter/debris removed.
4. Documentation to be submitted with each annual report: Event report, pictures, and total weight and description of litter/debris removed. (Appendix B.3)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual participation in stream clean-up event.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with part 5.1.4 of the permit: Tracking participation and collection numbers for each event will help the City of Conyers determine the impact clean up events have and how effective the events are in reducing pollution in storm water. An increase in participation and a decrease in litter/debris removed may indicate a reduction in pollution sources.

D. BMP #4- Adopt-A-Mile and Street Clean -Up Event(s)

1. Target Audience: The City will target residents, business owners, civic and volunteer groups for this BMP.
2. Description of BMP: Street clean up events are coordinated annually by the City of Conyers, and Rockdale County to target high traffic areas and collect as much litter as possible before it enters the storm water system.

Adopt-A-Mile events are held by volunteer organizations and target specific streets in their community.

3. Measurable goal(s): Event wrap up report with number of volunteers and amount of litter/debris removed.
4. Documentation to be submitted with each annual report: Event wrap up report, pictures, and total weight of litter/debris removed. (Appendix B.4)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual participation in a community clean up event. Adopt-a-mile completed semi-annually by volunteer organizations.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the permit: Tracking participation and collection numbers for each event will help the City of Conyers determine the impact cleanup events have and how effective the events are in reducing pollution to storm water. An increase in volunteer participation, together with a decrease in tonnage collected may indicate a reduction in pollution sources.

E. BMP#5- Recycle Event

1. Target Audience: The City will target residents and business owners for this BMP.
2. Description of BMP: Christmas tree recycling and E-Recycling/paper shredding events are coordinated annually by the City of Conyers and Rockdale County.
3. Measurable goal(s): Event wrap up report, pictures, and quantity of items recycled.
4. Documentation to be submitted with each annual report: Event wrap up report, pictures, and total item(s) collected. (Appendix B.5)
5. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (is applicable): N/A
 - c. Frequency of actions (if applicable): Annual participation in community recycling event.
 - d. Month/Year of each action (if applicable): N/A
6. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager.
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the permit: Tracking participation and collection numbers for each event will help the City of Conyers determine the impact recycling events have and how effective the events are in reducing pollution to storm water. An increase in participation and a decrease in tonnage collected may indicate a reduction in pollution sources.

Illicit Discharge Detection and Elimination
Table 4.2.3 (a) of the Permit

A. BMP #1 – Legal Authority

1. Description of BMP: Legal Authority-Illicit Discharge Detection and Elimination Ordinance
2. Measurable goal(s): Implement and enforce ordinance during the reporting period. If the ordinance is modified during the reporting period, a copy will be submitted with the annual report.
3. Documentation to be submitted with each annual report: Copy of the ordinance: IDDE ordinance, evaluation sheet, any changes to be made and date of adoption. (Appendix C.1)
4. Schedule:
 - a. Interim milestone dates (if applicable): Ordinance adopted 10/20/2004
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Once per calendar year
 - d. Month/Year of each action (if applicable): Annual evaluation to determine if revisions are needed.
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Evaluation of current ordinance using state guidelines. Legal authority is essential when eliminating illicit discharges and illegal connections. Tracking enforcement of the ordinance will help us determine its effectiveness.

SWMP Attachments:

- Illicit Discharge Detection and Elimination ordinance, showing adoption date
- If you are located within the Metropolitan North Georgia Planning District (District), attach copies of all of the District ordinances, showing the adoption dates, to the SWMP.

B. BMP #2 – Outfall Map and Inventory

1. Description of BMP: Outfall map and inventory
2. Measurable goal(s): Update the outfall map and inventory to show any added outfalls during the reporting period. The map will show total outfall numbers and the inventory sheet will show date of inspection.
3. Documentation to be submitted with each annual report: Map showing current inventory and inventory spreadsheet. (Appendix C.2 and C.3)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Revise, update and correct outfall map and inventory as needed.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and/or GIS Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Documentation and usage of the outfall map when eliminating and preventing further spread of an illicit discharge will help determine the effectiveness of this BMP to reduce pollution to storm water.

