Stormwater Coalition of Albany County

Joint Storm Water Management Program Plan (SWMP Plan)

Best Management Practices (BMPs)
& Measurable Goals

(SWMPv3 2015 to 2017)

Members

Albany County; University at Albany-SUNY Uptown Campus;
City of Albany; Village of Altamont; Town of Bethlehem; City of Cohoes;
Town of Colonie; Village of Colonie; Town of Guilderland;
Village of Green Island; Village of Menands;
Town of New Scotland; City of Watervliet

Prepared by the Stormwater Coalition of Albany County Working Group and Coalition staff

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Joint Storm Water Management Program Plan
(SWMP Plan)

Best Management Practices (BMPs)
& Measurable Goals

Version 3
(SWMPv3 2015 to 2017)

Table of Contents

I. Background Information

- Joint Coalition Stormwater Management Program Plan (SWMP Plan) Document 1.
- Stormwater Coalition of Albany County 1.
- Albany County Waterbody Maps 3.
  - Classified Streams
  - Waterbody Inventory & Regulated MS4 Area

II. SWMP Contents—Organized By BMP Number and Page Number

1.0 Public Education and Outreach (MCM 1)

Overview of MCM pg. 1

Best Management Practices/Measurable Goals

1. 1-1 Target Audience Analysis Worksheet pg. 1
2. 1-2 Public Employees [MOVED, see explanation] pg. 4
3. 1-3 Websites pg. 5
4. 1-4 Publications pg. 8
5. 1-5 Getting To Know The Stream Next Door Program [RENAMED, see explanation] pg. 9
6. 1-6 Public Programs-Guest Speaker/Participant [RENAMED, see explanation] pg. 10
7. 1-7 List Serves pg. 11
8. 1-8 Public Access TV pg. 12
9. 1-9 Mailings: Newsletters, Letters from Elected Officials pg. 13
10. 1-10 Mailings: Utility Bills pg. 15
11. 1-11 Signage-Stormwater Practices & Stream Crossings [RENAMED, see explanation] pg. 16
12. 1-12 Social Media pg. 22
13. 1-13 Green Infrastructure Clinics [MODIFIED, see explanation] pg. 23
14. 1-14 Public Programs-Organized by Coalition and/or Ind MS4s pg. 24
15. 1-15 Tabling Events-Fairs, Farmer's Mkts, Conferences, Other pg. 24
16. 1-16 Household Hazardous Waste Collection/Other Clean Ups pg. 25
    Water Quality Benefits Explained
17. 1-17 Brochure Racks, Kiosks, and Displays pg. 28
18. 1-18 Storm Drain Markers and/or Stencils pg. 32
19. 1-19 Target Audience Analysis Worksheet-Inter-municipal Initiatives pg. 34
20. 1-20 Homeowner & Neighborhood Association Troubleshooting & Education pg. 34

2.0 Public involvement/Participation (MCM 2)

Overview of MCM pg. 36

Best Management Practices/Measurable Goals

1. 2-1 Local Stormwater Contact pg. 36
2. 2-2 Annual Report & Program Comments pg. 40
3. 2-3 Storm Water Management Program (SWMP) [MOVED, see explanation] pg. 44
4. 2-4 SWMP Stakeholder Meeting [DROPPED, see explanation] pg. 44
5. 2-5 Stormwater Queries/Complaint Procedures (IDDE & Construction) pg. 45
6. 2-6 Clean Up Activities-Streams, Neighborhoods, Beautification pg. 48
7. 2-7 Demonstration Rain Gardens Partnership [MODIFIED, see explanation] pg. 50
8. 2-8 Student Water Quality Related Projects pg. 50
9. 2-9 Catch Basin Storm Drain Markers or Stencils-Volunteers pg. 51
10. 2-10 Green Infrastructure Stewardship (Plantings & Maintenance) [RENAMED, see explanation] pg. 52
11. 2-11 WAVE-Water Assessments for Volunteer Evaluators pg. 53
12. 2-12 Watershed Troubleshooting-Stakeholder Projects pg. 54

3.0 Illicit Discharge Detection and Elimination "IDDE" (MCM 3)

Overview of MCM pg. 55

Best Management Practices/Measurable Goals

1. 3-1 Map Outfalls pg. 55
2. 3-2 Coalition Stormwater Web Mapper (AIMS) pg. 57
3. 3-3 Enterprise GIS (Individual MS4s) [MOVED, see explanation] pg. 58
4. 3-4 Storm System/Sewershed Mapping-Intermunicipal pg. 58
5. 3-5 Dry Weather Outfall Screening (ORI) pg. 59
6. 3-6 IDDE Local Law (Towns, Villages, Cities, County) pg. 61
7. 3-7 Prohibit Illicit Discharges/Enforcement (Public Universities) pg. 62
8. 3-8 IDDE Program Procedures pg. 63
9. 3-9 Illicit Discharge Record Keeping pg. 64
10. 3-10 Illicit Discharge and Waste Disposal Education [MOVED, see explanation] pg. 66
11. 3-11 Spill Prevention and Response Training [MOVED, see explanation] pg. 66

4.0 Construction Site Runoff Control (MCM 4)

Overview of MCM pg. 68

Best Management Practices/Measurable Goals

1. 4-1 Construction Activity Local Law-MS4s w/ Land Use Control pg. 68
2. 4-2 SWPPP Review Procedures (Erosion & Sediment Control) pg. 69
3. 4-3 Compliance Mechanisms-No Land Use Control MS4s pg. 70
4. 4-4 Complaint Procedures pg. 71
5. 4-5 Construction Inspection & Enforcement Procedures pg. 72
6. 4-6 Education-Construction Activity Procedures pg. 73
7. 4-7 Construction Site Operator Training-4 Hr pg. 75
8. 4-8 SWPPP Record Keeping pg. 77

5.0 Post Construction Stormwater Management (MCM 5)

Overview of MCM pg. 79

Best Management Practices/Measurable Goals

1. 5-1 Construction Activity Local Law-Post Construction pg. 79
2. 5-2 Compliance Mechanisms & Post Construction Controls pg. 80
3. 5-3 Planning Tools-Non Structural SW Management pg. 81
4. 5-4 Green Infrastructure Practices-Local Law Review & Revisions pg. 82
5. 5-5 SWPPP Review Procedures (Post Construction Controls) pg. 84
6. 5-6 Municipal, Zoning, Plan'g Board Training-Coalition Initiated (Better Site Design, Low Impact Development, and Green Infrastructure) [MOVED, see explanation] pg. 85
7. 5-7 Municipal, Zoning, Plan'g Board Training-Not Coalition (BSD, LID, GI) [MOVED, see explanation] pg. 86
8. 5-8 Inventory-Post Construction Stormwater Practices pg. 86
9. 5-9 Post Construction Practices-Long Term Operations and Maintenance (Inspections, Record Keeping, Training, Procedures) [RENAMED, see explanation] pg. 89
10. 5-10 Banking and Credits-Watersheds pg. 91
11. 5-11 Post Construction Maintenance-Resources [DROPPED, see explanation] pg. 91
12. 5-12 Post Construction Practices-Reporting pg. 92
13. 5-13 Impaired Waters-303d Listed-MS4 Permit-Appendix 2 pg. 94

6.0 Pollution Prevention/Good Housekeeping for Municipal Operations (MCM 6)

Overview of MCM pg. 96

Best Management Practices/Measurable Goals

1. 6-1 Inventory-Municipal Facilities and Operations pg. 96
2. 6-2 Assessment-Municipal Facilities and Operations pg. 98
3. 6-3 Stormwater System Maintenance-Catch Basins-Annual Report Data pg. 100
4. 6-4 Road Maintenance-Sweeping (Streets & Parking Lots)-Annual Report Data pg. 102
5. 6-5 Pesticides and Herbicides Local Laws/Guideline (Use & Notification) pg. 105
6. 6-6 Pest Management (IPM Plans, Policies, and Procedures) pg. 106
7. 6-7 Pesticides, Herbicides, Fertilizers, and Other Chemicals-Records pg. 106
8. 6-8 Household Hazardous Waste Disposal – Amounts & Collection Dates pg. 108
9. 6-9 Staff Training [MOVED, see explanation] pg. 109
10. 6-10 NYSDEC Multi Sector Permit (MSGP) pg. 110
11. 6-11 Conveyance System Upgrades-Green Infrastructure pg. 111
12. 6-12 Street Maintenance BMPs (Individual MS4s) pg. 112
13. 6-13 Bridge Maintenance BMPs (Individual MS4s) pg. 113
14. 6-14 Winter Road Maintenanc BMPs (Individual MS4s) pg. 113
15. 6-15 Salt Storage BMPs (Individual MS4s) pg. 114
16. 6-16 Storm System Maintenance (Individual MS4s) pg. 114
17. 6-17 Vehicle and Fleet Maintenance (Individual MS4s) pg. 115
18. 6-18 Parks and Open Space BMPs (Individual MS4s) pg. 115
19. 6-19 Municipal Building Maintenance BMPs (Individual MS4s) pg. 116
20. 6-20 Solid Waste Management BMPs (Individual MS4s) pg. 117
21. 6-21 New Municipal Construction and Land Disturbances BMPs (Ind MS4s) pg. 118
22. 6-22 Right Of Way Maintenance BMPs (Individual MS4s) pg. 118

23. 6-23 Marine Operations BMPs (Individual MS4s) pg. 118
24. 6-24 Stream Bank and Hydrological Habitat Maintenance BMPs (Ind MS4s) pg. 119
25. 6-25 Reliance on Third Parties-Contracted Entity Certification Statement pg. 119

7.0 Stormwater Program Management (MCM 7)
Overview of MCM pg. 122
Best Management Practices/Measurable Goals
1. 7-1 Stormwater Coalition Management pg. 122
2. 7-2 Local MS4/Municipal Management pg. 124
3. 7-3 Regulatory Realities-Tracking Changes, Preparation, Response pg. 127
4. 7-4 Storm Water Management Program (SWMP) Document pg. 127
5. 7-5 Water Infrastructure GIS-AIMS Transition pg. 129
6. 7-6 Stormwater GIS and Program Mgmt Tools-Individual MS4s pg. 130
7. 7-7 Procedures and Forms Compendium pg. 131
8. 7-8 MS4 Permit Audit Support & Communication pg. 133

8.0 Training-Staff, Planning/Zoning Board, and Other Municipal Officials (MCM 8)
Overview of MCM pg. 134
Best Management Practices/Tasks/Measurable Goals
1. 8-1 Topic: Clean Water Act Basics pg. 134
2. 8-2 Topic: Green Infrastructure, BSD, LID, and Site Design Elements For Planning/Zoning Boards (In House) pg. 133
3. 8-3 Topic: Local Green Infrastructure Case Studies-"Ground Rounds" pg. 135
4. 8-4 Topic: Illicit Discharge Detection/Response (DVD: IDDE-A Grate Concern)) pg. 136
5. 8-5 Topic: Spill Prevention, Response, and Use of Kits (DVD: Spills/Skills) pg. 137
6. 8-6 Topic: Improper Waste Disposal-Liquids & Solids (DVD: Rain Check) pg. 139
7. 8-7 Topic: Construction Site Inspections By MS4/Municipal Inspectors (In House) pg. 140
8. 8-8 Topic: Post-Construction Practices-Municipal Inspector Training-In House pg. 141
9. 8-9 Topic: Maintaining Green Infra Practices-Demo Rain Gardens (In-House) pg. 141
10. 8-10 Topic: Maintaining Green Infra Practices-Porous Pavements (In-House) pg. 141
11. 8-11 Topic: Deicing Material-Road Salt and Other Options (In-House) pg. 142
12. 8-12 Topic: Multi-Sector General Permit for SW Discharges-Sectors Relevant to MS4s (In House) pg. 142
13. 8-13 Topic: Green Infrastructure, Better Site Design, Low Impact Development (Misc Providers)-SWCD, Planning Councils, NYSDOS, EPA, NYSDEC-For Planning/Zoning Boards pg. 143
14. 8-14 Topic: Stormwater Hydrology-Understanding The Math pg. 144
15. 8-15 Topic: Pest Management (Integrated Pest Mgmt Plans, Policies, and Procedures pg. 144
16. 8-16 Topic: Construction Activity Permit (GP-0-15-002) NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) Requirements pg. 145
17. 8-17 Topic: On Line Stormwater Programming for Staff Training pg. 145
18. 8-18 Topic: IDDE-Mapping Outfalls, ORI, Storm System Mapping pg. 146
19. 8-19 Topic: Center for Watershed Protection Webcasts-Misc Topics pg. 146
20. 8-20 Topic: Municipal Facilities & Operations-Misc Topics and Providers pg. 146

I. Background Information

<u>Joint Coalition Stormwater Management Program Plan (SWMP Plan) Document</u>

In 2012, members of the Stormwater Coalition of Albany County committed to collaboratively developing a Stormwater Management Program (SWMP) document which fit the SWMP definition in the NYSDEC SPDES General Permit for Stormwater Discharges form Municipal Separated Storm Sewer Systems (MS4s) Permit No. GP-0-10-002. That definition states that a SWMP should:

1) Describe the Best Management Practice (BMP)/measurable goal
2) Identify time lines/schedules and milestones for development and implementation
3) Include quantifiable goals to assess progress over time; and
4) Describe how the covered entity will address pollutants of concern (POCs).

When developing a SWMP document, cooperation between covered entities is also encouraged, see Part IV. A. and B. of the MS4 Permit, thus the Coalition decision to collaborate. At that time, the intent was to build off of pre-existing SWMP documents developed by individual Coalition members and to write and organize the SWMP language to fit the data structure of *MS4Web Permit Manager*, a software package developed by CBI Ltd which members had previous purchased using NYSDEC Stormwater Implementation grant money.

Since then, the SWMP document created, referred to has SWMPv2, with a time frame ~2012 to 2015, has been submitted to regulators (EPA and NYSDEC) for multiple MS4 Permit Audits and feedback has been helpful. Recognizing that SWMPv2 needed to be updated, members of the Coalition again collaborated, creating SWMPv3 which covers the time frame from 2015 to 2017. This corresponds to the interim MS4 Permit No. GP-0-15-003 issued by NYSDEC, effective May 1, 2015 to expire April 30, 2017.

In an effort to create a more user friendly SWMPv3 document, the Coalition decided to eliminate Implementation Tasks and craft more explicit measurable goals. Also, in response to auditor comments, Coalition members intentionally updated the SWMP document by May, 2015 so that measurable goals mentioned in SWMPv3 could be incorporated into the current Annual Report due to NYSDEC by June 1, 2015.

Also, while this is a collaborative document, it is structured to explain clearly which goals are associated with a particular MS4 and which are Coalition-wide goals. The context for all of these goals is explained in the SWMP Plan text such that the Minimum Control Measure text tends to be an overview of MCM requirements; while the Best Management Practices call out specific Permit requirements or auditor priorities.

Depending on the status of each MS4 stormwater program, if the BMP has been completed, there are no goals. Or, the BMP is one of a suite of options and the MS4 has chosen to implement one BMP over another. Whatever they choose to do is then describe more fully in the goal statement. Coalition goals often describe supporting tasks for the Coalition or direct implementation of a particular BMP of mutual benefit to all Coalition members.

A challenge for this and other Stormwater Coalitions is crafting a Joint SWMP Plan document which allows regulators to clearly identify the intentions of an individual MS4 and the role of the Coalition. This SWMP Plan attempts to address that concern using the most direct language possible, while relying on the CBI MS4Web Stormwater Program to both collect and organize this Coalition wide information. While Coalition staff took responsibility for entering the Plan information into *MS4Web Permit Manager*, the content (text and specific goals) has been developed, reviewed, and approved by individual MS4s.

Stormwater Coalition of Albany County

As of May, 2015, there are thirteen members of the Stormwater Coalition of Albany County and they are all co-signatories of an inter-municipal agreement. As such they pay dues, serve on a Board of Directors, make financial decisions about the Coalition budget, participate in monthly Working Group meetings, and to varying degrees rely on Coalition staff and other members to be in compliance with MS4 Permit requirements. The first intermunicipal agreement was signed in 2008 and most of the current Coalition members date back to that initial inter-municipal agreement.

For this reason, given the integral role membership plays to support permit compliance, the SWMPv3 document also includes Minimum Control Measure 7 Stormwater Program Management. This Minimum Control Measure includes BMPs and goals related to managing both individual MS4 programs and the Coalition. It is not found in the MS4 Permit; it is unique to the Stormwater Coalition SWMPv3 document. Also unique to this SWMP document is MCM 8 Training-Staff, Planning/Zoning Boards, and Other Municipal Officials. This was added to highlight and track training BMPs and goals, which otherwise get lost in MS4 Permit implementation, yet over the years have proven to be important.

Below is a list of Coalition members, along with their MS4 Permit SPDES No. in parenthesis.

Traditional Non Land Use Control MS4	**Traditional Land Use Control MS4s**	
Albany County (NYR20A359)	City of Albany (NYR20A464)	Village of Colonie (NYR20A076)
Non-Traditional MS4	Village of Altamont (NYR20A550)	Village of Green Island (NYR20A377)
University at Albany-SUNY (NYR20A234)	Town of Bethlehem (NYR20A208)	Town of Guilderland (NYR20A211)
	City of Cohoes (NYR20A243)	Village of Menands (NYR20A144)
	Town of Colonie (NYR20A190)	Town of New Scotland (NYR20A463)
		City of Watervliet (NYR20A087)

All of these regulated MS4s reside in Albany County and collectively as a consequence of implementing the Clean Water Act MS4 permit, work towards the shared goal of improving water quality. Their task is to address the surface waters highlighted in the following two maps and to move the dial so that the “Best Use” of water bodies as classified, if currently, stressed, impaired, or otherwise at risk, can over time return to their designate “Best Use”. This SWMP Plan document describes the Best Management Practices and measurable goals intended to be implemented by the Coalition and members between 2015 and 2017 which together serve this purpose.

Albany County Waterbodies

"Best Use" Waterbody Classification (Streams, Reservoirs, Lakes, Ponds, etc...) MS4 Regulated Area

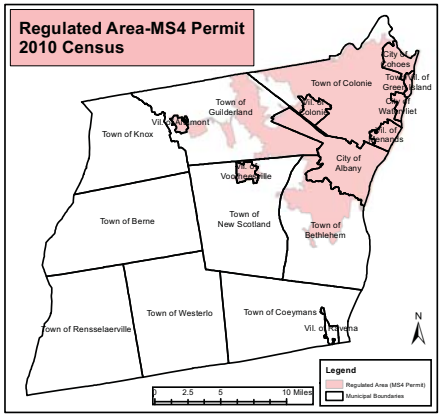
Legend

- Watershed Delineation Point
- Subwatershed Delineation Point
- Municipal Boundaries
- Watersheds

Stream Classification

- A Drinking Water
- A(T) Drinking Water/Trout Habitat
- A(TS) Drinking Water/Trout Spawning Habitat
- B Contact Recreation (Swimming)
- B(T) Contact Recreation/Trout Habitat
- C Non Contact Activities (Fishing)
- C(T) Non Contact Activities/Trout Habitat
- C(TS) Non Contact Activities/Trout Spawning Habitat
- D Lowest Classification
- Not Classified

Regulated Area-MS4 Permit 2010 Census



Prepared by the Stormwater Coalition of Albany County
Date: April 2015
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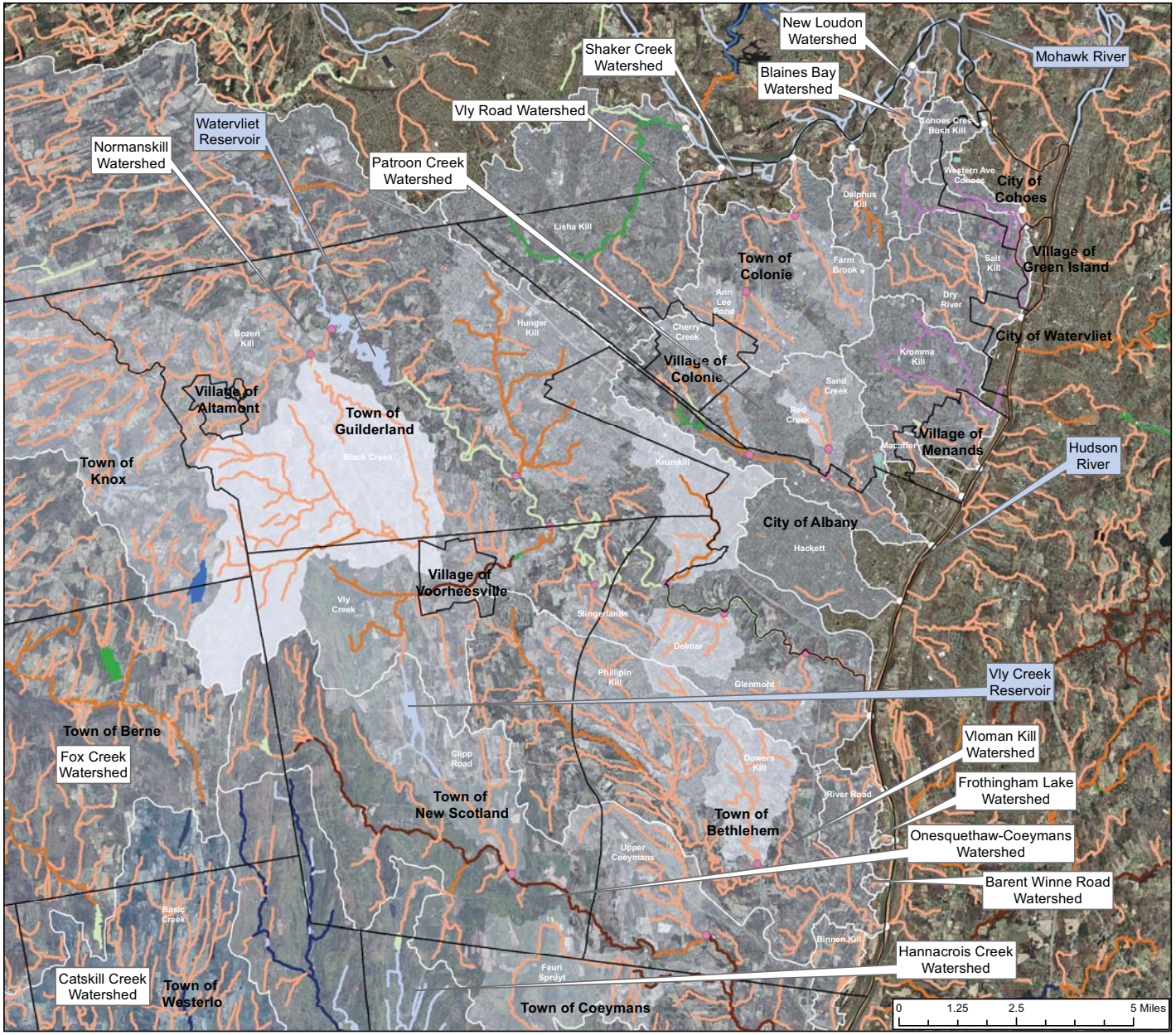
Albany County, City of Albany, Village of Altamont, Town of Bethlehem, City of Cohoes, Town of Colonie, Village of Colonie, Village of Green Island, Town of Guilderland, Village of Menands, Town of New Scotland, City of Watervliet, University at Albany-SUNY



Albany County Waterbodies

1. Waterbody Inventory/Priority Waterbody List (WI/PWL)
2. Impaired 303 (d) Waterbody List
3. Watersheds

Waterbodies in Albany County on the NYS Final 2012 Section 303(d) List

Ann Lee Pond, Stump Pond: WIPWL 1201-0096
- -Cause/Pollutant: Phosphorus
- -Source: Urban Runoff
- -TMDL: Required

Basic Creek Reservior: WIPWL 1309-0001
- -Cause/Pollutant: Phosphorus
- -Source: Agriculture
- -TMDL: Required

Krumkill Creek, Upper, and Tribs: WIPWL 1311-0004
- -Cause/Pollutant: Aquatic Toxicity
- -Source: Urban Runoff/CSOs
- -TMDL: Required

Patroon Creek and Tribs: WIPWL 1301-0030
- -Cause/Pollutant: Oxygen Demand
- -Source: Urban/Storm/CSOs
- -TMDL: Required

Minor Tribs to West of Hudson: WIPWL 1301-0027
(Includes: Dry River, Kromma Kill and Hackett)
- -Cause/Pollutant: Aquatic Toxicity
- -Source: Industrial
- -TMDL: Required

Hudson River, Class C: WIPWL 1301-0002
- -Cause/Pollutant:PCBs
- -Source: Contaminated Sediment
- -TMDL: Required

Watervliet Reservoir, WIPWL 1311-0001
- -Cause/Pollutant: Dissolved Oxygen/Oxygen Demand
- -Source: Unknown
- -TMDL: Needs Verification

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Date: April 2015
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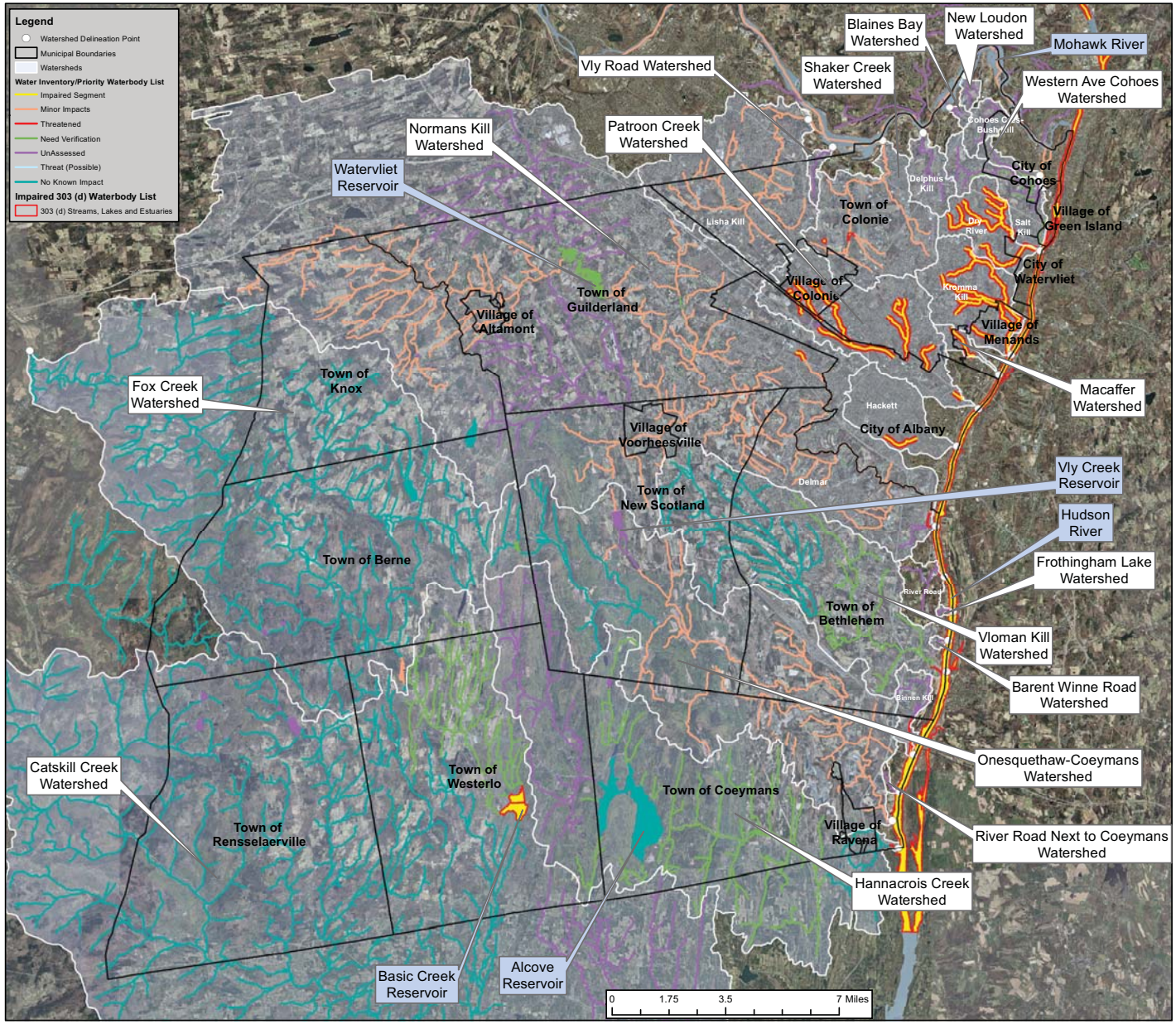
Stormwater Coalition of Albany County
Albany County, City of Albany, Village of Altamont, Town of Bethlehem, City of Cohoes, Town of Colonie, Village of Colonie, Village of Green Island, Town of Guilderland, Village of Menands, Town of New Scotland, City of Watervliet, University at Albany-SUNY



Storm Water Management Program Plan

Stormwater Coalition of Albany County
(SWMPv3 2015 - 2017)

1.0 Public Education and Outreach (MCM1)

The Public Education and Outreach minimum control measure (MCM1) consists of Best Management Practices (BMPs) which educate the public about the impact of stormwater discharges on local waterbodies; what is or is not a stormwater discharge; pollutants of concern found within runoff and their sources; and steps contributors can take to reduce these pollutants. The outreach effort, depending on the target audience, may simultaneously explain how stormwater pollution is regulated.

The NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems “MS4” Permit No. GP-0-15-003 which covers the time period from May 1, 2015 to April 30, 2017 states that the “public" for Traditional Land Use Control MS4s (towns, villages, and cities), includes both the general public and identified target audiences. For Traditional Non Land-Use Control MS4s (Counties) and Non-Traditional MS4s (Public Universities), the “public” includes the employee/user population, visitors, or contractors/developers and other identified target audiences. The program must identify pollutants of concern, waterbodies of concern, geographic areas of concern, and target audiences, as well as select and implement appropriate education and outreach activities. The following Best Management Practices describe in detail the purpose of each BMP, Implementation Tasks and Measurable Goals pertaining to the Coalition and members of the Coalition (Individual MS4s).

Best Management Practices:

1. 1-1 Target Audience Analysis Worksheet

BMP 1-1 The purpose of this Worksheet is to systematically use mapped information to analyze the status of waterbodies within the MS4 entity, or potentially impacted by the MS4, and based on this information, identify: geographic areas of concern; waterbodies of concern; likely sources of pollutants; and possible target audiences. The Worksheet helps MS4s prioritize program-wide intiatives and craft related measurable goals which are then incorporated into other BMPs described elsewhere in this SWMP Plan document. Mapped information used to complete the Worksheet is updated as needed.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-1 MG1 Coalition. By 3/9/2016 Coalition updates TAAW Worksheet and Map Set. Both are posted on the Coalition website (Plan and Program tab). Map updates include: 2010 MS4 Permit urbanized area (2010 census); 2014 303d waterbody list; watershed delineation for Ann Lee & Stump Pond and other waterbodies.	2017	03/09/2016
2.	1-1 MG2 Coalition. By 3/9/2017, the Coalition updates the text of the target audience analysis worksheet so that directions are clarified. The worksheet may be modifed to use as an instructional tool for Clean Water Act Basics	2017	03/09/2017

	presentations or general use by municipal staff. The purpose of the Worksheet and related modifications is to help individuals better understand how their local streams are classified (their "Best Use"); how they've been assessed (WI/PWL); and the regulatory significance of an impaired water body (303d listed) given Clean Water Act SPDES Permits of all types (general/individual; stormwater/others).		
3.	1-1 MG1 Albany County. By 3/9/2017 complete Patroon Creek Target Audience Analysis Worksheet implementation by distributing information packets to 100% of the affected businesses and residents on Fuller Road within the watershed. Complete Target Audience Analysis worksheet for Ann Lee Pond watershed.	2017	03/09/2017
4.	1-1 MG1 V/Menands. By 3/9/2016, Village of Menands Stormwater Program Coordinator and future staff involved with the stormwater program complete the Target Audience Analysis Worksheet. This will serve to identify geographic areas of concern, likely sources of pollution associated with these areas, and related target audiences. This information will be useful for educational purposes and program management more generally.	2017	03/09/2016
5.	1-1 MG1 University at Albany. By 3/9/2016, the UAlbany SW Program Coordinator completes all steps of the Target Audience Analysis Worksheet and identifies campus geographic areas of concern, likely sources of pollution, and unique target audiences associated with those pollutants...could be facility related, operations related, student or faculty related, residential users of campus facility, etc.	2017	03/09/2016
6.	1-1 MG2 University at Albany. By 3/9/2017, review insights from previous Target Audience Analysis Worksheet process and adjust as needed. Document any changes in geographic areas of concern, sources of pollution, and target audiences.	2017	03/09/2017
7.	1-1 MG1 Town of Colonie. By 3/9/2016, Town of Colonie SW Program staff will review the Target Audience Analysis Worksheet and complete a watershed based analysis of the Lisha Kill sub-watershed. They will use this analysis to identify geographic areas of concern, target audience, and pollutants of concern.	2017	03/09/2016
8.	1-1 MG2 Town of Colonie. By 3/9/2017, Town of Colonie SW Program staff will review the Target Audience Analysis Worksheet and complete a watershed based analysis of the Patroon Creek/Sand Creek sub-watershed. They will use this analysis to identify geographic areas of concern, target audience, and pollutants of concern.	2017	03/09/2017

9.	1-1 MG1 T/Guilderland. By 3/9/2017, T/Guilderland SW Progarm Coordinator will review Target Analysis Worksheet completed for the Normanskill: Krumkill subwatershed and consider which educational information needs to be distributed to select target audiences. Packets will be distributed by 3/9/2017.	2017	03/09/2017
10.	1-1 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Program Coordinator will complete the Target Audience Analysis Work Part III for the Normanskill: Bozenkill sub-watershed. If possible, the SW Prog Coordinator will engage other staff in the TAAW analysis process.	2017	03/09/2017
11.	1-1 MG1 C/Cohoes. By 3/9/2016, the C/Cohoes stormwater staff review the Target Audience Analysis Worksheet completed previously for the Salt Kill, Bush Kill-Crescent, and Western Ave watersheds. Revised geographic areas of concern and related target audiences will be considered along with previous educational efforts.	2017	03/09/2016
12.	1-1 MG2 C/Cohoes. By 3/9/2017, the C/Cohoes stormwater staff will review the Target Audience Analysis Worksheet completed previously for the Salt Kill, Bush Kill-Crescent, and Western Ave watersheds. Revised geographic areas of concerns and related target audiences will be considered along with previous educational efforts.	2017	03/09/2017
13.	1-1 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem, will complete a new target audience analysis utilizing the Town GIS system to generate maps highlighting watershed land uses to assist in identifying areas and pollutants of concern and to guide overall program management.	2017	03/09/2016
14.	1-1 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff, having completed the Target Audience Analysis Worksheet and identified their priority waterbody (Normanskill: Bozenkill sub-watershed) and target audiences (residential and small amount of commercial), will focus educational initiatives on identified pollutants of concern, prioritized as follows: gross solids, sediments, and nutrients. These will be described in other SWMPv3 BMPs. Until the IDDE Local Law is adopted and the Village has enforcement authority related to pollutants entering their separated storm system, education directed towards the named target audiences will be the primary best management practice used to address illicit discharges.	2017	03/09/2016
15.	1-1 MG1 C/Albany. By 3/9/2016, the C/Albany stormwwater staff will review the Target Audience	2017	03/09/2016

	Analysis Worksheet completed previously and investigate the drainage associated with all watersheds and storm sewersheds. Investigation will included the analysis of associated land use and related pollutants of concern. Once the investigation is completed, watersheds/storm sewersheds and appropriate educational activities will be priortized.		
16.	1-1 MG1 C/Watervliet. By 3/9/2016, C/Watervliet Stormwater Program Coordinator will review the existing Target Audience Analysis Worksheet and update so that it includes the entire municipality, not just select watersheds.	2017	03/09/2016
17.	1-1 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer with assistance from the Village Designated Engineer (VDE) will complete the Target Audience Analysis Worksheets (TAAW) for the Lisha Kill, Shaker Creek and Patroon Creek (includes Cherry Creek) watersheds (by May 2015)	2017	03/09/2016
18.	1-1 MG2 V/Colonie. By 3/9/2017, the Village of Colonie Stormwater Management Officer with assistance from the Village Designated Engineer (VDE) will review the previously completed TAAW and update if the review mandates changes to address different pollutants of concern.	2017	03/09/2017
19.	1-1 MG1 V/Green Island. By 3/9/2016, the V/Green Is Stormwater Program Coordinator will review with staff their Target Audience Analysis Worksheet and update as needed, potententially focussing on different pollutants of concern.	2017	03/09/2016
20.	1-1 MG2 V/Green Island. By 3/9/2017, the V/Green Is Stormwater Program Coordinator will review with staff their Target Audience Analysis Worksheet and update as needed, potententially focussing on different pollutants of concern.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

2. 1-2 Public Employees [MOVED, see explanation]

EXPLANATION: The NYSDEC Annual Report tracks the education of “public employees” within Minimum Control Measure 1 Public Education and Outreach; the training of "municipal officials" in MCM 5 Post-Construction Stormwater Management; and the training of "municipal employees" in MCM 6 Pollution Prevention/Good Housekeeping. For this SWMPv3 (2015 to 2017), all BMPs related to training staff and municipal officials have been consolidated. They

can be found in MCM 8 Training-Staff, Planning/Zoning Board, and Other Municipal Officials. This is to help MS4/municipalities identify and describe training topics of interest and to better match who needs to be trained in what topics throughout their MS4 across multiple MCMs.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Not Applicable

3. 1-3 Websites

Multiple websites are used to implement stormwater program objectives, with educating the public about pollutants of concern; explaining what individuals can do to do prevent stormwater pollution; explaining the regulations; announcing educational programs and public participation events; posting information about each Coalition member (MS4/municipality); and providing a place to submit comments about the Annual Report and Stormwater Management Program, the primary purpose of the Stormwater Coalition website. Coalition members also post stormwater information on their own websites. Links back to the Stormwater Coalition website establish a pathway to public input regarding the Annual Report and SWMP Plan. Links also provided if possible to web based complaint portals. Use of the Coalition website for what purpose is tracked, as are local MS4 websites, if possible. Updates to all stormwater web pages, as needed. This BMP and related goals describe these initiatives.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-3 MG1 Coalition. By 3/9/2017, Coalition ztaff continue to maintain the Coaliiton website using membership funds (2016 and 2017). Usage is tracked using Google Analytics and the data is provided annuallly to Coalition members.	2017	03/09/2017
2.	1-3 MG2 Coalition. By 3/9/2016, Coalition staff evaluate and update Coalition website content, in particular: 1) home page-wording so that it better explains purpose of member pages; 2) content of Stormwater Reg page; 3) consider and possibly create separate pages for each SWMPv3-2015 to 2017 BMP; 4) include links to MS4 website pages related to complaints (stormwater, other); 5) possibly include links to Coalition Facebook page (f set up)and/or YouTube training videos (if available).	2017	03/09/2016
3.	1-3 MG3 Coalition. By 3/9/2016, the Coalition Program Coordinator evaluates links between Coalition member	2017	03/09/2016

	pages and individual MS4 stormwater pages. If severed, links restored. Goal is to have intact reciprocal links between the Coalition and all MS4s with stormwater web pages.		
4.	1-3 MG4 Coalition. By 3/9/2017, the Coalition Program Coordinator evaluates links between Coalition member pages and individual MS4 stormwater pages. If severed, links restored. Goal is to have intact reciprocal links between the Coalition and all MS4s with stormwater web pages.	2017	03/09/2017
5.	1-3 MG1 Albany County. Albany County maintains DPW website with current information about the stormwater program and role of staff involved with program. This includes updating information regarding stormwater hotline, which is answered 24 hours on a rotating basis by highway foreman. Link back to Coalition website maintained.	2017	03/09/2016
6.	1-3 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator updates the UAlbany Stormwater Management webpage so that information pertaining to stomwater is presented more effectively. Complaints portal examined in particular and page titles.	2017	03/09/2016
7.	1-3 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Prog Coordinator reviews Town's SW Webpage and updates the content (forms, grading/E-SC related permit, messages, links to DEC, local drainiage studies, etc). Monitors links back and forth between Coalition and Town website.	2017	03/09/2016
8.	1-3 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Prog Coordinator reviews Town's SW Webpage and updates the content (forms, grading/E-SC related permit, messages, links to DEC, local drainiage studies, etc). Monitors links back and forth between Coalition and Town website.	2017	03/09/2017
9.	1-3 MG1 C/Cohoes. By 3/9/2016 C/Cohoes stormwater staff will review the content and position of stormwater information on their website and re-organize and/or re-write and supplement as needed.	2017	03/09/2016
10.	1-3 MG1 C/Cohoes. By 3/9/2017 C/Cohoes stormwater staff will review the content and position of stormwater information on their website and re-organize and/or re-write and supplement as needed.	2017	03/09/2017
11.	1-3 MG1 T/Bethlehem. By 3/9/2017, SW Program Coordinator reviews existing stormwater information on Town website and repositions information so that	2017	03/09/2017

	stormwater is more prominent and easier for the public to locate.		
12.	1-3 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff, having created a dedicated stormwater page on the Village website, will review content and post additional information. Most likely the content will relate to regulatory requirements, as they become available (ex. MS4 Permit Annual Report, adopted IDDE and Construction Activity local laws, and SWMP documnt).	2017	03/09/2016
13.	1-3 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will update their stormwater webpage as part of an overall Town-wide website renovation. Update will include: publications, link to the Coalition. link to NYSDEC stormwater information, local laws (IDDE amd Constrution Stormwater Management), public contact info, MS4 Permit Annual Report, and other stormwater info.	2017	03/09/2016
14.	1-3 MG1 C/Albany. By 3/9/2016, SW Program Coordinator reviews existing stormwater information on City website and repositions information so that stormwater is more prominent and easier for the public to locate.	2017	03/09/2016
15.	1-3 MG2 C/Albany. By 3/9/2017, the SW Program Coordinator reviews progress of website updates as described previously.	2017	03/09/2017
16.	1-3 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer with assistance from supporting Village Staff and from the VDE will add two additional web links for stormwater education by adding the US EPA Stormwater Home page website link (http://water.epa.gov/polwaste/npdes/stormwater/index.cfm) and the Center for Watershed Protection link (http://www.cwp.org/).	2017	03/09/2016
17.	1-3 MG2 V/Colonie. By 3/9/2017, the Village of Colonie Stormwater Management Officer with assistance from support staff will add a web "hit" counter to track the number of website visits to the Village's stormwater web page in an effort to determine usage and future goals such as making Villagers aware/promoting the stormwater website.	2017	03/09/2017
18.	1-3 MG1 V/Green Is. By 3/9/2016, the V/Green Is Stormwater Program Coordinator will post stormwater information on the Village website, as needed will link back to the Coalition website. Typical information: SPDES General Permit info; Annual Report; Newsletter content.	2017	03/09/2017

Responsible Party

Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

4. 1-4 Publications

The Coalition provides hard copy educational material for members. Publications cover a range of topics targetting various audiences, pollutants of concern, and other program priorities (green infrastructure, maintenance of stormwater practices, municipal operations, etc.). This BMP addresses the cost and management of the publication inventory and plans for future publications. For interested MS4s, the BMP includes specific goals related to distribution. (what info, to whom, where, by whom, when, why). Goals consider educational priorities suggested by the Target Audience Analysis Worksheet process.

Implementation Tasks | Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-4 MG1 Coalition. By 3/9/2016, Coalition staff solicit orders for existing printed material from Coalition members; fills orders and replenishes stock as needed. Annual Coalition budget adopted in 2015 for 2016 considers publication needs and member interests.	2017	03/09/2016
2.	1-4 MG2 Coalition. By 3/9/2017, Coalition staff solicit orders for existing printed material from Coalition members; fills orders and replenishes stock as needed. Annual Coalition budget adopted in 2016 for 2017 considers publication needs and member interests.	2017	03/09/2017
3.	1-4 MG3 Coalition. By 3/9/2017, Coalition staff update and format the Invasive Species photo image publication used as a companion piece to the SW Coalition (Hazen and Sawyer) General Maintenance Cards Invasive Species Appendix. The update notes which plants are now included in the NYS Invasive Species Law.	2017	03/09/2017
4.	1-4 MG1 V/Altamont. By 3/9/2016, having collected a wide range of stormwater related publications, the V/Altamont staff is selecting preferred publications to use for their educational program. Publications are from the Stormwater Coalition and other sources and together represent the Library of Educatonal Material mentioned in their Notice of Intent.	2017	03/09/2016

Responsible Party

5. 1-5 Getting To Know The Stream Next Door Program (Proj Wet, Streams, Maps, Demos) [RENAMED, see explanation]

EXPLANATION and BMP DESCRIPTION. The Coalition has developed a program titled, “Getting To Know The Stream Next Door” which includes hands-on Project Wet activities, watershed education, enforcement scenarios, watershed mapping information, green infrastructure concepts, and water quality testing using macro invertebrates. Coalition staff and/or members are available to present some or all program content. Project Wet Kits are available to members. While the target audience is often school age children (school or parks program), thus the previous BMP title "SCHOOL PROGRAMS (Parks/Recs; Higher Ed)", the program is suitable for all ages and multiple venues. This new title is thought to better describe key, hands-on elements of the Getting To Know The Stream Next Door Program. For interested MS4s, this BMP includes goals which consider educational priorities suggested by the Target Audience Analysis Worksheet.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-5 MG1 Coalition. By 3/9/2016 Coalition staff update content and program visuals as needed. Visuals include Project Wet equipment, storyboards, maps, photos, and handouts.	2017	03/09/2016
2.	1-5 MG2 Coalition. By 3/9/2017 Coalition staff update content and program visuals as needed. Visuals include Project Wet equipment, storyboards, maps, photos, and handouts.	2017	03/09/2017
3.	1-5 MG3 Coalition. By 3/9/2017, Coalition staff inventory all Project Wet kits distributed to Coalition members (T/Bethlehem, V/Colonie, and V/Green Island); replenish as needed. If not being used, move kits to Coalition office (112 State St). Redeploy kits to other Coalition members, as needed.	2017	03/09/2017
4.	1-5 MG1 C/Cohoes. By 3/9/2016, Cohoes stormwater staff arrange to have student interns learn how to use educational material developed by the Coalition for the Getting To Know The Stream Next Door Program (usually January).	2017	03/09/2016
5.	1-5 MG2 C/Cohoes. By 3/9/2017, Cohoes stormwater staff arrange to have student interns learn how to use educational material developed by the Coalition for the Getting To Know The Stream Next Door Program (usually January).	2017	03/09/2017

6.	1-5 MG4 C/Cohoes. By 3/9/2016, C/Cohoes staff (Parks and Rec supervisor) coordinates with student intern presenter a school program which includes GTKTSND componants and other environmental topics. Program is usually for 5th graders in the City of Cohoes school system (elementary schools) This is usually a March program.	2017	03/09/2016
7.	1-5 MG4 C/Cohoes. By 3/9/2017, C/Cohoes staff (Parks and Rec supervisor) coordinates with student intern presenter a school program which includes GTKTSND componants and other environmental topics. Program is usually for 5th graders in the City of Cohoes school system (elementary schools) This is usually a March program.	2017	03/09/2017
8.	1-5 MG1 C/Albany. By 3/9/2016, the C/Albany Stormwater Program Coordinator, will receive training and information from the Stormwater Coalition regarding all available hands-on activities and visuals. Activities and materials will be used for multiple water-related programs throughout the City.	2017	03/09/2016
9.	1-5 MG2 C/Albany. By 3/9/2016, the C/Albany Stormwater Program Coordinator and Coalition staff present the full range of stormwater educational materials to the Radix Center. All will discuss venues and program materials for use by Radix into the future.	2017	03/09/2016
10.	1-5 MG1 V/Green Island. By 3/9/2016, V/Green Is Parks and Rec Department will coordinate and implement a summer, Project Wet water quality education event. Attendees are kids and employees participating in the Parks and Rec program.	2017	03/09/2016

Responsible Party

Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

6. 1-6 Public Programs-Guest Speaker/Participant [RENAMED, see explanation]

The Coalition Stormwater Program Coordinator and/or Individual MS4 Stormwater Program Coordinators may be asked to speak at public events. They are available upon request, time permitting. Content of presentations includes any aspect of MS4 Permit stormwater program compliance. Data is collected regarding program (when, where, why, audience, content). [EXPLANATION. The previous naming of this BMP (BMP 1-6 Public Programs) did not distinquish between types of public programs and who may be responsible for organizing the event. This renaming of the BMP, now BMP 1-6 Public Programs-Guest Speaker/Participant makes that distinction. A second BMP titled, 1-14 Public Programs-Organized by Coalition and/or Ind MS4s similarly makes clear that these are public programs intentionally organized by either the Coalition or individual MS4s.]

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 1-6 MG1 Coalition. The Coalition Program Coordinator responds favorably to guest speaker requests, time permitting. Priority given to programs and organizations associated with Coalition member communities. Member communities routinely included in presentations where possible. If possible, for tracking purposes (MS4 Permit SWMP and Annual Report), the Coordinator records # of attendees, # of publications distributed; target audience, location and date of presentation.	2017	03/09/2017
2. 1-6 MG1 Town of Colonie. The Town of Colonie Stormwater Program Coordinator responds favorably to guest speaker requests, time permitting. If possible, for tracking purposes (MS4 Permit SWMP and Annual Report), the Coordinator records # of attendees, # of publications distributed; target audience, location and date of presentation.	2017	03/09/2017
3. 1-6 MG1 C/Albany. The C/Albany Stormwater Program Coordinator responds favorably to guest speaker requests, time permitting. If possible, for tracking purposes (MS4 Permit SWMP and Annual Report), the Coordinator records # of attendees, # of publications distributed; target audience, location and date of presentation.	2017	03/09/2017

Responsible Party
Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

7. 1-7 List Serves

Coalition staff maintain an e-mail list (list serve) of individuals interested in or involved in some aspect of stormwater management. The e-mail list is used to announce the availability of the DRAFT Joint Annual Report for review and comment and to solicit comments from the public regarding the SWMP Plan document and program implementation more generally (Coalition and individual MS4s). The list serve is also used to publicize public programs organized by the Coalition. Individual MS4s may supplement the Coalition list serve with their own stormwater related contacts or develop their own list serve (e-mail list).

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-7 MG1 Coalition. By 3/9/2016, the Coalition maintains and updates a Coalition-wide database (Microsoft Access) of e-mail addresses and other contact information. Database includes individuals interested in or responsible for some aspect of program implementation. The database tracks program attendance and is used to solicit public comments for the annual report, SWMP Plan document, and program implementation more generally. If the e-mail list drops below 400 contacts, Coalition staff, with help from members, actively seek out and add to this e-mail list.	2017	03/09/2016
2.	1-7 MG2 Coalition. By 3/9/2017, the Coalition maintains and updates a Coalition-wide database (Microsoft Access) of e-mail addresses and other contact information. Database includes individuals interested in or responsible for some aspect of program implementation. The database tracks program attendance and is used to solicit public comments for the annual report, SWMP Plan document, and program implementation more generally. If the e-mail list drops below 400 contacts, Coalition staff, with help from members, actively seek out and add to this e-mail list.	2017	03/09/2017
3.	1-7 MG1 C/Cohoes. By 3/9/2016 C/Cohoes stormmwater staff review and maintain an internal e-mail of key City staff, officials, and residents who regularly receive information pertaining to the Cohoes Stormwater Program.	2017	03/09/2016
4.	1-7 MG2 C/Cohoes. By 3/9/2017 C/Cohoes stormmwater staff review and maintain an internal e-mail of key City staff, officials, and residents who regularly receive information pertaining to the Cohoes Stormwater Program.	2017	03/09/2017
5.	1-7 MG1 C/Albany. By 3/9/2017 C/Albany stormmwater staff review and maintain an e-mail list of key City staff, officials, and interested parties which is actively included in the Coalition listserve database.	2017	03/09/2017

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

8. 1-8 Public Access TV

Individual MS4s broadcast stormwater information to the general public using public access

TV. Goals mention content of information and are based on educational priorities suggested by the Target Audience Analysis Worksheet (ex. City of Watervliet).