SWMP Attachments:

- Outfall inventory
- Outfall map showing the outfalls and the receiving streams, including stream names

C. BMP #3 – IDDE Plan

1. Description of BMP: To detect and address non-storm water discharges, including illegal dumping, to the storm system.
2. Measurable goal(s): To implement an illicit discharge, detection, and elimination process that will address non-storm water discharges to the MS4 by: Conducting dry weather screening inspections on 100% of the outfalls within a 5-year permit term, 20% per reporting period. Conducting investigative procedures when the results of the dry weather screening indicate a potential for an illicit discharge, which may lead to sampling and laboratory study. Enforcement procedures will be implemented, if necessary, to eliminate an identified illicit discharge and that such is eliminated according to our IDDE elimination procedure.
3. Documentation to be submitted with each annual report: Dry weather screen forms. Investigative documents if required. Enforcement documentation if required. If stream walks are conducted provide the number of stream miles inspected. (Appendix C.4, C.5, C.6, C.7, & C.8)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually conduct dry weather screenings/inspections to total 20% of outfall inventory for the City on Conyers.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Monitoring inspection results will allow the City to determine the effectiveness of the BMP in reducing pollution to storm water.

SWMP Attachments:

- Illicit Discharge Detection and Elimination Plan
- Outfall inspection form
- If using an alternate method in place of outfall inspections, the form to document activities
- Form to document stream walks
- Form to document source tracing
- Form to document illicit discharge elimination
- Example table to track outfall inspections over the permit cycle

D. BMP #4 – Education

1. Description of BMP: Educate and inform the public, residents, businesses, and city employees of the hazards associated with illegal discharges and improper disposal of waste. City employees will receive training on illegal discharges, detection methods, and reporting procedures.
2. Measurable goal(s): Distribute to City employees, the public, residents, and businesses informational fact sheets. Perform an annual educational presentation for City employees. Document employees that benefited and the information provided.
3. Documentation to be submitted with each annual report: Copies of brochures distributed. Sign in sheet for employee presentation and what information was presented to the employees. Appendix C.9 & C.10)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual distribution of educational fact sheets and one presentation per reporting period.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Reaching out to our community and motivating them to reduce pollution to storm water by preventing, identifying, and reporting illicit discharges will make this BMP effective. Tracking distribution and engagement will allow us to determine the effectiveness of the BMP.

E. BMP #5 – Complaint Response

1. Description of BMP: To implement procedures that will allow the City to receive, investigate, and track the status of illicit discharge complaints.
2. Measurable goal(s): Utilize the procedures for receiving, investigating, and tracking IDDE complaints when a complaint is submitted. Provide status of each IDDE related complaint received, investigated, and tracked during the reporting period.
3. Documentation to be submitted with each annual report: Complaints received, investigated, and tracked. Resolution of complaint. (Appendix C.11)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Complaints investigated as received.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The City will track complaints as they are received and resolved to determine how effective the BMP is in reducing pollution to stormwater.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

Construction Site Storm Water Runoff Control
Table 4.2.4 (a) of the Permit

A. BMP #1 – Legal Authority

1. Description of BMP: Legal authority: Erosion, Sedimentation, and Pollution Control Ordinance
2. Measurable goal(s): Implement and enforce ordinance during the reporting period. If the ordinance is modified during the reporting period, a copy will be submitted with the annual report.
3. Documentation to be submitted with each annual report: A copy of the ordinance: E&S ordinance, evaluation sheet, any changes to be made, and date of adoption. (Appendix D.1)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual evaluation to determine is revisions are needed.
 - e. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Evaluation of current ordinance using state guidelines. The evaluation of this ordinance will help determine its effectiveness. Ordinance revision and update will allow for proper enforcement that will ultimately help reduce pollution to storm water.