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 1-8 MG1 Town of Colonie. By 3/9/2016, Town of Colonie Stormwater Program Coordinator will research use of Town of Colonie Public Access TV for posting of educatonal videos and opportunities for stormwater programming in general.	2017	03/09/2016
2. 1-8 MG1 T/Guilderland. By 3/9/2016, T/Guilderland Stormwater Program Coordinator will research the use of Town of Guilderland Public Access TV for posting of stormwater programming; will research how other municipalities use Public Access TV.	2017	03/09/2016
3. 1-8 MG1 City of Watervliet. By 3/9/2016, the C/Watervliet Stormwater Program Coordinator will discuss with the Public Access TV coordinator how best to document which stormwater related materials run on the public TV station. Both will develop a method to track frequency and which videos are broadcast. City will continue to broadcast stormwater information.	2017	03/09/2016
4. 1-8 MG2 City of Watervliet. By 3/9/2017, the C/Watervliet Stormwater Program Coordinator will evaluate tracking system and continue to broadcast stormwater information.	2017	03/09/2017

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

9. 1-9 Mailings: Newsletters, Letters from Elected Officials

Some MS4 communities routinely mail a letter or newsletter (electronic or US mail) to residents and/or employees which includes a stormwater message. The stormwater message may be from the Chief Elected Official directly or included in the body of the newsletter. Goals related to this BMP mention the frequency of the message, content of the message, target audience, size of distribution, etc. In general the information provided, for whom is based on educational priorities suggested by the Target Audience Analysis Worksheet. Examples of MS4s with newsletters: Villages of Altamont, Colonie, Green Island, and Menands; Town of Bethlehem; and Albany County.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-9 MG1 V/Menands. By 3/9/2016, the Village of Menands Program Coordinator will prepare quarterly articles about stormwater for the Village newsletter (Menands Activities). Likely topics: recent construction activity with SWPPPs; pesticides and lawn care; what is stormwater; membership in Coalition; Household Hazardous Waste Collection Day information; WAVE Citizen Science request for volunteers.	2017	03/09/2016
2.	1-9 MG1 Albany County. By 3/9/2016, every month a stormwater "tip" or announcement will appear in the County Executive's Weekly Newsletter. This newsletter is distributed to all County employees and posted on the County intranet website.	2017	03/09/2016
3.	1-9 MG1 C/Cohoes. By 3/9/2016, a stormwater article will be included in the Choose Cohoes newsletter sent out to local businesses. Newsletter is print document.	2017	03/09/2016
4.	1-9 MG2 C/Cohoes. By 3/9/2017, a stormwater article will be included in the Choose Cohoes newsletter sent out to local businesses. Newsletter is print document.	2017	03/09/2017
5.	1-9 MG1 T/Bethlehem. By 3/9/2016, the Stormwater Program Coordinator will research options for inserting a stormwater article into a Bethlehem publication distributed to the general public (e-mail and hard copy).	2017	03/09/2016
6.	1-9 MG1 Coalition. By 3/9/2016, the Coalition Stormwater Program Coordinator discusses with the Working Group options for circulating stormwater related text developed by members for distribution across various municipal newsletters.	2017	03/09/2016
7.	1-9 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff will prepare articles for the Village newsletter. The Village of Altamont Newsletter is produced two times a year, Winter (February) and Summer (June)and mailed out to ~766 recipients. Likely topics: storm system infrastructure maintenance (why inspect and clean out catch basins); nutrient management (nitrogen and phosphorus loading-importance of pet waste management and lawn care best practices); and other topics related to winter conditions.	2017	03/09/2016
8.	1-9 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff will write a cover letter signed by the Town Supervisor describing enclosed septic system publications and package up all materials (letter and publications) as a direct mailing (US Postal) to ~ 650 residents. The mailing is targeteing property owners within	2017	03/09/2016

	the Vlomanskill watershed who own septic systems.		
9.	1-9 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will work with the Deputy Mayor to provide "advertisements" in the Village newsletter "The Villager". The new advertisements will promote education of Pollutants of Concern. Advertisements will appear in the newsletter issued in June and September.	2017	03/09/2016
10.	1-9 MG2 V/Colonie. By 3/9/2017, the Village of Colonie Stormwater Management Officer will work with the Deputy Mayor to provide new "advertisements" in the Village newsletter "The Villager". The new advertisements will promote education of Pollutants of Concern. Two advertisements in total will appear in the newsletter issued in June and September as follows: 1) "Pesticide Application, Lawn Care & Landscaping"; 2) "Use Phophorous Free Fertilzer".	2017	03/09/2017
11.	1-9 MG1 V/Green Island. By 3/9/2016, the Stormwater Program Coordinator will continue to include a stormwater message in various hard copy mailings (Mayor's Letter and/or Newsletter) to residents and businesses. These newsletters are also posted on the Village website. Various pollutants of concern will be featured. The mailings are included with various monthly utility bills.	2017	03/09/2016
12.	1-9 MG2 V/Green Island. By 3/9/2017, the Stormwater Program Coordinator will continue to include a stormwater message in various hard copy mailings (Mayor's Letter and/or Newsletter) to residents and businesses. These newsletters are also posted on the Village website. Various pollutants of concern will be featured. The mailings are included with various monthly utility bills.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinato

10. 1-10 Mailings: Utility Bills, Payroll

Some MS4s distribute educational material in utility bills; others in payroll mailings (non-traditional MS4s/County MS4s). Goals mention frequency and/or content of stormwater information and are based on educational priorities suggested by the Target Audience Analysis Worksheet. (ex. City of Cohoes, Villages of Colonie, Town of New Scotland, Albany County)

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-10 MG1 Albany County. By 3/9/2017, Albany County distributes a stormwater publication or message in hand delivered County paychecks/direct deposit slips, one message per year (2016 and 2017).	2017	03/09/2017
2.	1-10 MG1 T/Guilderland. By 3/9/2017, the T/Guilderland SW Program will research inserting a flyer into residential water bills. If possible, SW Coordinator will develop the insert info, submit to Water Dept, track the number of recipients, and monitor progress. Message will reflect pollutants of concern identified in the Target Audience Analysis Worksheet.	2017	03/09/2017
3.	1-10 MG1 C/Albany. By 3/9/2016, the C/Albany SW Program coordinator will research how best to include a stormwater message in water/sewer bills processed by the Water Department. Will investigate successful approaches by others.	2017	03/09/2016
4.	1-10 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will work with the Deputy Mayor to provide new pamphlets for inclusion into direct mailings via water and sewer bills. These pamphlets will included 1) "Pesticide Application, Lawn Care & Landscaping"; 2) "Pools, Fountains & Spa's" and; 3) "Use Phophorous Free Fertilzer". Mailings with pamphlets included will occur with the following bills: Water bills in April and October and Sewer bills in June and December.	2017	03/09/2016
5.	1-10 MG2 V/Colonie. By 3/9/2017, the Village of Colonie Stormwater Management Officer will work with the Deputy Mayor to provide a new pamphlet for inclusion into direct mailings via water and sewer bills. The pamphlet will included educational material focusing on the issue of sedimentation within watersheds. Mailings with the pamphlet included will occur with the following bills: Water bills in April and October and Sewer bills in June and December.	2017	03/09/2017

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

11. 1-11 Signage-Stormwater Practices and Stream Crossings [RENAMED, see explanation]

To raise awareness about local waterbodies and specific stormwater practices municipalities post new signage and maintain existing signage. Signage goals reflect Target Audience Analysis Worksheet priorities and Chapter 3, Section 3.5 Maintenance Requirements of the

New York State Stormwater Management Design Manual (2015), pg 3-12. [EXPLANATION. This BMP was originally titled, "Kiosks, Signs, and Displays". Distinquishing between these types of displays proved to be confusing. Also, several MS4s were installing signage. To capture that activity, a stand-alone BMP for signage was created. The other display types Kiosks and Displays were grouped with Brochure Racks, a distinct activity, now a stand-alone BMP 1-17 Brochure Racks, Kiosks, and Displays.]

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-11 MG1 Coalition. By 3/9/2016, the Coalition Program Coordinator with relevant Coalition member, if possible, visits all 8 demo rain garden signs, assesses condition of gardens built between 2010 and 2011 and communicates status to members and rain garden partners (ACSWCD and Cornell Coop Extension Master Gardeners). Signs may be removed if rain gardens have been neglected and improvements unlikely.	2017	03/09/2016
2.	1-11 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator reviews use of interpretive stormwater signage on campus and discusses options with staff.	2017	03/09/2016
3.	1-11 MG2 University at Albany. By 3/9/2017, if need is identified, UAlbany establishes a standard policy related to stormwater signage.	2017	03/09/2017
4.	1-11 MG1 Town of Colonie. By 3/9/2016, Town of Colonie SW staff will inspect all stream crossing signage (18 signs) and maintain or replace as needed.	2017	03/09/2016
5.	1-11 MG2 Town of Colonie. By 3/9/2017, Town of Colonie SW staff will inspect all stream crossing signs (18 signs) and maintain or replace as needed.	2017	03/09/2017
6.	1-11 MG3 Town of Colonie. By 3/9/2016, Town of Colonie will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will document using photos the presence of required signage at final inspection prior to issuing the Certificate of Occupancy. # of signs installed will be recorded annually by Town staff.	2017	03/09/2016
7.	1-11 MG4 Town of Colonie. By 3/9/2017, Town of Colonie will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the	2017	03/09/2017

	necessary signage, as per Chapter 3 of the Design Manual. Town staff will document using photos the presence of required signage at final inspection prior to issuing the Certificate of Occupancy. # of signs installed will be recorded annually by Town staff.		
8.	1-11 MG5 Town of Colonie. By 3/9/2016, the Town of Colonie Stormwater staff will maintain the Public Operations Center demonstration rain garden and sign.	2017	03/09/2016
9.	1-11 MG6 Town of Colonie. By 3/9/2017, the Town of Colonie Stormwater staff will maintain the Public Operations Center demonstration rain garden and sign.	2017	03/09/2017
10.	1-11 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will document using photos the presence of required signage at final inspection prior to signing the Notice of Termination (Construction Activity Permit). # of signs installed at at all sites will be recorded annually by Town staff.	2017	03/09/2016
11.	1-11 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Program Coordinator will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will document using photos the presence of required signage at final inspection prior to signing the Notice of Termination (Construction Activity Permit). # of signs installed at at all sites will be recorded annually by Town staff.	2017	03/09/2017
12.	1-11 MG3 T/Guilderland. By 3/9/2016, the T/Guilderland SW Program Coordinator will inspect and maintain the demo rain garden sign located at the Parks office (Route 146) and the Town gardener will continue to monitor and maintain the garden.	2017	03/09/2016
13.	1-11 MG4 T/Guilderland. By 3/9/2017, the T/Guilderland SW Program Coordinator will inspect and maintain the demo rain garden sign located at the Parks office (Route 146) and the Town gardener will continue to monitor and maintain the garden.	2017	03/09/2017
14.	1-11 MG1 City of Cohoes. By 3/9/2016, C/Cohoes stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signage, as per Chapter 3 of the	2017	03/09/2016

	Design Manual. City staff will document using photos the presence of required signage at final inspection prior to issuing the Certificate of Occupancy. # of signs installed will be recorded annually by City staff.		
15.	1-11 MG2 City of Cohoes. By 3/9/2017, C/Cohoes stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signage, as per Chapter 3 of the Design Manual. City staff will document using photos the presence of required signage at final inspection prior to issuing the Certificate of Occupancy. # of signs installed will be recorded annually by City staff.	2017	03/09/2017
16.	1-11 MG3 City of Cohoes. By 3/9/2016, City of Cohoes stormwater staff will maintain the rain garden sign at Veterans Park.	2017	03/09/2016
17.	1-11 MG4 City of Cohoes. By 3/9/2017, City of Cohoes stormwater staff will maintain the rain garden sign at Veterans Park.	2017	03/09/2017
18.	1-11 MG1 Town of Bethlehem. By 3/9/2016, Town of Bethelehem will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination.	2017	03/09/2016
19.	1-11 MG2 Town of Bethlehem. By 3/9/2017, Town of Bethelehem will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination.	2017	03/09/2017
20.	1-11 MG3 T/Bethlehem. By 3/9/2016, Town of Bethlehem stormwater staff will maintain the rain garden sign at Elm Ave Park. Status of Demo Rain Garden will be evaluated with historic partners to determine if the Rain Garden should continue as a demonstration project.	2017	03/09/2016
21.	1-11 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff, will monitor pet waste management	2017	03/09/2016

	signs posted throughout the Village in 2014 (Total # of signs: 15. Location: 10 in municipal parks and 5 in residential developments). They will monitor sign condition and consider ways to evaluate effectiveness of signage.		
22.	1-11 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination.	2017	03/09/2016
23.	1-11 MG1 T/New Scotland. By 3/9/2017, T/New Scotland stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Town will have the necessary signage, as per Chapter 3 of the Design Manual. Town staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination.	2017	03/09/2017
24.	1-11 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signage, as per Chapter 3 of the Design Manual. City staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination and photo document installation.		03/09/2016
25.	1-11 MG2 C/Albany. By 3/9/2017, C/Albany stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signaage, as per Chapter 3 of the Design Manual. City staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination and photo document installation.	2017	03/09/2017
26.	1-11 MG3 C/Albany. By 3/9/2017 the SW Program Coordinator will develop a policy to ensure that all	2017	03/09/2017

	post-construction stormwater practices (green infrastructure and others) constructed and owned by the City includes educational signage. This policy will be reviewed by others as needed throughout the City to ensure City-wide implementation.		
27.	1-11 MG1 C/Watervliet. By 3/9/2016, C/Watevliet stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signage, as per Chapter 3 of the Design Manual. City staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination and photo document the installation.	2017	03/09/2016
28.	1-11 MG2 C/Watervliet. By 3/9/2017, C/Watevliet stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the City will have the necessary signage, as per Chapter 3 of the Design Manual. City staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination and photo document the installation.	2017	03/09/2017
29.	1-11 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will review the number of street crossings over or along the tributaries for the Patroon Creek (Cherry Creek), Shaker Creek and Lisha Kill and will mark the possible locations for posting of signage on the Village's outfall map.	2017	03/09/2016
30.	1-11 MG2 V/Colonie. By 3/9/2017, the Village of Colonie Stormwater Management Officer will prepare a budget for the procurement and installation of signs at street crossings over or along the tributaries for the Patroon Creek (Cherry Creek), Shaker Creek and Lisha Kill.	2017	03/09/2017
31.	1-11 MG1 V/Green Island. By 3/9/2016, V/Green Island stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Village will have the necessary signage, as per Chapter 3 of the Design Manual. Village staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of	2017	03/09/2016

	Termination.		
32.	1-11 MG2 V/Green Island. By 3/9/2017, V/Green Island stormwater staff will require that all post-construction stormwater practices named in the NYSDEC Stormwater Management Design Manual and approved by the Village will have the necessary signage, as per Chapter 3 of the Design Manual. Village staff will include this requirement in their SWPPP Review procedures and ensure that a detail of the signage is included in the approved site plans. Stormwater Program Coordinator will ensure that signage is installed prior to sign off on Notice of Termination.	2017	03/09/2017

Responsible Party

Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

12. 1-12 Social Media

Individual MS4s and/or Coalition develop and maintain a social media presence. Goals are based on educational priorities suggested by the Target Audience Analysis Worksheet. Goals track presence/absence of social media; frequency of use; likes/dislikes; interest level in content (ex. City of Cohoes and Village of Altamont)

Implementation Tasks — Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-12 MG1 Coalition. By 3/9/2017, Coalition staff research social media options with members; evaluates time/effort necessary to develop and maintain a Facebook presence; develops a "test" video of some aspect of program implementation; researches municipal/public sector concerns/issues related to posting You Tube videos; and depending on research, posts a stormwater program related video on YouTube via the Coalition website.	2017	03/09/2017
2.	1-12 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff continue to update their stormwater Facebook page and will consider setting up a Twitter account.	2017	03/09/2016
3.	1-12 MG2 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff continue to update their stormwater Facebook page and will consider setting up a Twitter account.	2017	03/09/2017
4.	1-12 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff continue to update their stormwater Facebook page with timely images and updates.	2017	03/09/2016

5.	1-12 MG2 V/Altamont. By 3/9/2017, V/Altamont stormwater staff continue to update their stormwater Facebook page with timely images and updates.	2017	03/09/2017
6.	1-12 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will research how best to use the Town's Facebook page to communicate stormwater information and ongoing activities.	2017	03/09/2016
7.	1-12 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff will evaluate use of Facebook and develop stratigies to promote use.	2017	03/09/2017

Responsible Party

Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

13. 1-13 Green Infrastructure Clinics [MODIFIED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Hands on learning can be very effective. With 8 demonstration rain gardens well positioned throughout the MS4 communities and extensive real world experience designing, planting, correcting, and maintaining these rain gardens, the Rain Garden Partnership organizations (Coalition, Coalition member municipalities, Cornell Coop Ext-Master Gardens, and ACSWCD) are well positioned to develop conveniently located on-site Rain Garden Clinics. This needs to be explored, along with Clinics targeting other green infrastructure practices. [EXPLANATION. This BMP dropped as stated. Using existing rain gardens for training purposes has been retained. See MCM Training: BMP 8-9 Maintaining Green Infrastructure Practices-Demo Rain Gardens (In-House)

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Not Applicable

14. 1-14 Public Programs-Organized by Coalition and/or Ind MS4s

BMP 1-14 These are public programs organized by the Coalition and/or Individual MS4s. The content and target audience reflects educational priorities suggested by the Target Audience Analysis Worksheet or stormwater program needs more generally. They may include hosting webcasts (ex. Center for Watershed Protection), tours, or participating in public meetings typical of municipal operations (municipal boards). Goals may reflect Coalition wide or individual educational priorities.

Implementation Tasks			Implementation Date
Measurable Goals		**Permit Year**	**Due Date**
1.	1-14 MG1 Coalition. By 3/9/2016, the Coalition hosts 3 Center for Watershed Protection webcasts. Event is located at meeting room of Coalition member. Target audience: stormwater program managers; engineers, landscape architects; contractors; municipal officials; policy makers; interested public. For reporting purposes, the # attendees, date, and content of program is tracked.	2017	03/09/2016
2.	1-14 MG2 Coalition. By 3/9/2017, the Coalition hosts 3 Center for Watershed Protection webcasts. Event is located at meeting room of Coalition member. Target audience: stormwater program managers; engineers, landscape architects; contractors; municipal officials; policy makers; interested public. For reporting purposes, the # attendees, date, and content of program is tracked.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator with Nc
Land Use Control (SUNY Albany and Albany County)

15. 1-15 Tabling Events-Fairs, Farmers Mkts, Conferences, Other

BMP 1-15 These are events organized by others where Coalition staff and/or individual MS4 set up literature tables and/or displays for a limited time period. The content of the material reflects the location of the event and audience. Prioritizing participation in these events is based on educational priorities suggested by the Target Audience Analysis Worksheet. Goals may reflect Coalition wide and/or individual educational priorities.

Implementation Tasks			Implementation Date
Measurable Goals		**Permit Year**	**Due Date**
1.	1-4 MG1 Coalition. By 3/9/2016, Coalition staff prepares and discusses with the Working Grouop a list of possible tabling events which "fit" the target audience of public ed/outreach programs; participation is free or affordable; attract participants from multiple member communities, for which setting up a Stormwater Coalition display is appropriate (tablecloth with SW logo; Project Wet demos; watershed maps; storyboards). Coalition Working Group selects at least one tabling event and as a Coalition,	2017	03/09/2016

	commits to participating. Additional tabling events possible, time and staffing permitting.		
2.	1-15 MG1 C/Cohoes. By 3/9/2016, the City of Cohoes stormwater staff will distribute publications at multiple venues where there is a information table information (Farmer's Mkts, School Fair, Spring Clean Up, Household Hazardous Waste Collection Day, Beautification Day w/high school students).		
3.	1-15 MG2 C/Cohoes. By 3/9/2017, the City of Cohoes stormwater staff will distribute publications at multiple venues where there is a information table information (Farmer's Mkts, School Fair, Spring Clean Up, Household Hazardous Waste Collection Day, Beautification Day w/high school students).	2017	03/09/2017
4.	1-15 MG1 C/Albany. By 3/9/2017, the City of Albany Stormwater staff actively participates in 1 tabling event and prepares material related to the City stormwater program. Participation may/may not include the Coalition, however will provide materials as needed. This will depend on Coalition-wide decisions regarding Tabling.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinatc

16. 1-16 Household Haz Waste Collection & Other Clean Ups-Water Quality Benefits Explained

Publicity related to household hazardous waste collection days and/or other clean up events is an opportunity to explain the water quality benefits of recycling and/or properly disposing products that contain chemicals such as insecticides, pesticides, paint solvents, used motor oil, and other fluids...message explains stormwater runoff and "Don't Pour Down The Drain", Similarly, for some clean up events, the value of removing 'gross solids' such as yard waste is explained. Various publications (newsletters, e-mail notices, flyers, etc.) can be used to promote this message. Goals are based on educational priorities suggested by the Target Audience Analysis Worksheet and may include # who receive communication, type of publication, description of water quality message, frequency of water quality message given number of clean up events. This BMP includes municipalities with active Houshold Hazardous Waste Collection Day events and MS4s with other types of routine clean ups (ex. campus wide clean up).

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-16 MG V/Menands. By 3/9/2017, the V/Menands SW	2017	03/09/2017

	Program Coordinator will promote and explain the Village's participation in the T/Colonie Household Hazardous Waste Collection Day and include a water quality message. The message will explain the benefits of removing hazardous solid and liquid waste from stormwater runoff. This will be an article in the Village newsletter, Menands Activities. Two articles (2016 and 2017) matched to the collection day.		
2.	1-16 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator develops a water quality message to be inserted into promotional material recruiting volunteers (staff and students) to assist in a campus-wide clean up routinely scheduled for April. This promotional e-mail is sent to 18,000 recipients and is coordinated with the UAlbany Dept of Business and Finance.	2017	03/09/2016
3.	1-16 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator oversees continued insertion of water quality message in campus-wide clean up promotional material sent to 18,000 recipients.	2017	03/09/2017
4.	1-16 MG1 Town of Colonie. By 3/9/2016, the Town of Colonie SW Program Coordinator will arrange to have a water quality message included in the Colonie Chronical bi-annual newsletter mailed to all residents (~50,000). Message is inserted with Household Hazardous Waste Collection Day promtional details. The Town sponsors 3 HHD Collection Day events, which is explained in the newsletter.	2017	03/09/2016
5.	1-16 MG2 Town of Colonie. By 3/9/2017, the Town of Colonie SW Program Coordinator will arrange to have a water quality message included in the Colonie Chronical bi-annual newsletter mailed to all residents (~50,000). Message is inserted with Household Hazardous Waste Collection Day promtional details. The Town sponsors 3 HHD Collection Day events, which is explained in the newsletter.	2017	03/09/2017
6.	1-16 MG1 C/Cohoes. By 3/9/2016, City of Cohoes stormwater staff will insert a water quality message into literature promoting the Household Hazardous Waste Collection Day sponsored by Norlite. Message to be included in print material and Cohoes website.	2017	03/09/2016
7.	1-16 MG1 T/Bethlehem. By 3/9/2016, T/Bethlehem SW Program Coordinator will post a water quality message on the Town website whem promoting the HHWC Day.	2017	03/09/2016
8.	1-16 MG2 T/Bethlehem. By 3/9/2017, T/Bethlehem SW Program Coordinator will post a water quality message on	2017	03/09/2017

	the Town website whem promoting the HHWC Day.		
9.	1-16 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff will research how the Village publicizes participation in the Household Hazardous Waste Collection Day organized by the T/Guilderland Highway Department. Currently the Village piggy backs onto the T/Guilderland event (one day). If possible, Village staff will include a water quality benefit message where appropriate flyer, website posting, etc. Similar message will be included in promotional material explaining the Village yard waste removal program (April to November).	2017	03/09/2016
10.	1-16 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff arrange to have a water quality message inserted into HHWC Day promotional material (flyer posted on website and Town Hall bulletin board). HHWC Day is located at T/New Scotland Highway Garage, typically in May.	2017	03/09/2016
11.	1-16 MG2 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff arrange to have a water quality message inserted into HHWC Day promotional material (flyer posted on website and Town Hall bulletin board). HHWC Day is located at T/New Scotland Highway Garage, typically in May.	2017	03/09/2017
12.	1-16 MG1 C/Albany. By 3/9/2017, the C/Albany stormwater staff will research how the City publicizes participation in the Household Hazardous Waste Collection events organized by the City Dept of General Services. If possible, City staff (stormwater and DGS) will include a water quality benefit message where appropriate (flyer, e-mails, posters, website posting, etc.). The City will review other water quality messages used by other MS4s as part of their solid waste operations (landfills, transfer stations, campus-wide clean-ups).	2017	03/09/2017
13.	1-16 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet Stormwater Program Coordinator distributes a variety of stormwater, water quality related education material to volunteers who participate in Keep 'Vliet Neat Day (annual spring clean up event). The amount and name of publication is tracked annually for internal program development and the MS4 Permit annual report. Typical publications: Green Infrastructure Guidance Manual for Homeowners (downspout disconnects, rain gardens, and rain barrels); doorhangers; and the "Get the Scoop" pet waste brochure.	2017	03/09/2016
14.	1-16 MG2 C/Watervliet. By 3/9/2017, the C/Watervliet Stormwater Program Coordinator distributes a variety of stormwater, water quality related education material to	2017	03/09/2017

	volunteers who participate in Keep 'Vliet Neat Day (annual spring clean up event). The amount and name of publication is tracked annually for internal program development and the MS4 Permit annual report. Typical publications: Green Infrastructure Guidance Manual for Homeowners (downspout disconnects, rain gardens, and rain barrels); doorhangers; and the "Get the Scoop" pet waste brochure.		
15.	1-16 MG1 V/Green Island. By 3/9/2016, if there is a Household Hazardous Waste Collection Day, the V/Green Is Stormwater Program Coordinator will insert a water quality benefit message in promotional material and document presence of message.	2017	03/09/2016
16.	1-16 MG2 V/Green Island. By 3/9/2017, if there is a Household Hazardous Waste Collection Day, the V/Green Is Stormwater Program Coordinator will insert a water quality benefit message in promotional material and document presence of message.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

17. 1-17 Brochure Racks, Kiosks, and Displays

These are displays presented over an extended period of time. Content and location is based on educational priorities suggested by the Target Audience Analysis Worksheet.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	1-17 MG1 V/Menands. The V/Menand SW Prog Coor will continue to maintain the stormwater brochure rack in the Village office. 3 brochures will be distributed: After The Storm; Get the Scoop-Pet Waste; and Use of Pesticides and Fertilizers on Lawns. Distribution will be monitored and # of publications distributed tracked annually.	2017	03/09/2017
2.	1-17 MG1 Albany County. The Stormwater Program Technician will develop an educational display for the County office building highlighting water quality issue caused by stormwater runoff and ways to addres them, such as use of green infrastructure. Brochures will be available for distribution.	2017	03/09/2017
3.	1-17 MG1 Town of Colonie. By 3/9/2016, Town of Colonie	2017	03/09/2016

	staff continue to maintain 1 brochure rack (Public Op Center Building Dept). They track which publications are displayed and how many are distributed annually (AR reporting cycle).		
4.	1-17 MG2 Town of Colonie. By 3/9/2016, Town of Colonie staff will move the brochure rack from the Stormwater Management office to the Town of Colonie William K. Sanford Public library. They will stock the brochures and track distribution annually (AR reporting cycle).	2017	03/09/2016
5.	1-17 MG3 Town of Colonie. By 3/9/2017, Town of Colonie staff will research setting up and stocking a brochure rack at Town Hall.	2017	03/09/2017
6.	1-17 MG1 T/Guilderland. By 3/9/2016, the T/Guilderland SW Prog Coor will maintain the stormwater brochure rack located in front of the building department. Multiple brochures are displayed and updated to better match seasonal pollutants of concern. Distribution is monitored and tracked annually for MS4 Permit Annual Report.	2017	03/09/2016
7.	1-17 MG2 T/Guilderland. By 3/9/2016, the T/Guilderland SW Prog Coor will maintain the stormwater brochure rack located in front of the building department. Multiple brochures are displayed and updated to better match seasonal pollutants of concern. Distribution is monitored and tracked annually for MS4 Permit Annual Report.	2017	03/09/2017
8.	1-17 MG1 C/Cohoes. By 3/9/2016, the C/Cohoes stormwater staff will maintain brochures racks at the following locations (City Hall, library, senior center). Distribution of publications is tracked annually for MS4 Permit annual report.	2017	03/09/2016
9.	1-17 MG1 C/Cohoes. By 3/9/2017, the C/Cohoes stormwater staff will maintain brochures racks at the following locations (City Hall, library, senior center). Distribution of publications is tracked annually for MS4 Permit annual report.	2017	03/09/2017
10.	1-17 MG1 University at Albany. By 3/9/2016, small brochure rack with stormwater literature will be placed in lobby of SBA. Amount and content of literature is monitored by the UAlbany Stormwater Program Coordinator.	2017	03/09/2016
11.	1-17 MG2 University at Albany. By 3/9/2017, UAlbany Stormwater Program Coordinator tracks literature distributed from brochure rack in lobby of SBA, replenishes as needed.	2017	03/09/2017
12.	1-17 MG1 T/Bethlehem. By 3/9/2016, the Town of	2016	03/09/2016

	Bethlehem, will update the Town Hall brochure display to coincide with the new target audience analysis.		
13.	1-17 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem, will update the Town Hall brochure display to coincide with the new target audience analysis.	2017	03/09/2017
14.	1-17 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff will set up one brochure rack at the Village Hall. Publications will focus on pollutants of concern (gross solids, nutrients, and sediment). Staff will track distribution annually both for internal records and the MS4 Permit annual report.	2017	03/09/2016
15.	1-17 MG2 V/Altamont. By 3/9/2017, the V/Altamont stormwater staff will monitor activity at the Village Hall brochure rack, in particular tracking which brochures are popular and need to be replenished. Other brochures may be considered.	2017	03/09/2017
16.	1-17 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland will maintain a brochure rack at Town Hall. The distribution of publications is tracked annually for the MS4 Permit annual report and replenished as needed.	2017	03/09/2016
17.	1-17 MG2 T/New Scotland. By 3/9/2017, the T/New Scotland will maintain a brochure rack at Town Hall. The distribution of publications is tracked annually for the MS4 Permit annual report and replenished as needed.	2017	03/09/2017
18.	1-17 MG1 C/Albany. By 3/9/2016, the SW Program Coordinator will maintain two existing brochure racks located in the Dept of Water (main office and contractor counter) and track publication distribution for internal records and the MS4 Permit annual report.	2017	03/09/2016
19.	1-17 MG2 C/Albany. By 3/9/2017, the SW Program Coordinator will maintain two existing brochures racks located in the Water Dept (main office and outside contractor counter) and track the distribution of publications for internal records and the MS4 Permit annual report.	2017	03/09/2017
20.	1-17 MG3 C/Albany. By 3/9/2016, the SW Program Coordinator will research placement and maintenance of a brochure rack at City Hall.	2017	03/09/2016
21.	1-17 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet will maintain a brochure rack at City Hall. The distribution of publications is tracked annually for the MS4 Permit annual report and replenished as needed.	2017	03/09/2016
22.	1-17 MG2 C/Watervliet. By 3/9/2017, the C/Watervliet will	2017	03/09/2017

	maintain a brochure rack at City Hall. The distribution of publications is tracked annually for the MS4 Permit annual report and replenished as needed.		
23.	1-17 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will work with the Superintendent of Public Works to provide and post pamphlets in kiosks and bulletin boards. These pamphlets include: 1) "Pesticide Application, Lawn Care & Landscaping"; 2) "Pools, Fountains & Spa's" and; 3) "Use Phophorous Free Fertilizer" and will be posted in the following locations: a) Village Hall @ Thunder Drive, b) Family Recreational Center @ Central Ave., c) Colonie Community Center @ Central Ave., d) Colonie Beverage Center @ Central Ave., e) Stewards Shops @ Central Ave. and f) 1st National Bank Scotia.	2017	03/09/2016
24.	1-17 MG2 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will work with the Superintendent of Public Works to provide and post new pamphlets in kiosks and bulletin boards. These pamphlets will focus on a pollutant of concern, sediment. The postings will occur in the following locations: a) Village Hall @ Thunder Drive, b) Family Recreational Center @ Central Ave., c) Colonie Community Center @ Central Ave., d) Colonie Beverage Center @ Central Ave., e) Stewards Shops @ Central Ave. and f) 1st National Bank Scotia.	2017	03/09/2016
25.	1-17 MG1 V/Green Island. by 3/9/2016, the V/Green Is Stormwater Program Coordinator will monitor amount and type of publications located at 1 brochure rack (Village Hall) and replenish as needed.	2017	03/09/2016
26.	1-17 MG2 V/Green Island. by 3/9/2017, the V/Green Is Stormwater Program Coordinator will monitor amount and type of publications located at 1 brochure rack (Village Hall) and replenish as needed.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

18. 1-18 Storm Drain Markers and/or Stencils

1-18 These are messages placed next to storm drains (catch basins) which may state, Don't Dump, Drains to ____ (Name of Waterbody). Municipal staff, not volunteers, apply the message. Location is based on educational priorities suggested by the Target Audience Analysis Worksheet, illicit discharges (pollutants) observed inside or near catch basin, proximity of catch basin to pedestrian traffic, convenience of applying the message, and other factors unique to each MS4.

Implementation Tasks		Implementation Date	
Measurable Goals		Permit Year	Due Date
1.	1-18 MG1 Albany County. Stencil at least 10 catch basins at or near County facilities (or on County Roads) that are in prominent, high risk locations. Message: Do Not Dump-Drains to Mohawk/Hudson. At least one in each of the following priority waterheds: Krumkill, Patroon, Shaker, Vly Creek, Vlomanskill.	2017	03/09/2017
2.	1-18 MG1 University at Albany. By 3/9/2016, UAlbany Stormwater Program Coordinator will mark and/or use stencils at catch basins based on Target Audience Analysis worksheet georgraphic areas of concern and other factors. Number and location to be determined.	2017	03/09/2016
3.	1-18 MG2 University at Albany. By 3/9/2017, UAlbany Stormwater Program Coordinator will evaluate catch basin markers from 2016 and depending on status (still there?), mark additional catch basins. Location based on Target Audience Analysis Worksheet geographic areas of concern.	2017	03/09/2017
4.	1-18 MG1 V/Menands. By 3/9/2016, mark or stencil catch basins at Village Hall, DPW Garage, and Ganser-Smith Park.	2017	03/09/2016
5.	1-18 MG1 Town of Colonie. By 3/9/2016, Town of Colonie stormwater staff will stencil 20 catch basins and distribute an estimated 100 doorhangers (Only Rain Down the Drain) in a residential neighborhood. Tasks: sweep pavement, prepare paint, stencil, clean stencil, distribute doorhanger.	2017	03/09/2016
6.	1-18 MG2 Town of Colonie. By 3/9/2017, Town of Colonie stormwater staff will stencil 20 catch basins and distribute an estimated 100 doorhangers (Only Rain Down The Drain) in a residential neighborhood. Tasks: sweep pavement, prepare paint, stencil, clean stencil, distribute doorhanger.	2017	03/09/2017
7.	1-18 MG1 T/Guilderland. By 3/9/2017, T/Guilderland SW Progarm coordinator will stencil ~ 15 catch basins and distribute ~50 doorhangers (Don't Dump, Drains to Hudson/Mohawk) in the Oxford Heights neighborhood, nr Johnston Rd, in Normanskill Watershed.	2017	03/09/2017
8.	1-18 MG1 C/Cohoes. By 3/9/2016, City of Cohoes stormwater staff will stencil catch basins in the "Hill"	2017	03/09/2016

	section.		
9.	1-18 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will install storm drain markers at multiple catch basins. Location will be based on Target Audience Analysis Worksheet and other factors.	2016	03/09/2016
10.	1-18 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will evaluate the location of current storm drain markers and examine new locations based on Target Audience Analysis Worksheet and other factors.	2017	03/09/2017
11.	1-18 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will identify a geographic area to focus on as an educational priority area. Educational outreach may include storm drain markings, door hangers, and signage.	2017	03/09/2016
12.	1-18 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will apply markers at catch basins and distribute doorhangers in residential neighborhoods (estimated 3 neighborhoods).	2017	03/09/2017
13.	1-18 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff, will stencil catch basins in residential neighborhoods and distribute doorhangers (~800). Catch basins are prioritized based on proximity to waterbodies. Photos of stenciling and doorhanging activities will be posted on the Village Facebook page.	2017	03/09/2016
14.	1-18 MG1 C/Albany. By 3/9/2017, C/Albany stormwater staff will continue to have Dept of Water staff stencil catch basins in the separated storm system area. Targeted areas located in Patroon Creek and Normanskill watersheds and Hudson River separated infrastructure areas.	2017	03/09/2017
15.	1-18 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will stencil various catch basins throughout the City mainly ones identified in Facility Self Audits completed in 2014. Doorhangers will be distributed where possible.	2017	03/09/2016
16.	1-18 MG2 C/Watervliet. By 3/9/2017, the Stormwater Program Coordinator will monitor previous stenciling locations and repeat as needed.	2017	03/09/2017
17.	1-18 MG1 V/Green Is. By 3/9/2016, the Dept of Public Works will monitor existing storm drain markers located throughout the Village and replace as needed.	2017	03/09/2016
18.	1-18 MG2 V/Green Is. By 3/9/2017, the Dept of Public Works will monitor existing storm drain markers located	2017	03/09/2017

throughout the Village and replace as needed.

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

19. 1-19 Target Audience Analysis Worksheet-Intermunicipal Initiatives

If a group effort, once the Target Audience Worksheet is completed there may be educational initiatives best implemented as an inter-municipal/MS4 project within a particular geographic area. This BMP establishes which MS4s may choose to implement an intermunicipal intiative to do what, where, why, by when, by whom.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	1-19 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will discuss with other Coalition members Normanskill: Krumkill sub-watershed projects.	2017	03/09/2016
2.	1-19 MG1 Coalition. By 3/9/2016, the Stormwater Coalition Program Coordinator will discuss with Working Group members Target Audience Analysis Worksheet-Intermunicipal Initiatives considered during the SWMPv3 Update sessions (April, 2015).	2017	03/09/2016

Responsible Party
Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinatc

20. 1-20 Homeowner & Neighborhood Association Troubleshooting & Education

In response to questions and concerns from Homeowner Association's responsible for managing stormwater practices and/or Neighborhood Associations concerned about stormwater runoff in their communities, typically the individual MS4 Stormwater Program Coordinator is contacted. The Program Coordinator follows up with information, educational material, and often site visits. This BMP includes goals related to how the SW Program Coordinator responds and addresses educational needs.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

1.	1-20 MG1 T/Guilderland. By 3/9/2016, the T/Guilderland SW Program Coordinator responds to all queries from Homeowner's Association, local Neighborhood Associations, and the general public. The Program Coordinator tracks all publications distributed and time spent in response. If meetings are held, log is kept of meeting date.	2017	03/09/2016
2.	1-20 MG2 T/Guilderland. By 3/9/2017, the T/Guilderland SW Program Coordinator responds to all queries from Homeowner's Association, local Neighborhood Associations, and the general public. The Program Coordinator tracks all publications distributed and time spent in response. If meetings are held, log is kept of meeting date.	2017	03/09/2017
3.	1-20 MG1 C/Albany. By 3/9/2016, the C/Albany, the SW Program Coordinator responds to all queries from Homeowner's and Neighborhood Associations, as well as the general public. The Program Coordinator tracks all publications distributed and time spent in response. If meetings are held, log is kept of meeting date.	2017	03/09/2016
4.	1-20 MG1 C/Albany. By 3/9/2017, the C/Albany, the SW Program Coordinator responds to all queries from Homeowner's and Neighborhood Associations, as well as the general public. The Program Coordinator tracks all publications distributed and time spent in response. If meetings are held, log is kept of meeting date.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2.0 Public Involvement/Participation (MCM2)

The Public Involvement/Participation minimum control measure (MCM2) consists of Best Management Practices (BMPs) which involve the local public in the development and implementation of the Stormwater Management Program. This involves complying with Open Meetings Law, identifying and involving key stakeholders, explaining to the public how they can get involved, identifying a public contact, and ensuring that the Annual Report, Stormwater Management Program Plan and related documents are available to the public. The NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems "MS4" Permit No. GP-0-15-003, which covers the time period from May 1, 2015 to April 30, 2017 includes explicit Permit requirements, described below as BMPs. These BMPs identify public involvement/participation activities which promote access to the program, create a climate for program input, and encourage stewardship of local waterways.

Best Management Practices:

1. 2-1 Local Stormwater Public Contact

As stated in the MS4 Permit, the permittee must "identify a local point of contact for public concerns regarding stormwater management and compliance with the SPDES general permit. The name and title of this contact and the telephone number must be published in public outreach and public participation materials and kept up to date with NYS Department of Environmental Conservation (Department) on the Muncipal Compliance Certification (MCC) form."

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-1 MG1 Coalition. By 6/1/2016, Coalition staff will update all public contact information posted on the Coalition website such that it matches MCC Forms submitted by each Coalition member (MS4 Permmit Annual Report ending 3/9/2016)	2017	06/01/2016
2.	2-1 MG2 Coalition. By 6/1/2017, Coalition staff will update all public contact information posted on the Coalition website such that it matches MCC Forms submitted by each Coalition member (MS4 Permmit Annual Report ending 3/9/2017)	2017	06/01/2017
3.	2-1 MG1 V/Menands. By 6/1/2016, the Village of Menands SW Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
4.	2-1 MG2 V/Menands. By 6/1/2017, the Village of Menands SW Program Coordinator will annually update the public	2017	06/01/2017

	contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.		
5.	2-1 MG1 Albany County. By 6/1/2016, the Albany County Stormwater Program Technician will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
6.	2-1 MG2 Albany County. By 6/1/2017, the Albany County Stormwater Program Technician will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
7.	2-1 MG1 University at Albany. By 6/1/2016, the UAlbany Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
8.	2-1 MG2 University at Albany. By 6/1/2017, the UAlbany Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
9.	2-1 MG1 Town of Colonie. By 6/1/2016, the Town of Colonie Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
10.	2-1 MG2 Town of Colonie. By 6/1/2017, the Town of Colonie Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
11.	2-1 MG1 T/Guilderland. By 6/1/2016, the Town of Guilderland Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016

12.	2-1 MG2 T/Guilderland. By 6/1/2017, the Town of Guilderland Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
13.	2-1 MG1 C/Cohoes. By 6/1/2016, the City of Cohoes stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
14.	2-1 MG2 C/Cohoes. By 6/1/2017, the City of Cohoes stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
15.	2-1 MG1 University at Albany By 6/1/2016, the UAlbany Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
16.	2-1 MG2 University at Albany By 6/1/2017, the UAlbany Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
17.	2-1 MG1 T/Bethlehem. By 3/9/2016 the Town will update contact information for stormwater program coordinator on it's Town website.	2017	03/09/2016
18.	2-1 MG2 T/Bethlehem. By 3/9/2017 the Town will update contact information for stormwater program coordinator on it's Town website.	2017	03/09/2017
19.	2-1 MG3 T/Bethlehem. By 6/1/2016, the T/Bethlehem Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
20.	2-1 MG4 T/Bethlehem. By 6/1/2017, the T/Bethlehem Stormwater Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer	2017	06/01/2017

	Program.		
21.	2-1 MG1 V/Altamont. By 6/1/2016, the V/Altamont Stormwater Program Coordinator will include the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
22.	2-1 MG1 V/Altamont. By 6/1/2017, the V/Altamont Stormwater Program Coordinator will update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017
23.	2-1 MG1 T/New Scotland. By 6/1/2016, the T/New Scotland stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2016
24.	2-1 MG2 T/New Scotland. By 6/1/2017, the T/New Scotland stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2017
25.	2-1 MG1 C/Albany. By 6/1/2016, the C/Albany stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2016
26.	2-1 MG2 C/Albany. By 6/1/2017, the C/Albany stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2017
27.	2-1 MG1 C/Watervliet. By 6/1/2016, the C/Albany stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2016
28.	2-1 MG2 C/Watervliet. By 6/1/2017, the C/Albany stormwater staff will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2017, ending 3/9/2017) and in individual documents pertaining to the MS4 Stormmwaer Program.	2017	06/01/2017
29.	2-1 MG1 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer (SMO) with the assistance of the Village Designated Engineer will update	2017	03/09/2016

	the program organizational chart to indicate the SMO's contact information. The Village website will be updated to show indicate the new SMO's name and phone number.		
30.	2-1 MG2 V/Colonie. By 3/9/2016, the Village of Colonie Stormwater Management Officer will obtain an ink stamp with SMO's name and contact information for use in applying to public outreach materials.	2017	03/09/2016
31.	2-1 MG3 V/Colonie. By 6/1/2016, the Village of Colonie Stormwater Management Officer will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwater Program.	2017	06/01/2016
32.	2-1 MG4 V/Colonie. By 6/1/2017, the Village of Colonie Stormwater Management Officer will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwater Program.	2017	06/01/2017
33.	2-1 MG1 V/Green Island. By 6/1/2016, the Village of Green Island SW Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2016
34.	2-1 MG1 V/Green Island. By 6/1/2017, the Village of Green Island SW Program Coordinator will annually update the public contact information in the MS4 Permit Annual Report MCC form (AR2016, ending 3/9/2016) and in individual documents pertaining to the MS4 Stormwaer Program.	2017	06/01/2017

Responsible Party

Coalition Coordinator and/or Individual MS4 Stormwater Management (SWMP) Coordinator

2. 2-2 Annual Report & Program Comments

This BMP relates to the timeline and process for public input and comments regarding the Annual Report, Stormwater Management Program Plan document (SWMP Plan, BMPS and goals) and program implementation more generally. The FINAL Annual Report must be submitted to NYSDEC by June 1. If the criteria is met, MS4s can submit either an individual or joint annual report. The public must have the opportunity to comment on the report, this can be done via the internet or as a public meeting. The details are explained in Part VII.A.2.d and Part VIII.A.2.d of the MS4 Permit. This BMP describes how these requirements are met by the

Coalition and members.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 2-2 MG1 Coalition. By 6/1/2016, Coalition members decide if they are submitting individual annual reports or a joint annual report. If joint annual report, Coalition members commit to the following schedule: DRAFT Joint Annual Report posted on the Coalition website (end of the first week in May); availability of DRAFT Annual Report sent to Coalition list serve, public comment period announced, and public comments regarding SWMP Plan encouraged; two week public comment period for Annual Report ends (~third week in May); public comments collected and included in FINAL Joint Annual Report; and public meetings scheduled if requested. Individual MS4s may present DRAFT or FINAL Annual Report at public meeting (Common Council Meeting, Town or Village Board meeting). Some MS4s communicate availabiity of DRAFT or FINAL Joint Annual Report for comment to their own e-mail lists. Annual Report submitted to NYSDEC by June 1, 2016. FINAL Joint Annual Report posted on Coalition website and individual MS4 websites.	2017	06/01/2016
2. 2-2 MG2 Coalition. By 6/1/2017, Coalition members decide if they are submitting individual annual reports or a joint annual report. If joint annual report, Coalition members commit to the following schedule: DRAFT Joint Annual Report posted on the Coalition website (end of the first week in May); availability of DRAFT Annual Report sent to Coalition list serve, public comment period announced, and public comments regarding SWMP Plan encouraged; two week public comment period for Annual Report ends (~third week in May); public comments collected and included in FINAL Joint Annual Report; and public meetings scheduled if requested. Individual MS4s may present DRAFT or FINAL Annual Report at public meeting (Common Council Meeting, Town or Village Board meeting). Some MS4s communicate availabiity of DRAFT or FINAL Joint Annual Report for comment to their own e-mail lists. Annual Report submitted to NYSDEC by June 1, 2017. FINAL Joint Annual Report posted on Coalition website and individual MS4 websites.	2017	06/01/2017
3. 2-2 MG1 V/Menands. By 3/9/2016, the V/Menands SW Program Coordinator will brief the Village Board about the MS4 Permit Annual Report (June, 2016)	2017	03/09/2016

4.	2-2 MG2 V/Menands. By 3/9/2017, the V/Menands SW Program Coordinator will brief the Village Board about the MS4 Permit Annual Report (June, 2017)	2017	03/09/2017
5.	2-2 MG1 Town of Colonie. By 6/1/2016, Town of Colonie posts both the DRAFT Joint Annual Report and once finalized, the FINAL Joint Annual Report on the Town of Colonie website.	2017	06/01/2016
6.	2-2 MG2 Town of Colonie. By 6/1/2017, Town of Colonie posts both the DRAFT Joint Annual Report and once finalized, the FINAL Joint Annual Report on the Town of Colonie website.	2017	06/01/2017
7.	2-2 MG1 T/Guilderland. By 6/1/2016, the T/Guilderland SW Program will post the FINAL Joint Annual Report on the T/Guilderland Stormwater page.	2017	06/01/2016
8.	2-2 MG2 T/Guilderland. By 6/1/2017, the T/Guilderland SW Program will post the FINAL Joint Annual Report on the T/Guilderland Stormwater page.	2017	06/01/2017
9.	2-2 MG1 C/Cohoes. By 6/1/2016, C/Cohoes stormwater staff post the DRAFT Joint Annual Report for public comments, present DRAFT Joint Annual Report to the Common Council, collect any public comments, and post the FINAL Joint Annual Report.	2017	06/01/2016
10.	2-2 MG2 C/Cohoes. By 6/1/2017, C/Cohoes stormwater staff post the DRAFT Joint Annual Report for public comments, present DRAFT Joint Annual Report to the Common Council, collect any public comments, and post the FINAL Joint Annual Report.	2017	06/01/2017
11.	2-1 MG1 T/Bethlehem. By 6/1/2016, the Town of Bethlehem posts the FINAL Joint Annual Report on the Town website.	2017	06/01/2016
12.	2-1 MG2 T/Bethlehem. By 6/1/2017, the Town of Bethlehem posts the FINAL Joint Annual Report on the Town website.	2017	06/01/2017
13.	2-2 MG1 V/Altamont. By 6/1/2016, the V/Altamont SW Program Coordinator will post the FINAL Joint Annual Report on the V/Altamont Stormwater page and inform the Village Board of it's availability.	2017	06/01/2016
14.	2-2 MG2 V/Altamont. By 6/1/2017, the V/Altamont SW Program Coordinator will post the FINAL Joint Annual Report on the V/Altamont Stormwater page and inform the Village Board of it's availability.	2017	06/01/2017
15.	2-2 MG1 T/New Scotland. By 6/1/2016, the T/New Scotland SW Program provides the Town Board with the	2017	06/01/2016

	DRAFT Joint Annual Report and posts the FINAL Joint Annual Report on the T/New Scotland stormwater page.		
16.	2-2 MG2 T/New Scotland. By 6/1/2017, the T/New Scotland SW Program provides the Town Board with the DRAFT Joint Annual Report and posts the FINAL Joint Annual Report on the T/New Scotland stormwater page.	2017	06/01/2017
17.	2-2 MG1 C/Albany. By 6/1/2016, C/Albany posts the FINAL Joint Annual Report on the C/Albany website (Stormwater page).	2017	06/01/2016
18.	2-2 MG2 C/Albany. By 6/1/2017, C/Albany posts the FINAL Joint Annual Report on the C/Albany website (Stormwater page).	2017	06/01/2017
19.	2-2 MG1 C/Watervliet. By 6/1/2016, the C/Watervliet SW Program posts the DRAFT and FINAL Joint Annual Report on the Wvliet website (Water and Sewer section).	2017	06/01/2016
20.	2-2 MG2 C/Watervliet. By 6/1/2017, the C/Watervliet SW Program Coordinator posts the DRAFT and FINAL Joint Annual Report in the Water and Sewer section of the City website.	2017	06/01/2017
21.	2-2 MG1 V/Colonie. By 5/1/2016 The Stormwater Management Officer (SMO) with the assistance of the Village Designated Engineer will prepare a draft annual report. The draft will be posed on the Village's website at this time and within 10 days the SMO will present with the assistance of the VDE the report to the Village's Board of Trustees at which time public comment will be recieved. The Final report will be submitted to NYS DEC prior to June 1, 2016.	2017	06/01/2016
22.	2-2 MG2 V/Colonie. By 5/1/2017 The Stormwater Management Officer (SMO) with the assistance of the Village Designated Engineer will prepare a draft annual report. The draft will be posed on the Village's website at this time and within 10 days the SMO will present with the assistance of the VDE the report to the Village's Board of Trustees at which time public comment will be recieved. The Final report will be submitted to NYS DEC prior to June 1, 2017.	2017	06/01/2017
23.	2-2 MG1 V/Green Island. By 6/1/2016, the V/Green Island Stormwater Program Coordinator explains the DRAFT Annual Report and Stormwwater Coalition on the Village website. Text explains how to provide comments (go to Coalition website) and states the location of the hard copy of DRAFT and FINAL Joint Annual Report. Newsletter and website states that at an official public meeting related to stormwater (May, usually same night as Board of Trustees	2017	06/01/2016

	Meeting) the program will be discussed. Meeting discusstion references the Annual Report and other stormwater items.		
24.	2-2 MG2 V/Green Island. By 6/1/2017, the V/Green Island Stormwater Program Coordinator explains the DRAFT Annual Report and Stormwwater Coalition on the Village website. Text explains how to provide comments (go to Coalition website) and states the location of the hard copy of DRAFT and FINAL Joint Annual Report. Newsletter and website states that at an official public meeting related to stormwater (May, usually same night as Board of Trustees Meeting) the program will be discussed. Meeting discusstion references the Annual Report and other stormwater items.	2017	06/01/2017

Responsible Party

Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinato

3. 2-3 Stormwater Management Program (SWMP) [MOVED, see explanation]

Original BMP SWMPv2 (2012 to 2015) Description: The MS4 Permit states explicit requirements regarding developing a Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). A SWMP, by definition needs to include Measurable goals for each best management practice. A SWMP Plan includes a detailed written explanation of all management practices, activities, and other techniques the covered entity has developed, planned, and implemented for their SWMP. This is a collaborative Coalition SWMP listing Coalition and individual MS4 BMPS, Tasks, and Measurable Goals; SWMP Plan documents specific to the MS4 are located in MS4 offices. [EXPLANATION. BMP MOVED to MCM7 BMP 7-4 SWMP Document. Creating a SWMP document and engaging the public in program development are two distinct activities. The intent of this BMP is to ensure that a compliant SWMP document is completed for use by all Coalition members. Such a document is a management tool; as such fits within MCM 7 Stormwater Program Management. Goals pertaining to SWMP public comments are contained in BMP 2-2 Annual Report and Program Comments.]

Implementation Tasks Implementation Date

Measurable Goals Permit Year Due Date

Responsible Party

Not Applicable

4. 2-4 SWMP Stakeholder Meeting [DROPPED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Stakeholder meetings to discuss program development and implementation provide an opportunity for buy-in by the general public and others specifically interested in stormwater management. If at educational events, or as a consequence of internal individual MS4 meetings, there is an interest in SWMP specifics, the contact information of interested individuals will be obtained and pooled together for a public meeting. [EXPLANATION. While there may be an interest in stormwater issues; there is minimal awareness of overall stormwater program requirements and how regulated MS4s are addresssing these requirements. Any effort to encourage a "SWMP Stakeholder Meeting" has minimal value and draws resources away from other, more beneficial activities. For these reasons, this BMP has been dropped.]