SWMP Attachments:

- Erosion and Sedimentation ordinance, showing adoption date. If the required construction waste wording is contained in another ordinance (e.g. litter), then submit that adopted ordinance also.

B. BMP #2 - Site Plan Review Procedures

1. Description of BMP: Site Plan Review
2. Measurable goal(s): Document numbers of plans submitted for the reporting period and number of reviews, approvals, and denials.
3. Documentation to be submitted with each annual report: Number of plans submitted, number of plans approved, and number of plans denied.
(Appendix D.2 & D.3)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Yearly as plans are submitted.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Correcting concerns at early stages will eliminate future problems. The review of plans is fundamental in the control of pollution to storm water. By tracking the outcome of plan reviews, the City can determine the need for further assessments of sites. The tracking of such information will guide the City in determining how effective this BMP is in reducing pollution to storm water. If a plan is denied due to lack of controls, then the BMP has been successful in preventing and reducing pollution to storm water.

SWMP Attachments:

- Site plan review procedures
- Example plan review forms
- Example plan review tracking log

C. BMP #3 – Inspection Program

1. Description of BMP: Implement the inspection procedures. Provide a list of active construction sites and any E&S inspections conducted during the reporting period in each annual report.
2. Measurable goal(s): Implement construction site inspection procedures. Ensure structural and non-structural BMPs at construction sites are properly designed, installed, and maintained. Ensure construction site waste is properly controlled. Perform inspections following installation of initial BMPs, during active construction, and after final stabilization.
3. Documentation to be submitted with each annual report: Provide a list of active construction sites and any inspections during the reporting period. (Appendix D.4, D.5, & D.6)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Perform inspections following installation of initial BMPs, during active construction, and after final stabilization.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspection efforts are vital for a successful construction site development. Inspection records will allow the City to determine how effective this BMP is in reducing pollution to storm water.

SWMP Attachments:

- Construction site inspection procedures
- Example inspection forms
- Example site inspection tracking log

D. BMP #4 – Enforcement Procedures

1. Description of BMP: To incorporate sediment, erosion, and waste control enforcement program that will prevent and reduce pollution to storm water from construction sites.
2. Measurable goal(s): Document waste, erosion and sediment control violations at constructions sites. Document enforcement actions taken during the reporting period (e.g. Notice of Violation, Stop Work Orders). Monitor status of enforcement actions.
3. Documentation to be submitted with each annual report: Provide documentation of any enforcement actions taken during the reporting period including number, type, and status. (Appendix D.7 & D.8)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Enforcement will take place when a violation is encountered at a construction site.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The value of site enforcement is evident when sediment is stopped and controlled at the site. Tracking of stop work orders and citations issued will help us determine the effectiveness of this BMP in reducing pollution to storm water.

SWMP Attachments:

- Example enforcement forms or letters (e.g. Stop Work Order, Warning Notice)
- Example enforcement action tracking log

E. BMP #5 – Complaint Response

1. Description of BMP: E&S complaints and information received by the public via telephone, email or walk-in will be entered and tracked in our Electronic Help Desk system where they will be logged and submitted into a work order for resolution.
2. Measurable goal(s): Implement procedures for receiving, investigation and tracking of complaints and information submitted. Address submitted requests, track status and solution.
3. Documentation to be submitted with each annual report: Provide information on complaints received and investigated during the reporting period. (Appendix D.9)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Action will take place within 24 business hours upon receipt of complaint
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: With an efficient help desk tracking system, the City is able to address pollution issues and concerns efficiently, preventing and reducing pollution to storm water. Keeping track of all requests, their content and status, will allow us to determine how effective this BMP is in reducing pollution to storm water.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

F. BMP #6 – Certification

1. Description of BMP: City MS4 staff involved in construction activities are trained and certified in accordance to the rules adopted by the Georgia Soil and Water Conservation Commission.
2. Measurable goal(s): Ensure any MS4 staff involved in construction activity are trained and certified.
3. Documentation to be submitted with each annual report: Provide the number and type of current certifications held by MS4 staff. (Appendix D.10)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Training provided as certifications are needed or required.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness is measured in how well staff is able to perceive information and training, and how effective they are in implementing what they have learned. When performance is improved then the BMP has been effective.