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Not Applicable

5. 2-5 Stormwater Queries / Complaint Procedures (Illicit Discharge & Construction Activity)

This BMP describes how the Coalition and individual members respond to and track general stormwater queries and specific illicit dischage and/or construction related complaints.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-5 MG1 Albany County. The Stormwater Program Technician and Office of Natural Resources Senior Planner both receive inquiries and complaints from the public regarding stormwater issues. A 24 hour hot line is maintained by the County for urgent water quality issues and potential violations. Response will be made to 100% of complaints by Technician and Planner.	2017	03/09/2017
2.	2-5 MG1 V/Menands. By 3/9/2016, the Village of Menands Stormwater Program Coordinator will write procedures describing how complaints related to stormwater pollution are managed in the Village. The procedures will be distributed and explained to the Village Mayor, Village Board, Village Clerk, and DPW Foreman.	2017	03/09/2016
3.	2-5 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator reviews existing	2017	03/09/2016

	complaint procedures posted on the University website and modifies as needed.		
4.	2-5 MG1 Town of Colonie. By 3/9/2016, Town of Colonie stormwater staff will enter all stormwater related complaints (construction, illicit discharge, other) into their asset management system (City Works).	2017	03/09/2016
5.	2-5 MG1 Coalition. By 3/9/2016, Coalition Program Coordinator distributes to the Coalition Working Group written procedures describing how stormwater queries directed to the Coaltion are managed (Coalition website and phone calls).	2017	03/09/2016
6.	2-5 MG1 Coalition. By 3/9/2016, the Coalition Program Coordinator distributes to the Coalition Working Group written procedures describing how stormwater queries directed to the Coalition are managed (Coalition website Public Comment portal and phone calls).	2017	03/09/2016
7.	2-5 MG1 T/Guilderland. By 3/9/2016 the T/Guilderland SW Program Coordinator will put into writing how the Town responds to stormwater questions/complaints and what information is routinely documented for each query (ex. date, nature of query, problem, resolution, IDDE or construction related, etc.) Existing query information will be consolidated and organized into a file system. Data is summarized and used to evaluate problems and direct educational effort.	2017	03/09/2016
8.	2-5 MG2 T/Guilderland. By 3/9/2017 the T/Guilderland SW Program Coordinator will put into writing how the Town responds to stormwater questions/complaints and what information is routinely documented for each query (ex. date, nature of query, problem, resolution, IDDE or construction related, etc.). Existing query information will be consolidated and organized into a file system. Data is summarized and used to evaluate problems and direct educational effort.	2017	03/09/2017
9.	2-5 MG1 C/Cohoes. By 3/9/2016 C/Cohoes stormwater staff review existing complaint procedures (IDDE and Construction) and modify as needed. Data includes: date, location of complaint if possible, description of complaint, follow-up, photos if appropriate, Procedures explain various portals for receiving complaints (website, office phone calls, etc.).	2017	03/09/2016
10.	2-5 MG2 C/Cohoes. By 3/9/2017 C/Cohoes stormwater staff review existing complaint procedures (IDDE and Construction) and modify as needed. Data includes: date, location of complaint if possible, description of complaint, follow-up, photos if appropriate, Procedures explain	2017	03/09/2017

	various portals for receiving complaints (website, office phone calls, etc.).		
11.	2-5 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will continue to utilize, track and respond to all stormwater complaints via the "Report a Concern" tracker on the Town's website. Tracker procedures are well established within the Town among staff. Queries pertain to all types of complaints (IDDE, Construction, and often drainage). Tracking data includes: date, nature of complaint, responsible Town Department, and follow-up.	2017	03/09/2016
12.	2-5 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will continue to utilize, track and respond to all stormwater complaints via the "Report a Concern" tracker on the Town's website. Tracker procedures are well established within the Town among staff. Queries pertain to all types of complaints (IDDE, Construction, and often drainage). Tracking data includes: date, nature of complaint, responsible Town Department, and follow-up.	2017	03/09/2017
13.	2-5 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will review complaint procedures posted on the UAlbany website (stormwater management page) and modify as needed. Query and complaint data will be tracked and filed.	2017	03/09/2016
14.	2-5 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will review complaint procedures posted on the UAlbany website (stormwater management page) and modify as needed. Query and complaint data will be tracked and filed.	2017	03/09/2017
15.	2-5 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff will monitor and track stormwater queries and/or complaints generated from the stormwater page and/or Facebook page, and elsewhere (phone call). Tracking data includes: e-mail correspondence, location of complaint, nature of complaint, photos, if necessary, action taken, and follow-up. All communications are filed with stormwater staff (hard copy and electronic).	2017	03/09/2016
16.	2-5 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff will review existing written complaint procedures and modify as needed to include general stormwater queries, IDDE complaints, and construction activity.	2017	03/09/2016
17.	2-5 MG1 C/Albany. By 3/9/2017, the SW Program Coordinator develops procedures which clarify how queries and/or complaints regarding stormwater are routed and monitored across all relevant Departments. Procedures document information to track.	2017	03/09/2017

18.	2-5 MG1 C/Watervliet. By 3/9/2016 the C/Watervliet SW Program Coordinator will put into writing how the City responds to stormwater questions/complaints and what information is routinely documented for each query (ex. date, nature of query, problem, resolution, IDDE or construction related, etc.)	2016	03/09/2016
19.	2-5 MG2 C/Watervliet. By 3/9/2017 the C/Watervliet SW Program Coordinator will monitor complaint tracking procedures and revise as needed.	2017	03/09/2017
20.	2-5 MG1 V/Colonie. The Village Stormwater Management Officer receives general stormwater queries and illicit dischage/construction related complaints, logs the occurrances and takes appropriate action in accordance with written procedures.	2017	03/09/2016
21.	2-5 MG2 V/Colonie. The Village Stormwater Management Officer receives general stormwater queries and illicit dischage/construction related complaints, logs the occurrances and takes appropriate action in accordances with written procedures.	2017	03/09/2017
22.	2-5 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

6. 2-6 Clean Up Activities-Streams, Neighborhood, Beautification

Clean up activities provide a way to encourage buy-in from the general public regarding MS4 Permit goals while removing gross solids and other pollutants from waterways. This BMP includes individual MS4 goals which reflect the Target Audience Analysis Worksheet geographic area of concern, pollutants of concern, and related target audiences.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-6 MG1 University at Albany. By 3/9/2016 the UAlbany Stormwater Program Coordinator reaches out to the UAlbany Dept of Finance and Business to explain benefits of campus wide clean up for stormwater management program. Dept commits to inserting water quality message in promotional material recruiting volunteers and helps track participation for reporting purposes. Estimate ~ 600	2017	03/09/2016

	participants. This is a one day, annual event in April.		
2.	2-6 MG2 University at Albany. By 3/9/2017 the UAlbany Stormwater Program Coordinator monitors the campus-wide clean up and insertion of water quality message into recruitment material. Dept of Finance and Business provides participation data for reporting purposes. Estimate ~ 600 participants. This is a one day, annual event. in April.	2017	03/09/2017
3.	2-6 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will collect data from the Highway Dept responsible for organizing volunteer clean up of select roadways in the Town. Data includes: name of organization providing volunteers, date of clean up, and possibly # of bags collected roadside by State (if State Rd) or Town (if Town road).	2017	03/09/2016
4.	2-6 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Program Coordinator will collect data from the Highway Dept responsible for organizing volunteer clean up of select roadways in the Town. Data includes: name of organization providing volunteers, date of clean up, and possibly # of bags collected roadside by State (if State Rd) or Town (if Town road).	2017	03/09/2017
5.	2-6 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff meet with other staff to plan and organize various clean up events. Events are a componant of the stormwater program and typically include two events: Beautification Day w/high school volunteers and Spring Clean Up w/City residents. # of clean up events is recording for MS4 Permit Annual Report.	2017	03/09/2016
6.	2-6 MG2 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff meet with other staff to plan and organize various clean up events. Events are a componant of the stormwater program and typically include two events: Beautification Day w/high school volunteers and Spring Clean Up w/City residents. # of clean up events is recording for MS4 Permit Annual Report.	2017	03/09/2017
7.	2-6 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will host three (3) community clean up days.	2017	03/09/2016
8.	2-6 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will host three (3) community clean up days.	2017	03/09/2017
9.	2-6 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff promote the voluntary clean up of yard waste throughout the Village (leaves, brush, grass clippings, and other yard debris). Clean up dates: 2x per week, from ~April 1 to November. Activity is also	2017	03/09/2016

	described in the Village Newsletter. Information is provided explaining the water quality benefits of removing yard waste from stormwater runoff.		
10.	2-6 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet will continue to organize the Keep 'Vliet Neat Day Clean Up Event and track the # of volunteers. City will distribute stormwater related educational material at this event. Typically ~100 volunteers participate, however this changes year to year.	2017	03/09/2016
11.	2-6 MG2 C/Watervliet. By 3/9/2017, the C/Watervliet will continue to organize the Keep 'Vliet Neat Day Clean Up Event and track the # of volunteers. City will distribute stormwater related educational material at this event. Typically ~100 volunteers participate, however this changes year to year.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

7. 2-7 Demonstration Rain Gardens Partnership [MODIFIED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Eight demonstration rain gardens have been constructed since 2008 and these need to be maintained properly or potentially decommissioned. A management tool to better track maintenance responsibilities and needs, as well as create an archive of rain garden activity will be created and disseminated to individual MS4s and partners. [EXPLANATION. Demo Rain Gardens have been built. Now the focus is on teaching municipal staff and volunteers how to maintain rain gardens and other vegetative green infrastructure practices. BMP 2-10 Green Infrastructure Stewardship and 8-9 Training Topic: Maintaining GI Practices-Demo Rain Gardens (In-House) address these needs.]

Implementation Tasks Implementation Date

Measurable Goals Permit Year Due Date

Responsible Party

Not Applicable

8. 2-8 Student Water Quality Related Projects

Increasingly, local colleges and universities are offering classes and introducing students to sustainable stormwater management concepts. The Coalition and individual MS4s will assist students as needed and where possible encourage projects which help implement SWMP

BMPs and Measurable Goals. Goals pertain to existing and/or anticipated academic projects

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-8 MG1 V/Menands and T/Colonie. By 3/9/2017 Village of Menands and Town of Colonie invite Siena College professors to share and explain their student/faculty research in the Krommakill Watershed.	2017	03/09/2017
2.	2-8 MG1 University at Albany. By 3/9/2016, UAlbany Stormwater Program Coordinator meets with the Office of Sustainability to discuss how best to integrate research capacity of UAlbany with research interests of regulated stormwater community and Coalition members. Depending on options discussed, UAlbany Stormwater Coordinator develops a 2 year implementation plan which establishes a way to proceed.	2017	03/09/2016
3.	2-8 MG2 University at Albany. by 3/9/2017, UAlbany Stormwater Program Coordinator, Office of Sustainability, and regulated MS4s decide if proceeding further is possible. If not, goals dropped related to this BMP.	2017	03/09/2017
4.	2-8 MG1 Coalition. By 3/9/2017, Coalition staff (student interns, others) present water quality and/or stormwater program related research projects, if any, to the Coalition Working Group. Content, date, and attendance is tracked.	2017	03/09/2017
5.	2-8 MG1 Coalition. By 3/9/2017, Coalition staff (student interns, others) present their water quality and/or stormwater program related research projects, if any, to the Coalition Working Group. Content, date, and attendance is tracked.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinato

9. 2-9 Catch Basin Storm Drain Markers or Stencils - Volunteers

Interested MS4s organize volunteer Storm Drain Marker/Stenciling Events. Goals state which MS4s, how many events, type of stencil, and potential neighborhoods for these events. This BMP includes goals which reflect the Target Audience Analysis Worksheet process.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

10. 2-10 Green Infrastructure Stewardship (Plantings and Maintenance) [RENAMED, see explanation]

Individual MS4s involve volunteers in tree planting activities along riparian buffers and in neighborhoods (beautification and stormwater management). Other volunteer initiatives include planting and maintenance of vegetation used in various green infrastructure practices (bioretention, rain gardens, planters).(Ex. City of Albany, City of Cohoes). [EXPLANATION: This BMP was previously titled, BMP 2-10 Tree Plantings. Over the years, this proved to be too limiting. In fact, municipalities engage in multiple strategies to engage volunteers in vegetation related activities. The BMP title was changed to capture the many ways volunteers can support green infrastructure practices which involve plants.]

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	2-10 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff coordinate with Community Gardens to secure trees for Beautification and Spring Clean up plantings. Staff document the # of plantings (# of trees; # of planters; # of hanging plants) and convert data to sq ft for the MS4 Permit Annual Report.	2017	03/09/2016
2.	2-10 MG2 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff coordinate with Community Gardens to secure trees for Beautification and Spring Clean up plantings. Staff document the # of plantings (# of trees; # of planters; # of hanging plants) and convert data to sq ft for the MS4 Permit Annual Report.	2017	03/09/2017
3.	2-10 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff recruit and train volunteers to maintain the green infrastructure practice located at Hackett and Pinewood. City staff provide Operation and Maintenance guidance and maintenance check off sheets.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

11. 2-11 WAVE - Water Assessments by Volunteer Evaluators

NYSDEC has developed an effective volunteer stream monitoring initiative called WAVE. Individual staff associated wih the Coalition have received WAVE training and are prepared to work directly with volunteers. Given location geography and a limited number of acceptable monitoring sites across all Coalition member municipal boundaries, implementing a WAVE program needs to be Coalition wide. Planning, coordination, and follow up is key. Goals here reflect the participation of all Coalition members and recognize the central role NYSDEC plays in overseeing the WAVE program. Note: WAVE initially stood for Wadeable Assessments by Volunteer Evaluators; it has since been changed to Water Assessments by Volunteer Evaluators.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-11 MG1 Coalition. By 3/9/2016, Coalition staff will present to NYSDEC WAVE Program Coordinator a description of our Local Monitoring Effort, to be shared with volunteers recruited by DEC interested in monitoring sites in Albany County. The description will identify monitoring sites of interest to Coalition members, organized based on watersheds of shared interest to all Coalition members.	2017	03/09/2016
2.	2-11 MG2 Coalition. By 3/9/2016, Coalition and Working Group members will identify four monitoring sites to be monitoring in 2015 (July 1 to Sept 30). Trained Local WAVE Coordinators (T/Colonie and Coalition staff) will coordinate volunteers interested in monitoring these sites. Coordination includes: approval from DEC to monitor these sites; follow-up with volunteers regarding submission of vials (data) to DEC; and distribution and collection of monitoring equipment (nets, trays, magnifying glasses, etc.). Monitoring results will be obtained from DEC, mapped by Coalition staff, and shared with the Working Group.	2017	03/09/2016
3.	2-11 MG3 Coalition. By 3/9/2016, Coalition will develop a comprehensive map of all WAVE Monitoring Sites of interest to Coalition members and propose a five year monitoring strategy, potentially with input from NYSDEC staff. The approach is modeled after the NYSDEC Bio-Monitoring Basins Program which routinely returns to select monitoring sites typically over a five year cycle. The schedule will be incorporated into the Coalition Local Monitoring Effort as communicated to the NYSDEC WAVE Coordinator.	2017	03/09/2016
4.	2-11 MG4 Coalition. By 3/9/2016, the Coalition Program Coordinator will develop a flyer and other text as needed	2017	03/09/2016

	to recruit volunteers. Depending on the success of NYSDEC's effort to recruit volunteers based in Albany County interested in the same stream segments as Coalition members and willing to help out Coalition members, additional recruitment may be necessary. The flyer serves this purpose, to be distributed by Coalition members as needed.		
5.	2-11 MG5 Coalition. By 3/9/2016, the Coalition will formally acknowledge the contribution of volunteers to collect water quality data of value to Coalition members. Method to be determined.	2017	03/09/2016

Responsible Party

Coalition Program Coordinator and Coalition Working Group

12. 2-12 Watershed Troubleshooting - Stakeholder Projects

Often driven by citizen complaints, individual MS4s may choose to engage key stakeholders in addressing a critical water quality problem or related drainage issue. Given that a seemingly isolated issue may in fact be caused by hydrological conditions either upstream or downstream of the problem, the solution may require a watershed, multi-stakeholder, intermunicipal approach. This BMP describes evolving projects for relevant MS4s, plausible goals, and anticipated issues (ex. Village of Menands and Town of Colonie/Albany Rural Cemetary; Siena College Stormwater Master Plan; Normanskill: Krumkill subwatershed)

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	2-12 MG1 Coalition. By 3/9/2017 impacted MS4s consider Normanskill: Krumkill sub-watershed issues and potential inter-municipal approach to address problems. Options considered at Coalition Working Group meeting(s). Coalition members which own and operate storm infrastructure in the Krumkill watershed include: T/Guilderland, University at Albany, T/Bethlehem, City of Albany, Albany County. Staffing and financial capacity of interested parties will guide any inter-municipal effort.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Working Group and/or Individual MS4 Stormwater Program Coordinato

3.0 Illicit Discharge Detection and Elimination (MCM3)

The Illicit Discharge Detection and Elimination minimum control measure consists of Best Management Practices (BMPs) which focus on the detection and elimination of illicit discharges into the municipal separated storm sewer conveyance system (MS4). Requirements include having a map showing the location of outfalls and receiving waters; field verified outfall locations; the preliminary boundaries of storm sewersheds; and as grant funds become available, for track down purposes, a map of the storm system infrastructure. Covered entities must conduct an outfall reconnaissance inventory, as described in the EPA publication entitled Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assessment, and implement a program to detect and address non-stormwater discharges. The program must include procedures for identify priority areas of concern (geographic, audience, or otherwise); description of priority areas of concern, available equipment, staff, funding, etc; procedures for identifying and locating illicit discharges (track down); procedures for eliminating illicit discharges; and procedures for documenting actions. There must be an educational effort to inform public employees, businesses and the general public about the hazards associated with the illicit discharges and the proper disposal of waste. The program must also prohibit, through a law, ordinance, other mechanism, illicit discharges into the small MS4 and implement appropriate enforcement procedure and actions. The mechanism must be equivalent to the New York State model IDDE law and once adopted certified by the attorney representing the small MS4s as being equivalent to the State's model illicit discharge local law. These permit requirments are detailed in the NYSDEC SPDES General Permit for Discharges from Municipal Separated Storm Sewer Systems Permit No. GP-0-15-003, which covers the time period from May 1, 2015 to April 30, 2017. Related BMPS and specific measurable goals pertaining to each MS4 Coalition member are detailed below.

Best Management Practices:

1. 3-1 Map Outfalls

   An outfall is any point where a municipally owned and operated separated storm sewer system discharges to either surface waters of the State or another MS4. For older MS4s, most outfalls have been mapped, new outfalls however are often discovered in the field or exist in an expanded urbanized area and these need to be mapped. Outfalls mapped in error ie they're not outfalls, need to be removed from the database. New MS4s need to map their outfalls. The continued use of a GIS system to display outfalls is helpful. Goals describe the status of current mapping needs and program priorities.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	3-1 MG1 Albany County. By 3/9/2016, Albany County will map and upload into a GIS platform (AIMS, desktop) all new outfalls identified during ORI field work.	2017	03/09/2017
2.	3-1 MG1 V/Menands. By 3/9/2017, the Village of Menands SW Program Coordinator will oversee and coordinate with Coalition staff an updated storm system infrastructure	2017	03/09/2017

	map using GIS and make corrections to mapped outfalls as needed.		
3.	3-1 MG1 University at Albany. By 3/9/2016, the University at Albany will review completed construction projects for potential outfalls and map using GPS unit and GIS technology.	2017	03/09/2016
4.	3-1 MG2 University at Albany. By 3/9/2017, the University at Albany will review completed construction projects for potential outfalls and map using GPS unit and GIS technology.	2017	03/09/2017
5.	3-1 MG1 Town of Colonie. By 3/9/2016, the Town of Colonie stormwater staff will review completed construction projects for potential outfalls and map using GIS.	2017	03/09/2016
6.	3-1 MG2 Town of Colonie. By 3/9/2016, review mapped outfall inventory for accuracy, update and correct as needed.	2017	03/09/2016
7.	3-1 MG3 Town of Colonie. By 3/9/2017, the Town of Colonie stormwater staff will review completed construction projects for potential outfalls and map using GIS.	2017	03/09/2017
8.	3-1 MG4 Town of Colonie. By 3/9/2017, review mapped outfall inventory for accuracy, update and correct as needed.	2017	03/09/2017
9.	3-1 MG1 T/Guilderland. by 3/9/2016, T/Guilderland SW progarm coordinator will review existing map of outfalls and identify outfalls to check for accuracy (are they outfall or culverts) and map new outfalls in expanded urbanized area and located on completed construction projects.	2017	03/09/2016
10.	3-1 MG1 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff will review existing map data (shapefiles from Coalition storm system mapping projcct) to identify areas needing updated outfall maps (sewers were separated and new infrastructure created). Outfalls will be mapped (estimated # of outfalls: 5).	2017	03/09/2016
11.	3-1 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will utilize the Target Audience Analysis Worksheet to prioritize areas to focus on mapping new outfalls. New outfalls will be mapped, # will depend on results of the TAAW.	2017	03/09/2016
12.	3-1 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will utilize the Target Audience Analysis Worksheet to prioritize areas to focus on mapping new	2017	03/09/2017

	outfalls. New outfalls will be mapped, # will depend on results of the TAAW.		
13.	3-1 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland will confirm the presence of existing outfalls and upload into a GIS platform (AIMS, desktop) all new outfalls identified during ORI field work scheduled to be completed by 12/31/2015.	2017	03/09/2016
14.	3-1 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff will review completed construction projects for potential outfalls and map using GIS.	2017	03/09/2016
15.	3-1 MG2 C/Albany. By 3/9/2017, the C/Albany stormwater staff will review completed construction projects for potential outfalls and map using GIS.	2017	03/09/2017
16.	3-1 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will review existing outfall map and update as needed.	2017	03/09/2016
17.	3-1 MG2 C/Watervliet. By 3/9/2017, the Stormwater Program Coordinator will review existing outfall map and update as needed.	2017	03/09/2017
18.	3-1 MG1 V/Green Island. By 3/9/2016, map new outfalls resulting from Village owned construction activity. (estimated 1 or 2 outfalls).	2017	03/09/2016
19.	3-1 MG2 V/Green Island. By 3/9/2017, map new outfalls resulting from Village owned construction activity (estimated 1 or 2 outfalls).	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2. 3-2 Coalition SW Mgmt Web Mapper (Albany Internet Mapping System "AIMS")

The Albany Internet Mapping System (AIMS) continues to be a useful outfall mapping tool. It is, however aging (constructed in 2009) and needs to be replaced or decommissioned. In general GIS as a stormwater management tool across multiple minimum control measures needs to be examined more closely. Continued management of the AIMS mapper as is, includes updates of relevant GIS layers, budgeting for maintenance, and training support. Efforts to address future GIS needs are considered in MCM 7 Program Management: BMP 7-5 Water Infrastructure GIS - AIMS Transition.

Implementation Tasks Implementation Date

Measurable Goals Permit Year Due Date

1.	3-2 MG1 Coalition. By 3/9/2016, Coalition decides what to do with the current version of AIMS (replace, decommission, enhance).	2015	03/09/2015
2.	3-2 MG2 Coalition. By 3/9/2016, Coalition works with AIMS vendor (FSI) to update new layers and maintain web application for as long as possible, given budget constraints.	2017	03/09/2016

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

3. 3-3 Enterprise GIS (Individual MS4s) [MOVED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Some individual MS4-municipalities own and maintain their own GIS, which is available to staff responsible for implementing the MS4 permit and is similar to the Coalition Stormwater Mapper with regard to content. Management of the Enterprise GIS includes updates of relevant GIS layers and securing related administrative support, in particular staffing and funding. [EXPLANATION. MS4s with existing, well developed GIS capacity are increasingly looking to use GPS/GIS technology to address multiple stormwater program needs, not exclusivley related to mapping requirements embedded in MCM 3 (ex. field inspection forms linked to GIS, delineation of stormwater facilities, etc.). They're also interested in developing other water related map layes. For this reason, this BMP has been moved to MCM 7 Stormwater Program Management: BMP 7-6 Stormwater GIS & Program Mgmt Tools-Individual MS4]. Here members can more accurately describe a wider range of stormwater related mapping goals.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Not Applicable

4. 3-4 Storm System/Sewershed Mapping - Intermunicpal

The grant funded Storm System Mapping project ended and efforts to continue mapping storm system infrastructure and related storm sewersheds is continuing for some MS4s. Intermunicipal storm system/storm sewershed mapping needs to be evaluated by all Coalition members. Experience gleaned from the grant funded storm system mapping effort needs to be considered when comtemplating future GIS initiatives. These and various other GIS considerations are included within MCM 7 Stormwater Program Management: BMP 7-5 Water Infrastructure GIS - AIMS Transition. In the interim, lacking comprehensive, inter-municipal storm system maps, the default storm sewershed boundary is typically a topographic

watershed delineation, Many delineations have been completed by the Coalition for multiple watersheds and sub-watershed, using USGS StreamStats, all are posted on AIMS.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 3-4 MG1 V/Menands. By 3/9/2017, the Village of Menands SW Program Coordinator will oversee and coordinate with Coalition staff an updated storm system infrastructure map.	2017	03/09/2017
2. 3-4 MG1 Albany County. By 3/9/2017, Albany County completes storm system mapping of Fuller Rd (CR153); New Karner Rd (CR157); and Johnston Rd (CR203). Mapping includes GPS of structures, data corrections, and field verification.	2017	03/09/2017
3. 3-4 MG1 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff will continue mapping storm system infrastructure.	2017	03/09/2016
4. 3-4 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland updates their storm system maps to include new infrastructure built since 2013.	2017	03/09/2017

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

5. 3-5 Dry Weather Outfall Screening (Outfall Reconnaissance Inventory "ORI")

The systematic inventory of outfalls during dry weather conditions will help identify non-stormwater discharges and related cross connections, as well as indirect non-stormwater discharges such as ground water seepage, spills and illegal dumping activities, outdoor washing, and non-target or irrigation water. Inventory results will suggest possible follow-up, related outreach and education, or enforcement action as detailed in the IDDE Local Law. The number and percentage of outfalls inventoried may be tracked, along with other data. Individual MS4 ORI completion goals and/or schedule are presented in this BMP.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 3-5 MG1 Albany County. By 3/9/2016, Albany County completes ORI for 124 outfalls that have been mapped but not inspected.	2017	03/09/2017

2.	3-5 MG2 Albany County. By 3/9/2017, Albany County completes ORI for all outfalls not inspected since 2011 (95 outfalls).	2017	03/09/2017
3.	3-5 MG1 V/Menands. By 3/9/2017, the Village of Menands SW Program Coordinator will oversee and coordinate with Coalition staff the ongoing inventory of outfalls (Total outfalls = 33, Goal 20% per year)	2017	03/09/2017
4.	3-5 MG1 Town of Colonie. By 3/9/2016, Town of Colonie stormwater staff will inventory 20% of their known outfalls (~800).	2017	03/09/2016
5.	3-5 MG2 Town of Colonie. By 3/9/2017, Town of Colonie stormwater staff will inventory 20% of their known outfalls (~800).	2017	03/09/2017
6.	3-5 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will review all outfall inventories completed to date by previous stomrwater staff and Stormwater Coalition. Using that data and most current data sheets will establish a schedule for continuing work on the inventory.	2017	03/09/2016
7.	3-5 MG1 C/Cohoes. By 3/9/2016 review status of outfalll inventories completed to date and develop a plan to complete the necessary inventories for the time period 2013 to 2018.	2017	03/09/2017
8.	3-5 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will attempt to screen 20% of known outfalls each calendar year. (currently this is ~ 80 outfalls).	2017	03/09/2016
9.	3-5 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will attempt to screen 20% of known outfalls each calendar year (currently this is ~ 80 outfalls).	2017	03/09/2017
10.	3-5 MG1 University at Albany. By 3/9/2017, University at Albany stormwater staff will inventory 100% of outfalls (~15 outfalls).	2017	03/09/2017
11.	3-5 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff receive training in how to complete an outfall inventory ("ORI). May including shadowing a Coalition member currently conducting their own ORI or participating in an ORI training.	2017	03/09/2016
12.	3-5 MG2 V/Altamont. By 3/9/2016, V/Altamont stormwater staff complete 20% of the outfall reconnaissance inventory. Given a total of 39 outfalls is 39, this is approximately 8 outfalls. The remaining outfalls (31) will be inventoried by 3/9/2017. Aa a "new" MS4, according to	2017	03/09/2016

	their Acknowledgement and Notice of Intent Letter, this is when their program should be fully implemented and all inventories completed.		
13.	3-5 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff complete outfall inventories of all known outfalls (estimated: 10 outfalls).	2017	03/09/2016
14.	3-5 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff review updated outfall maps and inventory as needed (inventory new oufalls located in urbanized area).	2017	03/09/2017
15.	3-5 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff, based on the ORI schedule map, will complete one of five geographic regions included in the map (estimated ~20 outfalls).	2017	03/09/2016
16.	3-5 MG2 C/Albany. By 3/9/2017, the C/Albany stormwater staff, based on the ORI schedule map, will complete the second of five geographic region included on the map (estimated ~20 outfalls).	2017	03/09/2017
17.	3-5 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will inventory 100% of known outfalls. (Total outfalls is 28).	2017	03/09/2016
18.	3-5 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer (SMO) with the assistance of the Village Department of Public Works will perform Outfall Reconnaissance Inventory Inspections (Dry weather screenings) for 100% of the Village's Mapped Outfalls.	2017	03/09/2016
19.	3-5 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer (SMO) with the assistance of the Village Department of Public Works will perform Outfall Reconnaisance Inventory Inspections (Dry weather screenings) for 100% of the Village's Mapped Outfalls.	2017	03/09/2017
20.	3-5 MG1 V/Green Island. By 3/9/2016, DPW will inventory 100 % of the outfalls (-10)	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

6. 3-6 IDDE Local Law - Traditional MS4 (Towns, Villages, Cities, County)

This regulatory mechanism (adopting an IDDE local law) empowers municipalities (towns, villages, cities, and county) to implement and enforce its own IDDE program. The mechanism includes prohibition of illegal discharges and illegal connections; provisions for access and inspection of suspect facilities and properties; authority to enforce and eliminate illicit

discharges; and names which staff are authorized to enforce the applicable ordinances and which enforcement mechanisms are available. MS4s permitted since 2003 include Cities of Cohoes, Albany, and Watervliet; Towns of Colonie, New Scotland, Guilderland, and Bethlehem; Villages of Colonie, Green Island, and Menands; and Albany County all of which have adopted local laws. Attorneys representing the municipality have certified that the enforcement mechanism is equivalent to State's model illicit discharge detection law. New MS4s permitted as of March, 2014, need to adopt and have certified an IDDE local law.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	3-6 MG1 Albany County. Albany County adopts IDDE local law in 2007 and attorney letter certifying equivalency is on file with the DPW/Stormwater Program Technician.	2017	03/09/2016
2.	3-6 MG1 V/Menands. The Village of Menands Progran Coordinator for the Village of Menands secures and files a letter from their municipal attorney stating that their adopted local law is equivalent to the NYSDEC model IDDE local law. The letter is on file with the Village attorney and Village Clerk.	2016	03/09/2016
3.	3-6 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to establish a schedule for adopting the IDDE Model Local Law to be completed by 3/10/2017, as stated in the MS4 Permit NYSDEC Acknowledgement of Notice of Intent Letter dated 3/7/2014.	2017	03/09/2016
4.	3-6 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will obtain and file with other program documents a letter from the City attorney certifying that their IDDE Local Law is equivalent to the DEC Model IDDE Local Law.	2017	03/09/2016

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

7. 3-7 Prohibit Illicit Discharges/ Enforcement Mechanisms - Non Traditional MS4s (SUNY Albany)

Lacking the authority to adopt local laws, Non-Traditional MS4s are required to develop their own regulatory mechanism to prohibit illicit discharges and through a written directive state that the updated mechanism must be used and name the individual responsible for compliance. The continued monitoring of enforcement strategies is important.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 3-7 MG1 University at Albany. By 3/9/2016, UAlbany Stormwater Program Coordinator will monitor and review IDDE enforcement componants of existing Stormwater Management Policy (2015) and modify as needed.	2017	03/09/2016
2. 3-7 MG2 University at Albany. By 3/9/2017, UAlbany Stormwater Program Coordinator will monitor and review IDDE enforcement componants of existing Stormwater Management Policy (2015) and modify as needed.	2017	03/09/2017

Responsible Party

Coalition Coordinator and the Individual Non-Traditional MS4 Stormwater Management (SWMP) Coordinator

8. 3-8 IDDE Program Procedures

Program procedures need to be written and circulated which explain all aspects of the IDDE program. The program must include procedures for identifying priority areas of concern (geographic, audience, or otherwise); a description of priority areas of concern, available equipment, staff, funding, etc; procedures for identifying and locating illicit discharges (trackdown); procedures for eliminating illicit discharges; and procedures for documenting actions. Written procedures may need updating, periodic review, and depending on the needs of the MS4, circulation across multiple departments.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 3-8 MG1 Albany County. By 3/9/2017, Albany County finalizes IDDE Program Procedures and communicates content to Stormwater Committee and related staff.	2017	03/09/2017
2. 3-8 MG1 V/Menands. By 3/9/2017, the Village of Menands SW Program Coordinator updates existing IDDE Program Procedures and explains/distributes procedures to Village Mayor, Village Board, Village Clerk, and DPW Foreman. IDDE Procedures are filed with Village Clerk.	2017	03/09/2017
3. 3-8 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will review and update as needed the written procedures for the IDDE program.	2017	03/09/2016

4.	3-8 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed the written procedures for the IDDE program.	2017	03/09/2017
5.	3-8 MG1 University at Albany. By 3/9/2016, UAlbany Stormwater Program Coordinator will monitor and review IDDE Program Procedures included in the existing Stormwater Management Policy (2015) document and modify as needed.	2017	03/09/2016
6.	3-8 MG2 University at Albany. By 3/9/2017, UAlbany Stormwater Program Coordinator will monitor and review IDDE Program Procedures included in the existing Stormwater Management Policy (2015) document and modify as needed.	2017	03/09/2017
7.	3-8 MG1 C/Albany. By 3/9/2016 the C/Albany stormwater staff will review and update as needed existing written procedures for the IDDE program.	2017	03/09/2016
8.	3-8 MG1 C/Albany. By 3/9/2017 the C/Albany stormwater staff will review and update as needed existing written procedures for the IDDE program.	2017	03/09/2017
9.	3-8 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet Stormwater Program Coordinator will review existing IDDE Program Procedures and update as needed.	2017	03/09/2016
10.	3-8 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
11.	3-8 MG1 Coalition. By 3/9/2016, Coalition staff assist members with writing IDDE Program Procedures if requested.	2017	03/09/2016

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

9. 3-9 Illicit Discharge Record Keeping

Regulated MS4s must routinely record the number of illicit discharges detected and eliminated. This same data can be used to identify geographic areas of concern and local behaviors which may contribute to water quality issues. Goals for this BMP minimally address record keeping requirements and potentially program initiatives related to education and outreach.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

1.	3-9 MG1 Albany County. By 3/9/2016 Albany County Stormwater Program Technician establishes a routine method of collecting illicit discharge information from multiple sources (Albany County Dept of Health, DPW Field Crews, Complaints). Information is organized into a summary spreadsheet.	2017	03/09/2017
2.	3-9 MG1 V/Menands. By 3/9/2016 The Village of Menands SW Program Coordinator sets up a dedicated file of illicit discharges detected and eliminated. Data is summarized routinely for the DEC MS4 Permit Annual Report and includes all documnentation regarding the event.	2016	03/09/2016
3.	3-9 MG1 T/Bethlehem. By 3/9/2016, T/Beth SW Program Coordinator will generate a database of historic IDDE complaints for incorporation into the Town GIS program. Data will include permit requirements and necessary documentation regarding response.	2017	03/09/2016
4.	3-9 MG2 T/Bethlehem. By 3/9/2017, T/Beth SW Program Coordinator will monitor status of IDDE Record Keeping database and update as necessary.	2017	03/09/2017
5.	3-9 MG1 University at Albany. By 3/9/2016, UAlbany SW Program Coordinator will continue existing IDDE record keeping procedures (e-mail documentation of pollution issue, photo as needed, and work order record documenting elimination of illicit discharge), modified as needed.	2017	03/09/2016
6.	3-9 MG2 University at Albany. By 3/9/2017, UAlbany SW Program Coordinator will continue existing IDDE record keeping procedures (e-mail documentation of pollution issue, photo as needed, and work order record documenting elimination of illicit discharge), modified as needed.	2017	03/09/2017
7.	3-9 MG1 C/Albany. By 3/9/2016, the C/Albany SW Program Coordinator will map illicit discharges and incorporate their locations into their GIS.	2017	03/09/2016
8.	3-9 MG1 C/Albany. By 3/9/2017, the C/Albany SW Program Coordinator will map illicit discharges and incorporate their locations into their GIS.	2017	03/09/2017
9.	3-9 MG1 C/Watervliet. By 3/9/2016 The C/Watervliet SW Program Coordinator sets up a dedicated file of illicit discharges detected and eliminated. Data is summarized routinely for the DEC MS4 Permit Annual Report and includes all documnentation regarding the event.	2017	03/09/2016
10.	3-9 MG2 C/Watervliet. By 3/9/2017 The C/Watervliet SW	2017	03/09/2017

	Program Coordinator will continue to track illicit discharges detected and eliminated using forms developed previously. Data is summarized routinely for the DEC MS4 Permit Annual Report.		
11.	3-9 MG1 V/Green Island. By 3/9/2016, DPW will continue to document any illicit discharges as required by the MS4 Permit (detected and eliminated).	2017	03/09/2016
12.	3-9 MG2 V/Green Island. By 3/9/2017, DPW will continue to document any illicit discharges as required by the MS4 Permit (detected and eliminated).	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

10. 3-10 Illicit Discharge and Waste Disposal Education [MOVED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Various venues and educational approaches will be used to educate the public, businesses and the general public about illicit discharges and waste disposal (training DVDs, field training, waste collection day event literature). [EXPLANATION. The MS4 Permit states that covered entities must, "Inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste and maintain records of notifications." Those portions of this permit requirement which pertain to staff training have been moved to MCM 8 Training: BMP 8-6 Training Topic: Waste Disposal-Liquids and Solids DVD: Rain Check]. Those portions which pertain to the general public have been moved to MCM 1 Public Education: BMP 1-16 Household Hazardous Waste Collection/Other Clean Ups-Water Quality Benefits Explained.

Implementation Tasks | Implementation Date

Measurable Goals | Permit Year | Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

11. 3-11 Spill Prevention and Response Training [MOVED, see explanation]

Original BMP SWMPv2 2012 to 2015 Description: Training materials provided by the Coalition (DVDs) and other training materials secured by the individual MS4 will be used to provide spill prevention and response training. [EXPLANATION. BMP moved and consolidated with other training BMPs. SEE MCM 8 Training: BMP 8-5 Spill Prevention, Response, and Use of Kits (DVD: Spills and Skills)].

5/1/2015

Implementation Tasks | Implementation Date

Measurable Goals | Permit Year | Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

4.0 Construction Site Runoff Control (MCM4)

The Construction Site Runoff minimum control measure (MCM4) consists of Best Management Practices (BMP's) which reduce pollutants associated with construction activities that disturb greater than or equal to one acre of land. The program must provide equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-02, GP-0-08-001, GP-0-10-001, GP-0-15-002), unless more stringent requirements are contained within the MS4 Permit. Reduction of storm water discharges from construction activity disturbing less than one acre will be considered if it is part of a larger common plan of development or sale that would disturb one acre or more. The BMPs describe the legal authority mechanism used to require erosion and sediment controls; enforcement procedures and actions to ensure compliance; requirements for construction site operators to implement appropriate erosion and sediment control BMPs; requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site; procedures for site plan review which consider potential water quality impacts; procedures for receipt and consideration of information submitted by the public; and procedures for SWPPP reviews. The program must also educate construction site owner/operators, design engineers, municipal-MS4 staff and other individuals to whom these regulations apply about the municipality's construction stormwater requirements.

Best Management Practices:

1. 4-1 Construction Activity Local Law - MS4s w/ Land Use Control (Towns, Villages, Cities)

   This BMP establishes a regulatory mechanism (law, ordinance, other mechanism) such that towns, villages, and cities require for each applicable land disturbance activity a SWPPP which includes erosion and sediment controls that meet New York State's technical standards. The mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control" and equivalency to these sample local laws must be documented and certified by an attorney representing the MS4. MS4s regulated since 2003 have met this BMP; MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly. Coalition members with adopted and certified local laws include: Cities of Cohoes, Albany, and Watervliet; Towns of Colonie, New Scotland, Guilderland, and Bethlehem; and Villages of Colonie, Green Island, and Menands.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 4-1 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to establish a schedule for adopting the required NYSDEC Local Law for Stormwater Management and Erosion and Sediment Control, be completed by 3/10/2017, as stated in the MS4 Permit NYSDEC Acknowledgement of Notice of Intent Letter dated	2017	03/09/2016

	3/7/2014.		
2.	4-1 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will obtain and file with other program documents a letter from the City attorney certifying that their Construction Activity Local Law is equivalent to the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2. 4-2 SWPPP Review Procedures (Erosion and Sediment Control)

Oversight by MS4s of the Construction Activity Permit includes procedures for SWPPP reviews which: 1) ensure consistency with State and local sediment and control requirements; 2) ensures that individuals performing reviews are adequately training; 3) that all SWPPPs are reviewed for sites which disturb one acre or greater; and 4) that the covered entity uses the MS4 Acceptance Form. While MS4s regulated since 2003 have generally met this BMP; updates and adjustments may be necessary. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-2 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016
2.	4-2 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
3.	4-2 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will review and update as needed the written procedures for SWPPP review.	2017	03/09/2016
4.	4-2 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed the written procedures for SWPPP review.	2017	03/09/2017
5.	4-2 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will monitor and review SWPPP Review Procedures included in the Stormwater Management Policy (2015) document and modify as needed.	2017	03/09/2016
6.	4-2 MG2 University at Albany. By 3/9/2017, the UAlbany	2017	03/09/2017

	Stormwater Program Coordinator will monitor and review SWPPP Review Procedures included in the Stormwater Management Policy (2015) document and modify as needed.		
7.	4-1 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include SWPPP Review Procedures.	2017	03/09/2016
8.	4-2 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
9.	4-2 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
10.	4-2 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

3. 4-3 Compliance Mechanisms - No Land Use Control MS4s (County & Public Universities)

MS4s without land use control need to develop a program which ensures compliance with the Construction Activity Permit, as allowed under State and local law. Available mechanisms listed in the MS4 Permit include tenant lease agreements, bid specifications, requests for proposal, standard contract provisions, connection permits, maintenance directives/BMPS, access permits, consultant agreements, and internal policies. Procedures and policies must be developed for implementation and enforcement of these mechanisms. There must be a written directive form the person authorized to sign the NOI (MS4 Permit) stating that the updated mechanisms must be used and who (position(s)) is responsible for ensuring compliance with and enforcing the mechanisms for construction projects that occur on property owned, under easement to, within the right of way, or under the maintenance jurisdiction by the covered entity or within the maintenance jurisdiction of the MS4. The mechanisms and directives must be equivalent to the requirements of the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity and address construction runoff requirements from new development and redevelopment projects.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-3 MG1 Albany County. By 3/9/2016, Stormwater Program Technician obtains a written directive from the	2017	03/09/2017

	person authorized to sign the MS4 Permit Notice of Intent (County Executive) which communicates to relevant staff the various tools to be implemented by the County to ensure compliance with the Constructioin Activity Permit.		
2.	4-3 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will review the Stormwater Management Policy (2015) document, procedures, compliance mechanisms, and directive currently in place, then modify as needed.	2017	03/09/2016
3.	4-3 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will review the Stormwater Management Policy (2015) document, procedures, compliance mechanism, and directive currently in place, then modify as needed.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

4. 4-4 Complaint Procedures-Construction Site Stormwater Runoff

The program must describe procedures for receipt and follow up on complaints or other information submitted by the public regarding construction site stormwater runoff. For MS4s regulated since 2003, updates and adjustments to these procedures may be necessary. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-4 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2017
2.	4-4 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will review and update as needed their written complaint procedures.	2017	03/09/2016
3.	4-4 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed their written complaint procedures.	2017	03/09/2017
4.	4-4 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will monitor and review construction related complaint procedures included in the Stormwater Management Policy (2015) document, to be modified as needed.	2017	03/09/2016

5.	4-4 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will monitor and review construction related complaint procedures included in the Stormwater Management Policy (2015) document, to be modified as needed.	2017	03/09/2017
6.	4-4 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2017
7.	4-4 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include SWPPP Review Procedures.	2017	03/09/2016
8.	4-4 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
9.	4-4 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
10.	4-4 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
11.	4-4 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

5. 4-5 Construction Inspection and Enforcement Procedures

The program must describe procedures for site inspections and enforcement of erosion and sediment control measures including steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water. The procedures must also ensure that individuals performing the inspections are adequately trained and understand State and local erosion and sediment control requirements. Procedures for signing the “MS4 Acceptance” statement and the Notice of Termination need to be considered as well. For MS4s regulated since 2003, updates and adjustments to these procedures may be necessary. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

1.	4-5 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016
2.	4-5 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will review and update as needed their written procedures for construction inspection and enforcement.	2017	03/09/2016
3.	4-5 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed their written procedures for construction inspection and enforcement.	2017	03/09/2017
4.	4-5 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will monitor and review construction and inspection procedures included in the Stormwater Management Policy (2015) document, to be modified as needed.	2017	03/09/2016
5.	4-5 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will monitor and review construction and inspection procedures included in the Stormwater Management Policy (2015) document, to be modified as needed.	2017	03/09/2017
6.	4-5 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include Construction Inspection and Enforcement Procedures.	2017	03/09/2016
7.	4-5 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
8.	4-5 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
9.	4-5 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
10.	4-4 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

6. 4-6 Education - Construction Activity Procedures

Construction stormwater requirements need to be communicated by MS4s to individuals for whom these requirements apply. Typically pre-construction meetings are the prefered venue for explaining expectations, reviewing 4hr construction operator E/SC cards, distributing

educational material, and explaining municipal inspection procedures. In addition to pre-construction meetings, formal procedures once written can be with shared with individual's responsible for managing storrmwater at the construction site. For MS4s regulated since 2003, updates and adjustments to these procedures may be necessary. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-6 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016
2.	4-6 MG1 T/Guilderland. By 3/9/2017, the T/Guilderland Stormwater Program Coordinator will reach out to the administration in place to explain all procedures pertaining to the Town's oversight of the Construction Permit (includes distribution of written procedures)	2017	03/09/2017
3.	4-6 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will review and update as needed the standard pre-construction meeting format to ensure appropriate conveyance of stormwater requirements to the Contractor/Owner.	2017	03/09/2016
4.	4-6 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed the standard pre-construction meeting format to ensure appropriate conveyance of stormwater requirements to the Contractor/Owner.	2017	03/09/2017
5.	4-6 MG1 University at Albany. By 3/9/2016, to educate contractors, the UAlbany Stormwater Program Coordinator will ensure that the Stormwater Management Policy (2015) document is referenced in UAlbany contract specifications and discussed at pre-construction meetings. Construction activity procedures discussed at pre-construction meetings will be verified in meeting minutes. The effectiveness of this educational approach will be reviewed and modified as needed.	2017	03/09/2016
6.	4-6 MG2 University at Albany. By 3/9/2017, to educate contractors, the UAlbany Stormwater Program Coordinator will ensure that the Stormwater Management Policy (2015) document is referenced in UAlbany contract specifications and discussed at pre-construction meetings. Construction activity procedures discussed at pre-construction meetings will be verified in meeting minutes. The effectiveness of this educational approach will be reviewed and modified as needed.	2017	03/09/2017

7.	4-6 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include Education-Construction Activity Procedures.	2017	03/09/2016
8.	4-6 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
9.	4-6 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
10.	4-6 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer with the assistance of the Village Designated Engineer hold pre-construction meetings with the owner/operator/contractors for 100% of construction sites with pending construction.	2017	03/09/2016
11.	4-6 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer with the assistance of the Village Designated Engineer hold pre-construction meetings with the owner/operator/contractors for 100% of construction sites with pending construction.	2017	03/09/2017
12.	4-6 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

7. 4-7 Construction Site Operator Training - 4 Hr

In order to meet the demand for trained Construction Site Operators, local Soil and Water Conservation Districts and other NYSDEC approved providers need to routinely host 4 hour Construction Site Operator Training events. Training events will be promoted by the Coalition members. During pre-construction meetings and on-site, MS4s will ask operators for their "4 Hr" cards, and if necessary, point out available training events. As needed, the Coalition will work with Albany County SWCD to co-sponsor timely "4Hr" E/SC training events.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-7 MG1 Coalition. By 3/9/2016, the Stormwater Coalition co-sponsors with Albany County Soil and Water Conservation District, one 4-Hr Construction Operator	2017	03/09/2016

	Training in Albany County.		
2.	4-7 MG2 Coalition. By 3/9/2017, the Stormwater Coalition co-sponsors with Albany County Soil and Water Conservation District, one 4-Hr Construction Operator Training in Albany County.	2017	03/09/2017
3.	4-7 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem Stormwater Program Coordinator will at pre-construction meetings ensure that all Contractors have received the required 4-hour training (copies of 4 hr card). Status of 4 hr training will be on file with SWPPP records.	2017	03/09/2016
4.	4-7 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem Stormwater Program Coordinator will at pre-construction meetings ensure that all Contractors have received the required 4-hour training (copies of 4 hr card). Status of 4 hr training will be on file with SWPPP records	2017	03/09/2017
5.	4-7 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff will post the availability of NYSDEC approved 4Hr E-SC training for contractors on their website and Town Hall bulletin board.	2017	03/09/2016
6.	4-7 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff as they become available, will e-mail contractors about the availability of 4hr E-SC Training Courses. E-mail correspondence is filed with program records.	2017	03/09/2016
7.	4-7 MG1 C/Albany. By 3/9/2017, the C/Albany stormwater staff as they become available, will e-mail contractors about the availability of 4hr E-SC Training Courses. E-mail correspondence is filed with program records.	2017	03/09/2017
8.	4-7 MG2 C/Albany. By 3/9/2017, the C/Albany stormwater staff as they become available, will e-mail contractors about the availability of 4hr E-SC Training Courses. E-mail correspondence is filed with program records.	2017	03/09/2017
9.	4-7 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet Stormwater Program Coordinator will at pre-construction meetings ensure that all Contractors have received the required 4-hour training (copies of 4 hr card). Status of 4 hr training will be on file with SWPPP records.	2017	03/09/2016
10.	4-7 MG2 C/Watervliet. By 3/9/2017, the C/Watervliet Stormwater Program Coordinator will at pre-construction meetings ensure that all Contractors have received the required 4-hour training (copies of 4 hr card). Status of 4 hr training will be on file with SWPPP records.	2017	03/09/2017

11.	4-7 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer will obtain copies of the Trained Contractor certifications cards at pre-construction meetings for 100% of construction sites with pending construction.	2017	03/09/2016
12.	4-7 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer will obtain copies of the Trained Contractor certifications cards at pre-construction meetings for 100% of construction sites with pending construction.	2017	03/09/2017
13.	4-7 MG1 V/Green Island. By 3/9/2016, V/Green Island Stormwater Program routinely forwards all notices of 4 hr E-SC Training opportunities to a dedicated list of contractors (~5)	2017	03/09/2016
14.	4-7 MG2 V/Green Island. By 3/9/2017, V/Green Island Stormwater Program routinely forwards all notices of 4 hr E-SC Training opportunities to a dedicated list of contractors (~5)	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

8. 4-8 Stormwater Pollution Prevention Plan (SWPPP) Record Keeping

Record keeping requirements are listed in the Permit, as follows: number of SWPPPs reviewed; number and type of enforcement actions; percentage of active construction sites inspected once; percentage of active construction sites inspected more than once; and number of construction sites authorized for disturbances of more than one acre. For MS4s regulated since 2003, SWPPP record keeping procedures are likely to be well established, however as more projects come on-line, these procedures may need to be revisited, updated, and different information tracked (dates, status of MS4 Acceptance Forms, status of completed projects and filing of Notice of Intents, etc.) MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	4-8 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2017
2.	4-8 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will utilize the Town GIS system to track and inventory all approved SWPPP's wiithin the MS4. Tracking data wil match requirements of the MS4 Permit.	2017	03/09/2016

3.	4-8 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will utilize the Town GIS system to track and inventory all approved SWPPP's wiithin the MS4. Tracking data wil match requirements of the MS4 Permit.	2017	03/09/2017
4.	4-8 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will maintain and modify SWPPP record keeping as necessary and develop summary sheets describing the status of all SWPPPs.	2017	03/09/2016
5.	4-8 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will maintain and modify SWPPP record keeping as necessary and develop summary sheets describing the status of all SWPPPs.	2017	03/09/2017
6.	4-2 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2017
7.	4-8 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
8.	4-8 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer with the assistance of the Village Designated Engineer will prepare a tracking spreadsheet	2017	03/09/2016
9.	4-8 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer will access the effectiveness of the tracking spreadsheet and make appropriate revisions.	2017	03/09/2017
10.	4-8 MG1 V/Green Island. By 3/9/2016, the V/Green Island Stormwater Program Coordinator and other staff will review existing SWPPP Record Keeping, review requirements, and update as needed. Additional training may be necessary and discussed with Coalition members.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

5.0 Post Construction Stormwater Management (MCM5)

The Post-Construction Storm Water Management minimum control measure consists of Best Management Practices (BMP's) which focus on the prevention or minimization of water quality impacts from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into the small MS4. The program must provide equivalent protection to the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activities (either GP-02-02, GP-0-08-001, GP-0-10-001, or GP-0-15-002), unless more stringent requirements are contained within the MS4 Permit. The BMPs describe structural and/or non-structural practices; the legal authority which will be used to address post-construction runoff from new development and redevelopment projects; procedures for SWPPP review; and procedures to ensure long term operation and maintenance of BMPs. Covered entities must maintain an inventory of post-construction practices and when developing planning documents and land use regulations, consider smart growth principles, natural resource protection, impervious area reduction, maintaining hydrological conditions in developments, riparian buffers, or set back distances for protection of environmentally sensitive areas, such as streams, wetlands, and erodible soils. Covered entities are required to review projects according to Green Infrastructure practices defined in the Design Manual and are encouraged to review, and revise where appropriate local codes and laws that include provisions that preclude green infrastructure or construction techniques that minimize or reduce pollutant loadings. Covered entities must utilize available training to educate municipal boards, Planning and Zoning Boards regarding low impact development principles, better site design, and green infrastructure applications. Covered entities may include in the SWMP Plan provisions for developing a banking and credit system.