G. BMP #7- Legal Authority: Riparian Buffer Ordinance

1. Description of BMP: The ordinance requires buffer strips, riparian zone preservation, minimization of disturbance and imperviousness, and maximization of open space. To ensure compliance, enforcement mechanisms are in place if buffers are encroached.
2. Measurable Goal(s): Evaluate, and if necessary, modify the existing ordinance. If the ordinance is revised during the reporting period, a copy will be submitted with the annual report.
3. Documentation to be submitted with each Annual Report: Documentation to be submitted with each annual report includes, the ordinance and if the ordinance is revised during the reporting period, a copy of approved revisions will be submitted with the Annual report. (Appendix D.11)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual evaluation to determine if revisions are needed.
 - d. Month/Year of each action (if applicable): N/A
5. Person/position responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How will you determine whether this BMP is effective in accordance with Part 5.1.4 of the permit: Riparian buffers are a natural line of defense when protecting our streams from contaminants. The destruction of these buffers would mean permanent damage to our streams. As the only local enforcement mechanism for the protection of riparian buffers, the riparian buffer ordinance has proven to be effective in reducing pollution to storm water.

Post-Construction Storm Water Management in
New Development and Redevelopment
Table 4.2.5 (a) of the Permit

A. BMP #1 – Legal Authority

1. Description of BMP: Legal Authority: Post Development Ordinance
2. Measurable goal(s): Evaluate, and if necessary, modify the existing ordinance. If the ordinance is revised during the reporting period, a copy will be submitted with the annual report.
3. Documentation to be submitted with each annual report: Copy of ordinance, evaluation, any changes to be made if required and date of adoption. (Appendix E.1)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annual evaluation to determine if revisions are needed.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Evaluation of current ordinance using state guidelines. The effectiveness of the ordinance is based on the outcome when establishing minimum requirements and procedures to control adverse effects of development, re-development and post development on storm water. The sign of an effective BMP is clean development, re-development and post development site.

SWMP Attachments:

- Post-Construction ordinance, showing adoption date
- If the population exceeds 10,000, a completed worksheet or other method used to conduct the code and ordinance evaluation (e.g. Center for Watershed Protection’s Code and Ordinance Worksheet, EPA’s Scorecard)

B. BMP #2 - Inventory

1. Description of BMP: Inventory of Post-Construction Storm Water Management Structures.
2. Measurable goal(s): Update inventory as new structures are completed or existing structures are identified: Update, as needed, the inventory of all publicly owned post construction storm water management structures such as detention/retention ponds, water quality vaults, and infiltration structures.
3. Documentation to be submitted with each annual report: Maps and Inventory. (Appendix E.2 & E.3)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): As necessary, make revisions and updates to the inventory.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and GIS Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The BMP is effective when it provides quick and direct access to an inventory that helps address complaints or issues when it comes to storm water structures.

SWMP Attachments:

- Inventory of detention/retention ponds and water quality vaults

C. BMP #3 – Inspection Program

1. Description of BMP: Provide a means to inspect post-construction structures to confirm proper operation of the structure.
2. Measurable goal(s): To conduct inspections of all permittee-owned post-construction storm water management structures included in the inventory, so that 100% are inspected within a five-year permit term, 20% per reporting period.
3. Documentation to be submitted with each annual report: Provide documentation of the inspections conducted during the reporting period. (Appendix E.4 & E.5)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Throughout the reporting year
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Tracking and inspection reports will allow the City to monitor condition and response to request maintenance. The actions taken under this BMP brings structures back to original and optimal operation. The before and after conditions of structures show how effective this BMP is when reducing pollution to storm water.