Best Management Practices:

1. 5-1 Construction Activity Local Law-Post Construction Controls

   This BMP establishes a regulatory mechanism (law, ordinance, other mechanism) which requires post construction stormwater management controls for new development and re-development projects. The mechanism must be equivalent to one of the versions of the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control" and equivalency to these sample local laws must be documented and certified by an attorney representing the MS4. MS4s regulated since 2003 have met this BMP. They are: Cities of Cohoes, Albany, and Watervliet; Towns of Colonie, New Scotland, Guilderland, and Bethlehem; and Villages of Colonie, Green Island, and Menands. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 5-1 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff review current local law for opportunities to better explain City expectations regarding operation and maintenance of post-construction stormwater practices. May be a need to include clearer consequences for permit	2017	03/09/2016

	non-compliance and to consider overall municipal procedures regarding oversight of O and M.		
2.	5-1 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to establish a schedule for adopting the required NYSDEC Local Law for Stormwater Management and Erosion and Sediment Control, be completed by 3/10/2017, as stated in the MS4 Permit NYSDEC Acknowledgement of Notice of Intent Letter dated 3/7/2014.	2017	03/09/2016
3.	5-1 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will obtain and file with other program documents a letter from the City attorney certifying that their Construction Activity Local Law is equivalent to the "NYSDEC Sample Local Laws for Stormwater Management and Erosion and Sediment Control"	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2. 5-2 Compliance Measures and Post Construction Controls-No Land Use Control MS4s

MS4s without land use control need to develop a program which ensures compliance with the Construction Activity Permit, as allowed under State and local law. Available mechanisms listed in the MS4 Permit include tenant lease agreements, bid specifications, requests for proposal, standard contract provisions, connection permits, maintenance directives/BMPS, access permits, consultant agreements, and internal policies. Procedures and policies must be developed for implementation and enforcement of these mechanisms. There must be a written directive from the person authorized to sign the NOI (MS4 Permit) stating that the updated mechanisms must be used and who (position(s)) is responsible for ensuring compliance with and enforcing the mechanisms for construction projects that occur on property owned, under easement to, within the right of way, or under the maintenance jurisdiction by the covered entity or within the maintenance jurisdiction of the MS4. The mechanisms and directives must be equivalent to the requirements of the NYSDEC SPDES General Permit for Stormwater Discharges from Construction Activity and address stormwater runoff from new development and redevelopment projects.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-2 MG1 Albany County. By 3/9/2016, Stormwater Program Technician obtains a written directive from the person authorized to sign the MS4 Permit Notice of Intent (County Executive) which communicates to relevant staff	2017	03/09/2017

	the various tools to be implemented by the County to ensure compliance with the Construction Activity Permit.		
2.	5-2 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will review the Stormwater Management Policy (2015) document, procedures, compliance mechanisms, and directive currently in place, then modify as needed.	2017	03/09/2016
3.	5-2 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will review the Stormwater Management Policy (2015) document, procedures, compliance mechanisms, and directive currently in place, then modify as needed.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

3. 5-3 Planning Tools-Non Structural SW Management

Covered entities, all MS4 types, must as stated in the MS4 Permit, develop and implement a program which includes a combination of structural and non-structural management practices (according to standards defined in the most current version of the NYS Stormwater Design Manual) that will reduce the discharge of pollutants to the maximum extent practicable. For Traditional MS4s, in the development of watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances, and land use regulations, covered entities must consider principles of Low Impact Development (LID), Better Site Design (BSD), and other Green Infrastructure practices to the maximum extent practicable. In the development of the watershed plans, municipal comprehensive plans, open space preservation programs, local law, ordinances, and land use regulations, covered entities must consider smart growth principles, natural resource protection, impervious area reduction, maintaining natural hydrological conditions in developments, riparian buffers or set back distances for protection of environmentally sensitive areas such as streams, wetlands, and erodible soils. For Non-Land Use Control MS4s (ex. public universities, counties), in the development of environmental plans such as watershed plans, open space preservation programs, local laws, and ordinances, covered entities must incorporate principles of Low Impact Development (LID), Better Site Design (BSD), and other Green Infrastructure practices to the maximum extent practicable. Covered entities must consider natural resource protection, impervious area reduction, maintaining hydrological condition in developments, buffers or set back distances for protection of environmentally sensitive areas, such as streams, wetlands, and erodible soils in the development of environmental plans. Goals pertaining to individual MS4s explain how they will implement this BMP.

Implementation Tasks		Implementation Date
Measurable Goals	**Permit Year**	**Due Date**
1. 5-3 MG1 Albany County: Although no planning activities	2017	03/09/2017

	are anticipated by 3/9/2017, if the opportunity arises, the County will address the planning concepts included in this BMP.		
2.	5-3 MG1 V/Menands. Although no planning activities are anticipated by 3/9/2017, if the opportunity arises, the Village of Menands would issue an RFP which addresses the planning concepts included in this BMP.	2017	03/09/2017
3.	5-3 MG1 T/Guilderland. Although no planning activities are anticipated by 3/9/2017, if the opportunity arise, the Town of Guilderland, if consultant services are necessary the Town would issue an RFP which incorporates the planning concepts included in this BMP.	2017	03/09/2017
4.	5-3 MG1 C/Cohoes. Although no planning activities are anticipated by 3/9/2017, if the opportunity arises, the City would issue an RFP with a scope of services that includes the planning concepts included in this BMP.	2017	03/09/2017
5.	5-3 MG1 T/New Scotland. By 3/9/2017, T/New Scotland stormwater staff, will as part of land use related updates inform the Town Board and Planning Board of MS4 Permit requirements regarding non-structural stormwater management tools named in this BMP.	2017	03/09/2017
6.	5-3 MG1 C/Albany. Although no planning activities are anticipated by 3/9/2017, if the opportunity arises, the City would issue an RFP with a scope of services that includes the planning concepts included in this BMP.	2017	03/09/2017
7.	5-3 MG1 C/Watervliet. Although no planning activities are anticipaed by 3/9/2017, if the opportunity arises, the City would issue an RFP with a scope of services that includes the planning concepts included in this BMP.	2017	03/09/2017
8.	5-3 MG1 V/Green Island. Although no planning activities are anticipaed by 3/9/2017, if the opportunity arises, the Village would consider and possibly incorporate a scope of services which includes the planning concepts included in this BMP.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

4. 5-4 Green Infrastructure Practices-Local Law Review & Revisions

Covered entities are required to review according to Green Infrastructure practices defined in the NYSDEC Stormwater Design Manual at a site level, and encouraged to review, and revise where appropriate local codes and laws that include provisions that preclude green

infrastructure or construction techniques that minimize or reduce pollutant loadings. Most, but not all Coalition members have reviewed their local laws using the Stormwater Coalition Scorecard developed as part of a Green Infrastructure Model Local Law grant from NYSDEC (2012). Some Coalition members have revised their local codes or adopted policy documents using language developed as part of the grant funded Green Infrastructure Model Local Law project. Municipal/MS4 goals pertain to reviewing and revising code. They apply to MS4s permitted in 2003 and new MS4s permitted in 2014.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-4 MG1 Albany County. Albany County completed the Stormwater Coalition Scorecard and worked with the grant funded consultant to develop green infrastructure design guidelines for the construction of County owned properties. In 2015 the County Legislature adopted and the County Executive signed a Green Infrastructure Policy document. For 2016, the Stormwater Committee will develop a process for incorporating this policy document into routine County operations.	2017	03/09/2016
2.	5-4 MG1 V/Menands. Although no code updates are anticipated by 3/9/2017, should the need arise the Village will consider the green infrastructure local law language developed for Stormwater Coalition members.	2017	03/09/2017
3.	5-4 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will review the green infrastructure design guidelines included in the Stormwater Management Policy (2015) document, evaluate, then modify as needed.	2017	03/09/2016
4.	5-4 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will review the green infrastructure design guidelines included in the Stormwater Management Policy (2015) document, evaluate, then modify as needed.	2017	03/09/2017
5.	5-4 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff, when evaluating and possibly updating existing code language, will recommend utilizing the green infrastructure code language developed by "GILLAC" where considered appropriate. GILLAC refers to the grant funded project completed in 2013 by the Stormwater Coalition.	2017	03/09/2017
6.	5-4 MG1 C/Albany. By 3/9/2017, the C/Albany stormwater staff will monitor the City ReZone Albany initiative, so that revisions of code language consider the model local law language developed as part of the "GILLAC" grant.	2017	03/09/2017

	GILLAC refers to the green infrastructural local law advistory committee and their work developing code language.		
7.	5-4 MG1 C/Watervliet. Although no code updates are anticipated by 3/9/2017, should the need arise the Village will consider the green infrastructure local law language developed for Stormwater Coalition members.	2017	03/09/2017
8.	5-4 MG1 V/Green Island. By 3/9/2016, the V/Green Island Stormwater Program Coordinator will help facilitate the incorporation of green infrastructure design guidelines into a policy document which includes curb cut and off street parking guidelines. Once approved by the document will be posted on the Village website. Guidelines are based somewhat on the grant funded Green Infrastructure Local Law Project where appropriate.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

5. 5-5 SWPPP Review Procedures (Post Construction Controls)

SWPPP Review Procedures include: 1) consideration of potential water quality impacts; 2) review of individual SWPPPS to ensure consitency with state and local post-construction stormwater requirements; 3) ensure that individuals performing reviews are adequately trained and understand the State and local post construction requirements; 4) ensure that individuals performing the reviews for SWPPPs that include post-construction practices are qualified professionals (see MS4 Permit definition) or under the supervision of qualified professional; 5) all SWPPPs must be reviewed for sites where disturbance is one acre or greater; 6) after review of SWPPPs the covered entity must utilize the MS4 Acceptance form; and 7) utilize available training from Soil and Water Conservation Districst; Planning Councils; NYS Dept of State; USEPA; and/or NYSDEC to educate municipal boards and Planning and Zoning Boards on low impact development (LID) principles, better site design (BSD) approach, and green infrastructure (GI) applications. Individual MS4 goals pertain to MS4s permitted in 2003 and new MS4s permitted in 2014. Planning and zoning training goals are itemized in MCM 8 Training-Staff and/ or Municipal Officials. Multiple BMP Training Topics included in MCM 8 cover LID, BSD, and GI principles.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-8 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2017
2.	5-5 MG1 T/Bethlehem. By 3/9/2016 the Town of	2017	03/09/2016

	Bethlehem will review and update as needed the written procedures for SWPPP review.		
3.	5-5 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will review and update as needed the written procedures for SWPPP review.	2017	03/09/2017
4.	5-5 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will monitor and review SWPPP Review Procedures included in the Stormwater Management Policy (2015) document and modify as needed.	2017	03/09/2016
5.	5-5 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will monitor and review SWPPP Review Procedures included in the Stormwater Management Policy (2015) document and modify as needed.	2017	03/09/2017
6.	4-2 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2017
7.	5-5 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include SWPPP Review Procedures (Post Construction Controls)	2017	03/09/2016
8.	5-5 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
9.	5-5 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
10.	5-5 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
11.	5-5 MG1 Albany County. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

6. 5-6 Municipal, Zoning, Planning Board Training - Coalition Initiated (Better Site Design, Low Impact Development and Green Infrastructure Applications) [MOVED, see explanation]

Original SWMPv2 (2012 to 2015) Description: Covered entities must utilize available training to educate municipal boards, Planning and Zoning Boards regarding low impact development

principles, better site design, and green infrastructure applications. Coalition members received grant money to organize workshops and four are scheduled. [EXPLANATION. This training goal has been moved to MCM 8 Training: BMP 8-2 Training Topic: Green Infrastructure, BSD, LID and Site Design Elements-For Planning/Zoning Bds (In House). Other MCM 8 Training BMPs may apply as well. As explained in MCM 8 Training, all training is now consolidated into one MCM.]

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Not Applicable

7. 5-7 Municipal, Zoning, Planning Board Training - Not Coalition Initiated [MOVED, see explanation]

Original SWMPv2 (2012 to 2015)Description: Coalition staff and individual MS4s share information about training venues where low impact development principles, better site design, and green infrastructure applications are discussed. The individual MS4 SWMP Coordinator tracks the participation of their Municipal, Zoning, and Planning Board members. [EXPLANATION. This BMP has been moved to MCM 8 Training: BMP 8-13 Training Topics: Grn Inf, Better Site Design, Low Impact Dev (Misc Providers) SWCD, Planning Councils, NYSDOS, EPA, NYSDEC-For Plan'g/Zon'g Bd]

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Not Applicable

8. 5-8 Inventory - Post Construction Stormwater Practices

Since the inception of the MS4 and Construction Activity Permits in 2003, stormwater practices have been built, as described in the NYSDEC Stormwater Design Manual. It is the responsibility of MS4s appproving these practices to play a role in overseeing maintenance, to minimally include maintaining an inventory of practices built since 3/10/2003. The inventory includes at a minimum the location of the practice (street address or coordinates); type of practice; maintenance needed per the Design Manual or SWPPP or other provided documentation; dates, and type of maintenance performed. Effective and efficient record keeping is necessary. Municipal/MS4 goals pertain to MS4s permitted in 2003 and new MS4s

permitted in 2014.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-8 MG1 Albany County. By 3/9/2016 the Albany County Stormwater Program Technician will create an inventory of built stormwater practices which includes at a minimum the following: 1. Construction Permit No associated with practice(s); 2. Location of practice; 3. Type of practice; 4. Maintenance requirements; 5. Maintenance performed. and 6. Location (urbanized Area or not).	2017	03/09/2016
2.	4-8 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2017
3.	5-8 MG1 Town of Colonie. By 3/9/2016, continue to update inventory of built stormwater practices since 2003. Continue record keeping named in MS4 Permit annual report.	2017	03/09/2016
4.	5-8 MG2 Town of Colonie. By 3/9/2017, continue to update inventory of built stormwater practices since 2003. Continue record keeping named in MS4 Permit annual report.	2017	03/09/2017
5.	5-8 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Prog Coordinator will review current inventory of post construction practices and update as needed.	2017	03/09/2016
6.	5-8 MG1 University at Albany. By 3/9/2016, UAlbany Stormwater Program Coordinator will inventory established post-contruction practices and update as new construction is completed then placed into service. Inventory will note all items included in MS4 Permit and named in this BMP. The location and type of practice is already included as a map layer in the UAlbany GIS system and updated as needed.	2017	03/09/2016
7.	5-8 MG2 University at Albany. By 3/9/2017, UAlbany Stormwater Program Coordinator will inventory established post-contruction practices and update as new construction is completed then placed into service. Inventory will note all items included in MS4 Permit and named in this BMP. The location and type of practice is already included as a map layer in the UAlbany GIS system and updated as needed.	2017	03/09/2017
8.	5-8 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will update the inventory of	2017	03/09/2016

	post-construction practices and record for each practice the information named in the MS4 Permit.		
9.	5-8 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff will update the inventory of post-construction practices and record for each practice the information named in the MS4 Permit.	2017	03/09/2017
10.	5-8 MG1 C/Albany. By 3/9/2016, continue to update inventory of built stormwater practices since 2003. Continue record keeping named in MS4 Permit annual report.	2017	03/09/2016
11.	5-8 MG2 C/Albany. By 3/9/2017, continue to update inventory of built stormwater practices since 2003. Continue record keeping named in MS4 Permit annual report.	2017	03/09/2017
12.	5-8 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
13.	5-8 MG2 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will review existing built practices and update the database so that inventory information is current.	2017	03/09/2016
14.	5-8 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer with the assistance of the Village Designated Engineer will update the standard tracking worksheet by adding new facilities that have come on line and completing the annual facilities inspection tracking input.	2016	03/09/2016
15.	5-8 MG2 V/Colonie. By 3/9/2017 the Stormwater Management Officer with the assistance of the Village Designated Engineer will update the standard tracking worksheet by adding new facilities that have come on line and completing the annual facilities inspection tracking input.	2017	03/09/2017
16.	5-8 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
17.	5-8 MG1 V/Green Island. By 3/9/2016, the V/Green Island Stormwater Program Coordinator will discuss with DPW the status of all built post-contruction practices and review data collected about each practice. As needed, inventory and information collected will be updated and corrected.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

9. 5-9 Post Construction Practices-Long Term Operations & Maintenance (Inspection, Record Keeping, Training, Procedures) [RENAMED, see explanation]

To ensure that post construction practices are adequately maintained, post construction practices need to be inventoried, inspected, and monitored. Inspectors need to be adequately training and record-keeping in place to successfully track the status of all practices and take action as needed. [EXPLANATION: The title of this BMP in the previous SWMPv2 (2012 to 2015) had been Operations and Maintenance. It has been revised to better explain and highlight the full range of MS4 responsibilities regarding post-construction practices.]

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-9 MG1: Albany County. By 3/9/2016 the Stormwater Program Technician inspects, with assistance from other DPW staff, 50% of practices within urbanized area (priority areas: Fuller Rd and Karner Rd).	2017	03/09/2016
2.	5-9 MG2 Albany County. By 3/9/2017 The Stormwater Program Technician, with assistance from DPW crews, will inspected 50% of stormwater practices in urbanized area (priority areas: Fuller Rd, Karner Rd).	2017	03/09/2017
3.	4-8 MG1 V/Menands. Go to BMP 7-7 Procedures and Forms Compendium	2017	03/09/2016
4.	5-9 MG1 Town of Colonie. By 3/9/2016, Town of Colonie stormwater staff develop a form letter for private owners of post-construction practices requesting a copy of their annual inspection report by a qualified inspector.	2017	03/09/2016
5.	5-9 MG2 Town of Colonie. By 3/9/2016, Town of Colonie stormwater staff develop a procedures document describing all steps related to the long term maintenance of post construction practices. Document includes form letter, inspection forms, and other information thought to be relevant.	2017	03/09/2016
6.	5-9 MG1 T/Guilderland. By 3/9/2017, T/Guilderland SW Program Coordinator will research options for Town oversight of long term maintenance of post construction practices. Coordinator will develop options for the Town to consider and begin implementation.	2017	03/09/2017
7.	5-9 MG1 University at Albany. By 3/9/2016, all existing practices will be inspected, maintained as needed, and budgets finalized to address maintenance needs.	2017	03/09/2016
8.	5-9 MG2 University at Albany. By 3/9/2017, all existing	2017	03/09/2017

	practices will be inspected, maintained as needed, and budgets finalized to address maintenance needs.		
9.	5-5 MG1 V/Altamont. By 3/9/2016, the V/Altamont SW Program Coordinator, will work with the Village Mayor and Board of Trustees to develop procedures, shared services agreements, and other documents which ensure proper oversight of the Construction Activity Permit as described in the MS4 Permit. Documents to be developed include Post-Construction Practices-(Inspection, Record Keeping,Training, and Procedures)	2017	03/09/2016
10.	5-9 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff develop a set of documents which describe maintenance procedures for practices owned by the Town and procedures for ensuring that privately owned practices are maintained according to the SWPPP operation and maintenance manual.	2017	03/09/2016
11.	5-9 MG2 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will inspect all post-construction stormwater practices (privately maintained and those maintained by the Town). Inspection will included documentation of observations.	2017	03/09/2016
12.	5-5 MG1 C/Albany. Go to BMP 7-7 Procedures and Forms Compendium		
13.	5-9 MG1 C/Albany. By 3/9/2016, SW staff will GPS 50% of existing and 100% of new post construction stormwater practices and include location and other info in the City GIS. Tracking data will include minimally: date of inspection, results of inspection, O and M activity performed.	2017	03/09/2016
14.	5-9 MG2 C/Albany. By 3/9/2017, SW staff will GPS 50% of existing and 100% of new post construction stormwater practices and include location and other info in the City GIS. Tracking data will include minimally: date of inspection, results of inspection, O and M activity performed.	2017	03/09/2017
15.	5-9 MG1 C/Watervliet. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016
16.	5-9 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer with the assistance of the Village Designated Engineer will update the standard tracking worksheet by adding new facilities that have come on line and completing the annual facilities inspection tracking input.	2017	03/09/2016
17.	5-9 MG2 V/Colonie. By 3/9/2017 the Stormwater	2017	03/09/2017

	Management Officer with the assistance of the Village Designated Engineer will update the standard tracking worksheet by adding new facilities that have come on line and completing the annual facilities inspection tracking input.		
18.	5-9 MG1 V/Green Island. Go to BMP 7-7 Procedures and Forms Compendium.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

10. 5-10 Banking and Credits-Watersheds

As stated in the permit, covered entities may include in the SWMP Plan provisions for development of a banking and credit system. MS4s must have an existing watershed plan based on offsite alternative stormwater management in lieu of or in addition to on-site stormwater management practices evaluated. Redevelopment projects must be evaluated for pollutant reduction greater than required treatment by the state standards. The individual project must be reviewed and approved by NYSDEC. Use of a banking and credit system for new development is only acceptable in the impaired watersheds to achieve the no net increase requirement and watershed improvement strategy areas to achieve pollutant reductions in accordance with watershed plan load reduction goals. A banking and credit system must at a minimum include: ensures offset exceeds standard reduction by factor of at least 2; offset is implemented within the same watershed; proposed offset addresses the POC of the watershed; tracking system is established for the watershed; mitigation is applied for retrofit or redevelopment; offset project is completed prior to beginning proposed construction; a legal mechanism is established to implement the banking and credit system. Goals pertaining to this BMP are limited. Although a potential opportunity for municipalities, there is only one impaired stream segment in the urbanized area (Shaker Creek tribs-Ann Lee/Stump Pond) and no watershed plan, thus unlikely that banking and credits will take place within that geographic area. Goals possible, but unlikely.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

11. 5-11 Post Construction Maintenance-Resources [DROPPED, see explanation]

Original BMP SWMPv2 (2012 - 2015) Description: As more stormwater practices come on line, maintenance of green infrastructure practices may need to be addressed and programs developed to train individuals. Maintenance costs of green infrastructure need to be tracked for

future reference. [EXPLANATION. This BMP, as stated has been dropped. There are many concerns related to ever expanding responsibilities associated with MS4 oversight of post-construction stormwater management practices. They are a direct consequence of MS4 Permit language. To the extent possible these concerns are now addressed in MCM 7 Stormwater Program Management: BMP 7-3 Regulatory Realities-Tracking Changes, Preparation, and Response.]

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Not Applicable

12. 5-12 Post Construction Practices - Reporting

Record keeping requirements are listed in the Permit, as follows: number of SWPPPs reviewed; number and type of enforcement actions or sanctions (non-traditional MS4s); number and type of post construction practices inventoried; number and type of post construction practices inspected; and number and type of post construction practices maintained. MS4s permitted in 2003 and 2014 need to consider how best to address record keeping requirements so that the meet the needs of the MS4 over time.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	5-12 MG1 Albany County. Albany County continues to maintain necessary post-construction records for use in internal operations and the MS4 Permit Annual Report document.	2017	03/09/2017
2.	5-12 MG1 Town of Colonie. Town of Colonie continues to maintain necessary post-construction records for use in internal operations and the MS4 Permit Annual Report document.	2017	03/09/2017
3.	5-12 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will utilize the Town GIS system to track and inventory all post construction practices wiithin the MS4. Tracking data will match MS4 Permit requirements.	2016	03/09/2016

4.	5-12 MG2 T/Bethlehem. By 3/9/2017 the Town of Bethlehem will utilize the Town GIS system to track and inventory all post construction practices wiithin the MS4. Tracking data will match MS4 Permit requirements.	2017	03/09/2017
5.	5-12 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will maintain and modify record keeping related to post-construction practices as necessary and develop summary sheets describing the status of all post-construction practices for which there had beeen a SWPPP.	2017	03/09/2016
6.	5-12 MG2 University at Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator will maintain and modify record keeping related to post-construction practices as necessary and develop summary sheets describing the status of all post-contruction practices for which there had beeen a SWPPP.	2017	03/09/2017
7.	5-12 MG1 T/New Scotland. By 3/9/2016 the T/New Scotland continues to maintain necessary post-construction records for use in internal operations and the MS4 Permit Annual Report document.	2017	03/09/2016
8.	5-12 MG1 C/Albany. The C/Albany stormwater staff continues to maintain necessary post-construction records for use in internal operations and the MS4 Permit Annual Report document.	2017	03/09/2016
9.	5-12 MG2 C/Albany. The C/Albany stormwater staff continues to maintain necessary post-construction records for use in internal operations and the MS4 Permit Annual Report document.	2017	03/09/2017
10.	5-12 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet will review records pertaining to stormwater practices owned by the City and owned by private companies for which a SWPPP had been prepared, approved, and built. Maintainence will be reported as required in the MS4 Permit and for internal use.	2017	03/09/2016
11.	5-12 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer with the assistance of the Village Designated Engineer will prepare a tracking spreadsheet.	2017	03/09/2016
12.	5-12 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer will access the effectiveness of the tracking spreadsheet and make appropriate revisions.	2017	03/09/2017
13.	5-12 MG1 V/Green Island. By 3/9/2016, the V/Green Island Stormwater Program Coordinator and other staff will review existing SWPPP Record Keeping, review requirements, and update as needed. Additional training	2017	03/09/2016

may be necessary and discussed with Coalition members.

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

13. 5-13 Impaired Waters-303d Listed-MS4 Permit-Appendix 2

According to the MS4 Permit, if a regulated MS4 discharges a stormwater pollutant of concern (POC) to an impaired water listed in Appendix 2, the covered entity must ensure no net increase in its discharge of the listed POC to that water. Two waterbodies named in Appendix 2 are in Albany County, the Basic Creek Reservoir and Ann Lee (Shakers) pond, Stump Pond. The pollutant of concern for both is phosphorus. Of these, Ann Lee and Stump Pond reside within the MS4 urbanized area and the associated watershed includes multiple MS4s. TMDL modeling and related data collection for Ann Lee and Stump Pond by NYSDEC is ongoing, with a draft TMDL plan to be submitted to EPA eventually. This BMP addresses the no net increase requirement.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	5-13 MG1 Town of Colonie. By 3/9/2017, the Town of Colonie will continue to inform all SWPPP reviewers of the Enhanced Phosphorus Removal Standards for this 303d listed segment.	2017	03/09/2017
2.	5-13 MG1 Albany County. For properties owned by Albany County within the Ann Lee (Shakers) Pond, Stump Pond drainage area (impaired waterbody, POC-phosphorus), Albany County will ensure no net increase in discharge for phosphorus related to construction activity and other land use changes for which the County may be responsible.	2017	03/09/2017
3.	5-13 MG1 V/Colonie. The Stormwater Management Officer with the assistance of the Village Designated Engineer will review construction greater than 1 acre in size in the Anne Lee Pond (Shakers Creek) watershed and require enhanced phosporous removal designs for approval. It is noted that this area of the Village within the Shakers Creek watershed is approaching full development and as such the Village will focus on public out reach and education of the pollutant of concern, phosporous.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

6.0 Pollution Prevention/Good Housekeeping for Municipal Operations (MCM6)

The Pollution Prevention/Good Housekeeping for Municipal Operations minimum control measure consists of Best Management Practices (BMP's) which ensure that municipal operations are performed in ways that will minimize contamination of stormwater discharges. The program must be implemented at two levels, for the overall MS4 area and at MS4 owned and/or operated facilities.

As stated in NYSDEC SPDES General Permit for Stormwater Discharges from Municipal Separated Storm Sewer Systems “MS4” Permit No. GP-0-15-003, covered entities must minimally every three years, perform and document a self-assessment of all municipal operations to determine the sources of pollution potentially generated by the entity’s operations and facilities. Once assessed, the covered entity must develop and implement management practices and policies which reduce or prevent the discharge of (potential) pollutants. These practices and policies are characterized as pollution prevention and good housekeeping BMPs and Measurable Goals.

The program must prioritize pollution prevention efforts based on geographic area, potential to improve water quality, and facilities most in need of modification or improvement; include employee pollution prevention and good housekeeping training; include techniques to reduce the use of fertilizers, pesticides, and herbicides; require that third party entities performing contracted services, including but not limited to street sweeping, snow removal, lawn/grounds, etc. meet permit requirements; and require that municipal operations and facilities that would otherwise be subject to the NYS Multi-Sector General Permit for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III. A, C, D, J, K, and L and perform monitoring and record keeping in accordance with Part IV. of the MSGP. Finally, to the maximum extent practicable, the covered entity must consider and incorporate cost effective runoff reduction techniques and green infrastructure into the routine upgrade of the existing stormwater conveyance system and municipal properties.