SWMP Attachments:

- Inspection procedures
- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

D. BMP #4 – Maintenance Program

1. Description of BMP: The implementation of a long-term operation and maintenance program for post-construction storm water management publicly or privately-owned structures.
2. Measurable goal(s): Publicly-owned: If needed, conduct maintenance activity. Provide a list of structures maintained and the type of maintenance performed.
Privately-owned: Maintenance for all privately-owned structures to be performed by the owner in accordance with Ordinance 664 of the City of Conyers, Title 8, Chapter 11, Section 5, Subsection (B). Maintenance agreements will be requested and retained for privately-owned structures, designed after December 9, 2008, in accordance with Ordinance 698 of the City of Conyers, Title 12, Chapter 4, Section 9, Subsection (A). Provide a list of structures maintained and the type of maintenance activities performed.
3. Documentation to be submitted with each annual report: Documentation to be submitted with each Annual Report includes maintenance agreements, a list of structures maintained, date, location, and the type of maintenance performed for publicly or privately-owned structures. (Appendix E.6)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Throughout the reporting year
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The actions taken under this BMP brings structures back to original and optimal operational condition. The before and after condition of structures show how effective this BMP is when reducing pollution to storm water.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

E. BMP #5 – GI/LID Program

1. Description of BMP: For those permittees with a population exceeding 10,000 at the time of this permit issuance, develop a program describing the GI/LID practices (e.g. better site planning techniques, better site design techniques) to be implemented by the permittee. The program shall include:
 - Procedures for evaluating the feasibility and site applicability of different GI/LID techniques and practices to be considered.
 - The GI/LID structures allowed to be constructed within the permittee’s jurisdiction;
 - Procedures for the inspection and maintenance of the GI/LID structures, including permittee-owned structures, publicly-owned structures owned by other entities, and privately-owned non-residential (e.g. who inspects, who maintains, inspection and maintenance schedule, methods of documentation of inspection and maintenance activities).

The GI/LID program must be submitted to EPD by February 15,2020. The program must be included in the SWMP and must be implemented by the permittee.
2. Measurable goal(s): Review and revise, where necessary, building codes, ordinances, and other regulations to ensure they do not prohibit or impede the use of GI/LID practices (e.g. infiltration, reuse, and evapotranspiration).
3. Documentation to be submitted with each annual report: Copy of ordinance once it’s been approved. (Appendix E.7)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Once per reporting year
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Director of Planning & Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The evaluations will show us how effective our ordinances and codes are when encouraging GI/LID structures. Such review will allow for growth in the implementation of GI/LID practices that reduce pollution to storm water.

SWMP Attachments:

- Inventory of all permittee-owned GI/LID structures, and structures publicly-owned by other entities and privately-owned non-residential constructed after 12/6/12.

F. BMP #6 – GI/LID Structure Inventory

1. Description of BMP: 6.a- Annually update an inventory of water quality related GI/LID structures located within the permitted area and at a minimum constructed after December 6, 2012, including the total number of each type of structure (e.g. bioswales, pervious pavement, rain gardens, cisterns, and green roofs.) The inventory must, at a minimum, include permittee owned GI/LID structures, those public structures owned by other entities, and privately-owned non-residential GI/LID structures.
6.b-Provide an updated inventory including those structures added during the reporting period.
2. Measurable goal(s): Create an inventory of water quality related GI/LID structures, provide inventory amounts, and total number of each structure. Track addition of new structures through the plan review process. Continue updating and revising the water quality related GI/LID structures.
3. Documentation to be submitted with each annual report: Provide an inventory, including any structures added during the reporting period. (Appendix E.8)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Throughout the reporting year
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and GIS manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The inventory of GI/LID structures will help the city determine its need to promote the usage of GI/LID structures. A growth in the inventory indicates that there is a higher percentage of storm water benefiting from these structures, proving them to be an effective BMP.

SWMP Attachments:

- GI/LID Program, including example inspection forms and maintenance agreements

G. BMP #7 – GI/LID Structure Inspection Program

1. Description of BMP: Conduct inspections and/or ensure inspections are conducted on 100% of the GI/LID structures included in the inventory created in BMP 6a. above, within a 5-year period. The inspections must be completed in accordance with the schedule submitted in the GI/LID Program. Provide documentation of the inspections conducted during the reporting period in each annual report.
2. Measurable goal(s): Conduct inspections on 100% of the GI/LID structures included in the inventory within a 5-year period.
3. Documentation to be submitted with each annual report: Documentation of the inspections conducted during the reporting period. (Appendix E.9 & E.10)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Inspect 20% of inventory per reporting period
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Tracking of inspection reports will allow the City to monitor condition and response to request maintenance. The before and after conditions of structures show how effective this BMP is in reducing pollution to storm water.

SWMP Attachments:

- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

H. BMP #8 – GI/LID Structure Maintenance Program

1. Description of BMP: Conduct maintenance on the permittee-owned GI/LID structures, as needed. Provide the number or structures and percentage of the total structures maintained during the reporting period in each annual report. Implement the maintenance procedures in accordance with the GI/LID program submitted in BMP above for ensuring publicly owned structures owned by other entities and privately-owned non-residential GI/LID structures are maintained as needed. Provide documentation of these activities in each annual report.
2. Measurable goal(s): Conduct maintenance on the permittee-owned GI/LID structures as needed.
3. Documentation to be submitted with each annual report: Provide the number of structures and the percentage of the total structures maintained. (Appendix E.11, E.12, E.13)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Maintain GI/LID structures as required by the inspection program.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The maintenance actions taken under this BMP brings structures back to original and optimal operating condition. The before and after conditions of structures show how effective this BMP is when reducing pollution to storm water.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

Pollution Prevention/Good Housekeeping for Municipal Operations
Table 4.2.6 (a) of the Permit

A. BMP #1 – MS4 Structure Inventory and Map

1. Description of BMP: MS4 Control Structure Inventory
2. Measurable goal(s): Revise inventory and maps, as necessary, to show true system changes. The goal is to report mapping additions, corrections, and revisions taking place during the reporting period.
3. Documentation to be submitted with each annual report: Maps and Inventory (Appendix F.1 & F.2)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Annually, if needed, revise, update, and correct storm water inventory and maps.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and GIS Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Documentation and usage maps when performing maintenance will help reduce the pollution to storm water. Tracking inventory and maps will help determine the effectiveness of this BMP to reduce pollution to storm water.

SWMP Attachments:

- Inventory listing 4 structure types (catch basins, ditches, pipes, permittee-owned ponds)
- Map showing 4 structure types

B. BMP #2 – MS4 Inspection Program

1. Description of BMP: MS4 inspection program to help identify maintenance and system issues.
2. Measurable goal(s): Inspect 100% of MS4 structures in a five-year period, reporting 20% per period. Perform maintenance as required.
3. Documentation to be submitted with each annual report: Inspection forms and GIS spreadsheet with inspector and inspection date. Inspection forms indicate when maintenance needs to be performed. (Appendix F.3)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Inspect 20% of structures per reporting period.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspections of storm water structures are paramount in the reduction of pollutants to storm water. The effectiveness of this BMP will be measured in the amount of structures identified with deficiencies, submitted for maintenance or repair.

SWMP Attachments:

- Inspection program, including implementation schedule
- Example inspection forms
- Example table for tracking inspections over the permit cycle

C. BMP #3 – MS4 Maintenance Program

1. Description of BMP: Conduct maintenance on the MS4 control structures as needed. Provide the number of each type of structure maintained during the reporting period.
2. Measurable goal(s): Conduct maintenance on the MS4 control structures as needed. Identify and prioritize structures based on pollutant loads.
3. Documentation to be submitted with each annual report: Documentation of the inspections conducted during the reporting period. Provide the number of structures maintained. (Appendix F.3)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Maintain structures as needed
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP will be measured in the amount of debris, pollutants, silt, and litter removed from the system that would otherwise pollute the storm water.

SWMP Attachments:

- Maintenance procedures
- Example maintenance forms

D. BMP #4 – Street and Parking Lot Cleaning

1. Description of BMP: Conduct street sweeping of at least 1 mile per year. Develop and revise the procedures and include them in the SWMP. Provide documentation of the litter removal activities during the reporting year in the annual report.
2. Measurable goal(s): Maintain the collection program that reduces pollutants from streets, parking lots and municipal facilities.
3. Documentation to be submitted with each annual report: Documentation of the litter removal activities. (Appendix F.4)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): throughout the reporting year.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Tracking the quantity of litter and debris removed from the streets will allow the City to determine how effective this BMP is in reducing pollution to storm water.

SWMP Attachments:

- Street sweeping procedures
- Street sweeping log page or other form
- Litter removal procedures
- Litter removal log page or other form

E. BMP #5 – Employee Training

1. Description of BMP: Training will include such topics as good housekeeping at municipal facilities, illicit discharge detection, construction site inspections, and green infrastructure. At a minimum, employee training must occur annually.
2. Measurable goal(s): Training will be provided for employees who work in areas/activities where they are more likely to encounter pollution sources and practices. These employees are in; Public Works (including fleet and building maintenance), parks and recreation, Cherokee Run golf course, and the Georgia International Horse Park. In addition, educational material is sent via e-mail.
3. Documentation to be submitted with each annual report: Provide documentation of educational activities conducted during the reporting period. (Appendix F.5)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Provide a minimum of one training session per reporting period.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The goal of this BMP is to motivate our employees to take part in reducing pollution to storm water. The effects of this training will be evident when work practices that may lead to pollution to storm water are corrected. Our municipal inspections will allow us to see if this is taking place within the City facilities. This will determine the effectiveness of this BMP in reducing pollution to storm water.

SWMP Attachments:

- Employee training program
- Example sign-in sheet or other documentation forms

F. BMP #6 – Waste Disposal

1. Description of BMP: Implement procedures regarding the proper disposal of waste removed from the MS4. Provide documentation of activities performed during the reporting period in each annual report.
2. Measurable goal(s): Record amount of waste collected. Follow procedures for proper disposal of said waste.
3. Documentation to be submitted with each annual report: Documentation to be submitted with each annual report includes waste disposal forms/documents for activities performed during the reporting period. (Appendix F.6)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Waste disposal will take place as maintenance is performed.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Once waste is removed from the MS4 system, we have effectively reduced pollution to storm water. It is then essential to dispose of the collected waste correctly. Tracking the quantity and means of disposal will determine the effectiveness of this BMP.

SWMP Attachments:

- Waste disposal procedures
- Example form for tracking waste disposal

G. BMP #7 – New Flood Management Projects

1. Description of BMP: Identify, during the plan review process, new projects that may have an impact on water quality.
2. Measurable goal(s): Ensure proposed flood management projects are assessed for water quality impacts. Request hydrological studies for each project that may increase the impact on quantity and quality of water. Require implementation of any water quality fixture or structure that is recommended in the hydrology study. Require floodplain management and flood damage prevention plan as per local ordinance No. 741. Plans are expected to be stamped by a registered Professional Engineer.
3. Documentation to be submitted with each annual report: Documentation to be submitted with each annual report includes number of hydrological studies requested and reviewed. (Appendix F.7, F.8, F.9)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): As plans and hydrological studies are submitted.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager and Director of Planning and Inspections
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: It is critical that unsuitable project designs be addressed prior to development. This BMP is effective by insuring projects are assessed and hydrological study recommendations are followed and enforced, therefore reducing pollutants to storm water. Tracking completion of assessments will help determine its effectiveness.

SWMP Attachments:

- Procedures for assessing new plans for water quality impacts
- Example forms used to document the assessment of new plans

H. BMP #8 – Existing Flood Management Projects

1. Description of BMP: Conduct assessment of existing permittee-owned flood management projects for potential retrofitting to address water quality impacts and conduct retrofitting activities.
2. Measurable goal(s): Annually assess at least one structure; identify, prioritize and describe projects. Assist in providing solutions (e.g. restoration/retro fitting) and recommendations to improve water quality.
2. Documentation to be submitted with each annual report: Provide information on assessment and/or retrofitting activities conducted during the reporting period. (Appendix F.10)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Assess one project per year
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP is measured in the changes it produces when incorporating water quality devices. Consideration and review of suggested devices will help us determine how effective the BMP is in reducing pollution to storm water.

SWMP Attachments:

- Procedures for assessing existing flood management structures for potential retrofit
- List of existing flood management structures
- Example forms used to document the assessment of existing structures

I. BMP #9 – Municipal Facilities

1. Description of BMP: To evaluate possible pollution sources or practices within City facilities that may have a negative impact to storm water. Consequently, take measures to eliminate the pollution source and correct contributing practices.
2. Measurable goal(s): Update the municipal facility inventory as needed. Inspect 100% of the municipal facilities within the 5-year permit term, 20% per reporting period. Inspect the following; Public Works and Transportation facility, City Fuel Pump facility, Cherokee Run Golf Course maintenance shop, and the Georgia International Horse park maintenance shop.
3. Documentation to be submitted with each annual report: Document inspection, possible pollution sources (if any), corrective actions required, and good housekeeping practices that prevent pollution to storm water. (Appendix F.11 & F.12)
4. Schedule:
 - a. Interim milestone dates (if applicable): N/A
 - b. Implementation date (if applicable): N/A
 - c. Frequency of actions (if applicable): Inspect 20% per reporting year.
 - d. Month/Year of each action (if applicable): N/A
5. Person (position) responsible for overall management and implementation of the BMP: Stormwater Manager
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Tracking municipal inspection reports will allow the City to monitor changes and/or corrections that are needed. The good housekeeping efforts and actions taken will definitely reduce pollution to storm water. The review of these reports will help the City determine how effective this BMP is in reducing pollution to storm water.

SWMP Attachments:

- Inventory of municipal facilities
- Procedures for conducting inspections
- Example inspection forms
- Example table to track inspections over permit cycle

Appendix A

Enforcement Response Plan

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Stormwater Management Program during a previous permit iteration.
 - A. Provide the date the ERP was approved by EPD: 11/1/2013
 - B. If the ERP has not yet been approved, provide the date submitted to EPD: 11/1/2013
2. The ERP is to be evaluated annually and revised as needed. Provide the most recent version of the ERP as an attachment to this Appendix.

Appendix B

Impaired Waters

1. Population based on the latest U.S. Census: 17,305

Date of the latest U.S. Census used: 2020

If the population is less than 10,000, then see item #2 below.

If the population exceeds 10,000, then see items #3 below.
2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (IWP) (see Part 4.4.1 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern;
 - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - BMPs that will be implemented to address each pollutant of concern; and
 - A schedule for implementing the BMPs.
3. If the population exceeds 10,000, then the MS4 must develop an Impaired Waters Plan/Monitoring and Implementation Plan (MIP) (see Part 4.4.2 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
 - A map showing the location of the impaired waters, the monitoring location(s), and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - The sample location (instream or at the outfalls);
 - Information on the sample type, frequency, and any seasonal considerations;
 - Schedule for starting monitoring for any newly identified pollutants;
 - BMPs that will be implemented to address each pollutant of concern;
 - A schedule for implementing the BMPs; and
 - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
4. The IWP and MIP must be evaluated annually and revised as needed. The most recent version of the IWP or MIP must be submitted as an attachment to this appendix.