Best Management Practices:

1. 6-1 Inventory-Municipal Facilities and Operations

   Using as a guide, the Monroe County Stormwater Coalition Guidance to Developing an Effective Municipal Prevention and Good Housekeeping program and the Stormwater Coalition Self Audit Form (released 8/19/2014, or more recent version), inventories of municipal facilities and operations need to be completed for new MS4s permitted in 2014 and updated for MS4s permitted in 2003. The initial inventory provides a base-line list of MS4 owned facilities; assessments, in addition to identifying potential sources of pollution and necessary BMPs, clarify which of these facilities need to be re-assessed every 3 years. Goals related to this BMP reflect the status of inventories to date and information provided from regulators during multiple MS4 Permit audits since 2013.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

1.	6-1 MG1 Albany County. By 3/9/2016, develop a spreadsheet which includes attributes associated with facilities for internal use and posting on AIMS (location, ownership, 3 year assessment schedule).	2017	03/09/2016
2.	6-1 MG1 V/Menands. The Village of Menands inventory for facilities and operations is functionally complete. There remain infrastructure drainage questions at select facilities, but these are minor. Location and 3 year assessment schedule is on a GIS.	2017	03/09/2017
3.	6-1 MG1 Town of Colonie. By 3/9/2016, existing inventory of Town owned properties and facilities is updated.	2017	03/09/2016
4.	6-1 MG2 Town of Colonie. By 3/9/2017 Town of Colonie stormwater staff will complete a Facility Self Audit Form for all facilities in the inventory.	2017	03/09/2017
5.	6-1 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will review current inventory of Town facilities and establish a tri-annual (every 3 year) reassessment schedule.	2017	03/09/2017
6.	6-1 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff will be reviewing their current inventory of municipal owned facilities and updating the list to reflect infrastructure variations (which facilities discharge to CSO or MS4 systems)	2017	03/09/2016
7.	6-1 MG1 University at Albany. By 3/9/2016, the UAlbany SW Program Coordinator will review municipal facility and operations inventory requirements for a public university. Depending on information provided during the review, the inventory of facilities and/or operations will be clarified and a tri-annual assessment schedule established.	2017	03/09/2016
8.	6-1 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff complete an inventory of facilities owned by the Village, most are within Village boundaries, some are facilities used to manage Village owned infrastructure located outside the Village boundary. This inventory will be evaluated, using the Stormwater Coalition Self Audit Form released 8/19/2014 to determine which facilities need to be assessed every 3 years.	2017	03/09/2016
9.	6-1 MG1 T/New Scotland. By 3/9/2016, the existing inventory of Town owned properties and facilities will be evaluated, along with additions to determine if they need a faciity self audit.	2016	03/09/2016
10.	6-1 MG1 C/Albany. By 3/9/2017, the C/Albany stormwater staff will review existing inventory and remove facilities which do not qualify for the tri-annual assessments and	2017	03/09/2017

	develop a comprehensive re-assessment schedule for the remaining facilities.		
11.	6-1 MG1 C/Watervliet. As of Fall, 2014, all facilities have been inventoried and analyzed using the Stormwater Coalition Self Audit Form. Facilities have been identifed for the tri-annual (every 3 years) reassessments. Those audits are scheduled for reassessment in Fall, 2017.	2017	03/09/2016
12.	6-1 MG1 V/Green Island. By 3/9/2016, the V/Green Island will review property owned by the Village and establish which facilities drain to a separated storm system and which drain to the combined system (sanitary and storm). Those facilities located in the MS4 area will be evaluated, as needed using the Stormwater Coalition Facility Self Audit.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

2. 6-2 Assessment - Municipal Facilities and Operations

Once the inventory is completed, facilities and operations need to be assessed, such that pollution generating activities are noted, existing BMPs identified, additional BMPs suggested, priorities set, measurable goals crafted, implementation schedules established, and the parties responsible for implementing the BMPs named. The performance and documentation of completed BMPs are noted as part of the self-assessement and can be tracked directly in this SWMP document according to categories named in the MS4 Permit and Annual Report. These categories are Street Maintenance (BMP 6-12) ; Bridge Maintenance (BMP 6-13); Winter Road Maintenance (BMP 6-14); Salt Storage (BMP 6-15); Storm System Maintenance (BMP 6-16); Vehicle and Fleet Maintenance (BMP 6-17) ; Park and Open Space Maintenance (BMP 6-18); Municipal Building Maintenance (BMP 6-19); Solid Waste Management (BMP 6-20); New Construction and Land Disturbances (BMP 6-21), Right Of Way Maintenance (BMP 6-22); Marine Operations (BMP 6-23); Hydrological Habitat Modification (BMP 6-24). The assessement occurs at a minimum frequency of every three years. Documentation and tracking of BMPs related to these assessments, which typically focus on facilities and to some extent operations occuring throughout the MS4, is at the discretion of individual MS4 Stormwater Program Coordinators. A commonly used form has been the BMP Summary Sheet included in the Monroe County Guidance Document; other forms, however have also been developed and used by Coalition members.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-2 MG1 Albany County. By 3/9/2016, of the 37 fixed facilities in Albany County (urbanized and non-urbanized areas), 9 of these facilities located within the City of	2017	03/09/2017

	Albany will be audited using the Stormwater Coalition Self Audit Form. Depending on the results of the facility audits, facilities will be pegged for future self assessments.		
2.	6-2 MG2 Albany County. By 3/9/2017, of the 37 fixed facilities in Albany County (urbanized and non-urbanized areas) 9 facilities will be audited using the Stormwater Coalition Self Audit Form. Depending on the results of the audits, facilities will pegged for future self assessments.	2017	03/09/2017
3.	6-2 MG1 Town of Colonie. By 3/9/2016, Town of Colonie has addressed multiple BMPs as follow up to the September, 2013 EPA Audit. The majority of named corrections are up to date. Deficiencies identified in self audit forms are minor.	2017	03/09/2016
4.	6-2 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will complete two facility self audits using the SW Coalition Self Audit Form. Related BMP Summary Sheets will be developed for each facility.	2017	03/09/2016
5.	6-2 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff complete the SW Coalition Self Audit Form for all facilities and uses the form to restructure the inventory and developed updated BMPs. Completed BMP Summary Sheets are available in the City Engineering Dept.	2017	03/09/2016
6.	6-5 MG1 University at Albany. By 3/9/2016, depending on the results of the inventory review, conduct facility self audits using the Stormwater Coalition Self Audit Form.	2017	03/09/2016
7.	6-2 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff will conduct 12 facility self audits and develop BMP Summary Sheets as needed.	2017	03/09/2017
8.	6-2 MG1 T/New Scotland. By 3/9/2016, as needed new facilities will be evaluated using the Stormwater Coalition Facility Self Audit Form and BMP Summary Sheets developed if necessary.	2017	03/09/2016
9.	6-2 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff will re-assesss a third of their revised inventory using a version of the Stormwater Coaliton Self Audit Form. BMPs will be created as needed. Which third will be determined using the facility audit schedule map.	2017	03/09/2016
10.	6-2 MG1 C/Watervliet. By 3/9/2016, BMPs organized by categories named in the MS4 Permit have been written out and filed as BMP Summary Sheets. Implementation is ongoing according to schedules named on the Summary Sheets. Stormwater Program Coordinator continues to monitor implementation.	2017	03/09/2016

11.	6-2 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer with the assistance of the Village Designated Engineer will perform a Village Facilities Audit.	2017	03/09/2016
12.	6-2 MG2 V/Colonie. By 3/9/2017 the Stormwater Management Officer with the assistance of the Village DPW will address concerns from the 2016 Village Facilities Audit.	2017	03/09/2017
13.	6-2 MG1 V/Green Island. By 3/9/2016, those facilities located in the MS4 area will be assessed and BMP Summary Sheets completed as needed.	2017	03/09/2016
14.	6-2 MG1 Coalition. By 3/9/2016, Coalition staff will update, as needed the current Stormwater Coalition Self Audit Form, released 8/19/2014.	2017	03/09/2016

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

3. 6-3 Stormwater System Maintenance - Catch Basins - Annual Report Data

The inspection, clean out, and proper disposal of catch basin spoils is a recognized good housekeeping practice. The ability to routinely manage a clean out program varies from one municipality to another, often depending on the type of catch basins owned by the MS4, the ability to access catch basins, and other local considerations. BMP goals reflect these variations. Establishing base line data, such at the total number of catch basins in the MS4 is encouraged. The MS4 Permit Annual Report asks MS4s to provide catch basin data: # of catch basins inspected and cleaned where necessary. Goals reflect data requested in Annual Report.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-3 MG1 Albany County. By 3/9/2016, the Stormwater Program Techician will establish how many catch basins are currently mapped by Albany County and estimate the total number of unmapped catch basins. Priority inspection and clean out zones will be established. Inspection and clean out as needed. Number inspected and cleaned is recorded annually.	2017	03/09/2017
2.	6-3 MG1 V/Menands. By 3/9/2016 he Village of Menands will inspect and clean out 100% of catch basins in jurisdiction. Will establish and document total number of catch basins.	2017	03/09/2016

3.	6-3 MG1 Town of Colonie. The Town of Colonie inspects, cleans out, and records the amount of spoils removed from catch basins. Data is routinely compiled for MS4 Permit annual report. Priorities based on complaints and recognized drainage issues.	2017	03/09/2016
4.	6-3 MG1 T/Guilderland. By 3/9/2016, T/Guilderland will inspect and clean out 10% of their catch basins.	2017	03/09/2016
5.	6-3 MG2 T/Guilderland. By 3/9/2017, T/Guilderland will inspect and clean out 10% of their catch basins.	2017	03/09/2017
6.	6-3 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff reviews mandated catch basin inspection and clean out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report. Typically ~150 catch basins per year.	2017	03/09/2016
7.	6-3 MG2 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff reviews mandated catch basin inspections and clean out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report. Typically ~150 catch basins per year.	2017	03/09/2017
8.	6-3 MG1 University at Albany. By 3/9/2016, using zone based catch basin inspection and clean out schedule, inspect and clean out appropriate number of catch basins.	2017	03/09/2016
9.	6-3 MG2 University at Albany. By 3/9/2017, using zone based catch basin inspection and clean out schedule, inspect and clean out appropriate number of catch basins.	2017	03/09/2017
10.	6-3 MG1 V/Altamont. By 3/9/2016, the V/Altamont will document the number of catch basins in the Village and develop a maintenance plan which establishes and prioritized the clean out schedule and clarifies if the clean outs can be conducted in-house or need to be sub-contracted.	2017	03/09/2016
11.	6-3 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland will document the number of catch basins in the Town (roads and facilities) and inspect and clean out 50%. Documentation will be filed with stormwater staff.	2017	03/09/2016
12.	6-3 MG2 T/New Scotland. By 3/9/2017, the T/New Scotland will document the number of catch basins in the Town (roads and facilities) and inspect and clean out 50%. Documentation will be filed with stormwater staff.	2017	03/09/2017
13.	6-3 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff reviews mandated catch basin inspections and clean	2017	03/09/2016

	out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report.		
14.	6-3 MG1 C/Albany. By 3/9/2017, C/Albany stormwater staff reviews mandated catch basin inspections and clean out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report.	2017	03/09/2017
15.	6-3 MG1 C/Watervliet. For 3/9/2016, the C/Watervliet has a catch basin cleaning program in which ~1/3 of all catch basins are cleaned annually. The Stormwater Program monitors implementation. (~150 catch basins total).	2017	03/09/2016
16.	6-3 MG2 C/Watervliet. For 3/9/2017, the C/Watervliet has a catch basin cleaning program in which ~1/3 of all catch basins are cleaned annually. The Stormwater Program monitors implementation. (~150 catch basins total).	2017	03/09/2017
17.	6-3 MG1 V/Colonie. By 3/9/2016 the Village DPW will clean catch basins of accumulated sediment and debris, measure the quanties, log the activity and results on the Village's standard form for this activity and report the results monthly by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	03/09/2016
18.	6-3 MG2 V/Colonie. By 3/9/2017 the Village DPW will clean catch basins of accumulated sediment and debris, measure the quanties, log the activity and results on the Village's standard form for this activity and report the results monthly by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	03/09/2017
19.	6-3 MG1 V/Green Island. By 3/9/2016, V/Green Island stormwater staff reviews mandated catch basin inspection and clean out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report. Typically ~50 catch basins per year.	2017	03/09/2016
20.	6-3 MG2 V/Green Island. By 3/9/2017, V/Green Island stormwater staff reviews mandated catch basin inspection and clean out schedule for all catch basins as itemized in the CSO BMP Annual Report. Inspection, clean out, and repairs if necessary are documented for the MS4 Permit Annual Report. Typically ~50 catch basins per year.	2017	03/09/2017

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

4. 6-4 Road Maintenance - Sweeping (Street and Parking Lots) - Annual Report Data

Sweeping roads and parking lots to remove sediment and other pollutants is a recognized good housekeeping practice. Numeric goals, if any, need to be matched clearly to data requested in the MS4 Permit Annual Report Form. They are: # acres of parking lots swept and # of road miles swept. Establishing base line data, such as total parking lot acreage and total road miles in the MS4 is encouraged. Such data encourages a more systematic approach to describing and accomplishing goals over a given time period. Goals presented here reflect questions in the Annual Report.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-4 MG1 Albany County. By 3/9/2016, DPW crew will sweep 50 road miles (both sides of road) and 10 acres of parking lots (urbanized area, such as Nursing Home, TU Center, Health Dept Parking Lot, County Hockey facility).	2017	03/09/2017
2.	6-4 MG1 Town of Colonie. Town of Colonie routinely sweeps all roads, both sides, once a year. All parking lots sweeped annually. Acreage and road miles swept is recorded in the annual report.	2017	03/09/2016
3.	6-4 MG1 T/Guilderland. By 3/9/2016, T/Guilderland will sweep 50% of total lane miles (total lane miles = 343), so goal is to sweep 171 lane miles.	2017	03/09/2016
4.	6-4 MG2 T/Guilderland. By 3/9/2017, T/Guilderland will sweep 50% of total lane miles (total lane miles = 343), so goal is to sweep 171 lane miles.	2017	03/09/2017
5.	6-4 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff reviews mandated street and parking lot sweeping schedule as itemized in the CSO BMP Annual Report. Street and parking lot sweeping is frequent, typically once a week depending on CSO requirements. Sweeping includes both combined and separated areas of the City. Data is provided in MS4 Permit annual report.	2017	03/09/2016
6.	6-4 MG2 C/Cohoes. By 3/9/2017, C/Cohoes stormwater staff reviews mandated street and parking lot sweeping schedule as itemized in the CSO BMP Annual Report. Street and parking lot sweeping is frequent, typically once	2017	03/09/2017

	a week depending on CSO requirements. Sweeping includes both combined and separated areas of the City. Data is provided in MS4 Permit annual report.		
7.	6-4 MG1 University at Albany. By 3/9/2016, establish using GIS the total road miles on campus and total parking lot acreage. Based on these estimates, establish a sweeping schedule (roads and parking lots) and tracking system for documenting areas swept annually. Explore how best to use the existing UAlbany work order system (AIM) to document sweeping activity; implement new work order AIM procedures, if possible. Track sweeping activity (road miles and parking lots), file data with other program information, and include data in MS4 Permit annual report.	2017	03/09/2016
8.	6-4 MG1 University at Albany. By 3/9/2017, review progress made developing and tracking campus-wide sweeping activity (see MG1 for details). Address issues, if any.	2017	03/09/2017
9.	6-4 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff will document the total road miles in the Village and total parking lot acreage. A sweeping schedule will be developed for parking lots and the current sweeping schedule for roads will be reviewed and incorporated into this Village-wide sweeping schedule. Schedule will be on file with stormwater staff.	2017	03/09/2016
10.	6-4 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will document the total road miles in the Town (150 road miles) and total parking lot acreage. The Town will sweep 100 road miles (both sides) and 50% of parking lots. Spoils are swept to side of road.	2017	03/09/2016
11.	6-4 MG2 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff will document the total road miles in the Town (150 road miles and total parking lot acreage. The Town will sweep 100 road miles (both sides) and 50% of parking lots. Spoils are swept to side of road.	2017	03/09/2017
12.	6-4 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff collects sweeping data (road miles and parking lot acreages) for the MS4 Permit annual report.	2017	03/09/2016
13.	6-4 MG2 C/Albany. By 3/9/2017, the C/Albany stormwater staff collects sweeping data (road miles and parking lot acreages) for the MS4 Permit annual report.	2017	03/09/2017
14.	6-4 MG1 C/Watervliet. By 3/9/2016, the C/Watervliet Stormwater Program Coordinator will collect street sweeping data as required by the MS4 Permit Annual Report (road mileage from sweeper).	2017	03/09/2016

15.	6-4 MG2 C/Watervliet. By 3/9/2017, the C/Watervliet Stormwater Program Coordinator will collect street sweeping data as required by the MS4 Permit Annual Report (road mileage from sweeper).	2017	03/09/2017
16.	6-4 MG1 V/Colonie. By 6/1/2016 the Village DPW will sweep Village owned and maintained streets, parks, access drives of accumulated sediment and debris, measure the quanties, log the activity and results on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	06/01/2016
17.	6-4 MG2 V/Colonie. By 6/1/2017 the Village DPW will sweep Village owned and maintained streets, parks, access drives of accumulated sediment and debris, measure the quanties, log the activity and results on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	03/09/2017
18.	6-4 MG1 V/Green Island By 3/9/2016, the V/Green Island Stormwater Program Coordinator will collect sweeping data for parking lots and streets. Typically 9 road miles, both sides for a total of 18 miles is swept annually. All Village owned parking lots are swept annually. Data is included in MS4 Permit Annual Report. Sweeping data includes the entire Village, both MS4 and CSO areas.	2017	03/09/2016
19.	6-4 MG2 V/Green Island By 3/9/2017, the V/Green Island Stormwater Program Coordinator will collect sweeping data for parking lots and streets. Typically 9 road miles, both sides for a total of 18 miles is swept annually. All Village owned parking lots are swept annually. Data is included in MS4 Permit Annual Report. Sweeping data includes the entire Village, both MS4 and CSO areas.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

5. 6-5 Pesticides & Herbicides Local Laws/Guidelines (Use & Notification)

Several MS4s have existing local laws or policies regarding pesticide and herbicide use. Due to staff changes, there may be limited awareness of what may already exist in a MS4/municipality. The purpose of this BMP is to make available for interested MS4s existing local laws/guidelines and to establish goals pertaining to their own adoption of future laws or

guidelines. All pesticide and herbicide related local laws are posted on the Coalition website.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 6-5 MG1 C/Cohoes. By 3/9/2017, C/Cohoes continues to follow the guidelines named in the Albany County Pesticide/Herbicide/Fertilizer Use law. No chemicals are used in the City.	2017	03/09/2017

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

6. 6-6 Pest Management (IPM Plans, Policies, and Procedures)

If an MS4-muncipality has an existing integrated Pest Management program, the Stormwater Program Coordinator should be familiar with the document and in touch with personnel responsible for implementing the IPM. The SWMP Coordinator should also be familiar with pesticide applicator certification requirements and know to look for that documentation when individuals are applying pesticide or herbicide on municipal owned property. Given that some MS4-municipal staff may be unfamiliar with Pest Management options and Integrated Pest Management in particular, this now included as a training topics. See MCM 8 Training: BMP 8-15 Pest Management.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

7. 6-7 Pesticides, Herbicides, Fertilizers and Other Chemicals-Record Keeping/Usage - Annual Report Data

Pesticides, Herbicides, Fertilizers, and Other Chemical Records need to be tracked for the NYSDEC MS4 Permit Annual Report (# lbs of phosphorus applied in chemical fertilizer; # lbs nitrogen applied in chemical fertilizer; # acres of pesticide and herbicide applied (# acres applied x number of time applied to nearest tenth). For MS4s intending to reduce usage, such baseline data could be valuable. Data gathering and usage goals, if any, are included in this BMP.

Implementation Tasks | Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-7 MG1 Town of Colonie. By 3/9/2016, the Town of Colonie Stormwater Program Coordinator will continue to collect the named usage data for the MS4 Permit annual report.	2017	03/09/2016
2.	6-7 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW program coordinator for the MS4 Permit Annual Report will collect named data from Town staff (Parks Dept, includes golf course).	2017	03/09/2016
3.	6-7 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW program coordinator for the MS4 Permit Annual Report will collect named data from Town staff (Parks Dept, includes golf course).	2017	03/09/2017
4.	6-7 MG1 C/Albany. By 3/9/2016, the C/Albany Stormwater Program Coordinator will continue to collect the named usage data for the MS4 Permit annual report.	2017	03/09/2016
5.	6-7 MG1 C/Watervliet. By 3/9/2016, the Stormwater Program Coordinator will collect pesticide/herbicide/fertilizer usage data from Parks and Rec staff to be used for internal record keeping and MS4 Permit Annual Report.	2017	03/09/2016
6.	6-7 MG2 C/Watervliet. By 3/9/2017, the Stormwater Program Coordinator will collect pesticide/herbicide/fertilizer usage data from Parks and Rec staff to be used for internal record keeping and MS4 Permit Annual Report.	2017	03/09/2017
7.	6-7 MG1 V/Colonie. By 11/1/2016 the Village DPW will report the weight of applied pesticides and herbicides and the general areas where applied on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	11/01/2016
8.	6-7 MG2 V/Colonie. By 11/1/2017 the Village DPW will report the weight of applied pesticides and herbicides and the general areas where applied on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	11/01/2017

Responsible Party

8. 6-8 Household Hazardous Waste Disposal - Amounts & Collection Dates

The purpose of this BMP is to track the amount of hazardous waste collected annually and removed as a threat to local waterbodies. Given variations in how and which MS4s participate in Hazardous Waste Collection Days, collecting data directly from NYSDEC solid waste program should be considered. Otherwise data can be collected by individual MS4s from staff who manage HHWD collection events. In addition to collection data, # of clean up events per Annual Report reporting year is useful data and may be presented here.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-8 MG1 V/Menands. By 3/9/2017 the Village of Menands participates in the Household Hazardous Waste Collection program located and coordinated by the Town of Colonie. Data pertaining to Village participation is included in the Town of Colonie data. Active promotion by Village is for one collection event per year.	2017	03/09/2017
2.	6-8 MG1 Town of Colonie. By 3/9/2016, Town of Colonie SW Program coordinator will document the amount of hazardous waste collected at the Town landfill.	2017	03/09/2016
3.	6-8 MG1 T/Guilderland. By 3/9/2016, T/Guilderland Stormwater Coordinator will track number of HHWD Clean Up events organized by the Town over the past year, and collect summary data reports documenting the amount of hazardous waste collected. Typically there are two HHWD Collection Days, one in May, the other in September.	2017	03/09/2016
4.	6-8 MG1 T/Guilderland. By 3/9/2017, T/Guilderland Stormwater Coordinator will track number of HHWD Clean Up events organized by the Town over the past year, and collect summary data reports documenting the amount of hazardous waste collected. Typically there are two HHWD Collection Days, one in May, the other in September.	2017	03/09/2017
5.	6-8 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff will secure from Norlite (sponsor of HHWD for the City) the report they file with NYSDEC describing the amount hazardous waste collected.	2017	03/09/2016
6.	6-8 MG1 T/New Scotland. By 3/9/2017, T/New Scotland will track number of HHWD Clean Up events organized by the Town over the past year, and collect summary data reports documenting the amount of hazardous waste collected. Typically there is one HWD Collection Day in	2017	03/09/2017

	May. Documentation will be filed with the stormwater staff.		
7.	6-8 MG1 C/Albany. By 3/9/2016, C/Albany SW Program coordinator will document the amount of hazardous waste collected by the City and reported to NYSDEC by the recycling coordinator; number of clean up events also tracked.	2017	03/09/2016
8.	6-8 MG2 C/Albany. By 3/9/2017, C/Albany SW Program coordinator will document the amount of hazardous waste collected by the City and reported to NYSDEC by the recycling coordinator; number of clean up events also tracked.	2017	03/09/2017
9.	6-8 MG1 V/Colonie. By 3/9/2016 the Village DPW will report the quantities by type collected on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2017	03/09/2016
10.	6-8 MG2 V/Colonie. By 3/9/2017 the Village DPW will report the quantities by type collected on the Village's standard form for this activity and report the results by copy of the log to Stormwater Management Officer and subsequently to the Village Designated Engineer.	2016	03/09/2017
11.	6-8 MG1 V/Green Island. By 3/9/2017, if HHWC Days take place disposal data is collected and retained for stormwater program records.	2017	03/09/2017
12.	6-8 MG1 Coalition. By 3/9/2016, the Coalition Program Coordinator discusses with NYSDEC Solid Waste staff how best to acquire County-wide HHWCD data; secures data if possible and distributes to Working Group.	2017	03/09/2016

Responsible Party

Coalition Coordinator and the Individual Traditional MS4 Stormwater Management (SWMP) Coordinator

9. 6-9 Staff Training [MOVED, see explanation]

Original BMP SWMPv2 ~2012 to 2015 Description: Staff training is a critical component of MS4 Permit implementation. The field of stormwater management is changing rapidly and multiple skill sets are needed for an effective program, with training across disciplines and departments important. This BMP serves to match who needs what kind of training using what mode of instruction. [EXPLANATION. To better track which municipal staff and officials have been trained in what, all training related BMPs have been consolidated into MCM 8 Training-Staff, Planning/Zoning Board and Other Municipal Officials.]

Implementation Tasks Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Not Applicable

10. 6-10 NYSDEC SPDES Multi Sector General Permit

As stated in the MS4 Permit, the permit requires that "municipal operations and facilities that would otherwise be subject to the NYS Multisector General Permit (MSGP, GP-0-12-001) for industrial stormwater discharges to prepare and implement provisions in the SWMP that comply with Parts III, A, C, D, J, K and L of the MSGP. The covered entity must also perform monitoring and record keeping in accordance with Part IV of the MSGP. Implementation of the above noted provisions of the SWMP will ensure that MEP (Maximum Extent Practicable) is met for discharges from those facilities". For this reason, municipalties need to be familiar with existing and potential MSGP permits associated with their MS4. Goals for MS4s regulated since 2003 reflect their understanding of MSGP requirements and related oversight of existing MSGP permits. Facility BMPs need to consider MSGP requirements; use of the Stormwater Coalition Self Audit Form encourages the necessary analysis of existing facilities with regard to MSGP requriements. MS4s regulated since 2014 need to evaluate deadlines named in their NOI and adjust program goals accordingly.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	6-10 MG1 Albany County. Stormwater Program Technician obtains copy of Multi-Sector General Permits associated with County operations and/or facilities (ex. Albany County Sewer District; Albany Airport Authority).	2017	03/09/2017
2.	6-10 MG1 Town of Colonie. By 3/9/2016, the Stormwater Program Coordinator continues to monitor the Town's landfill Multi-Sector General Permit for compliance with stormwater requirements named in the MSGP.	2017	03/09/2016
3.	6-10 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator reviews with regulators (EPA and NYSDEC) MSGP requirements pertaining to Sector P: Land Transportation and/or Warehousing. Clarify MS4 responsibilities and develop draft BMPs as needed for relevant facilities and sites on campus.	2017	03/09/2016
4.	6-10 MG1 C/Albany. By 3/9/2016, stormwater staff monitors implementation of MSGP permit at Rapp Road landfill and receives copies of all testing and reporting.	2017	03/09/2016

5.	6-10 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer with the assistance of the Village Designated Engineer will inquire of NYS DEC if any MSGP's exist within the Village's MS4 area and record their location and permit number on appropriate Village stormwater facilities mapping.	2017	03/09/2016
6.	6-10 MG2 V/Colonie. By 3/9/2017 based upon the 2016 results the Stormwater Management Officer with the assistance of the Village Designated Engineer will obtain a copy of any MSGP's that are active within the Village's MS4 area.	2017	03/09/2017
7.	6-10 MG1 V/Green Island. By 3/9/2017, the updated facility inventory and use of facility self audit form will clarify need for MSGP coverage. MSGP coverage of any Village owned facility is unlikely.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

11. 6-11 Conveyance System Upgrades - Green Infrastructure

This is a permit requirement. Individual MS4s need to describe how they intend to consider and incorporate runoff reduction techniques and green infrastructure into the routine upgrade of existing stormwater conveyance systems and municipal properties.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-11 MG1 Albany County. The 2015 County Green Infrastructure Policy document is used to address this BMP. The process of implementing the Policy and overall effectiveness will be evaluated as projects are undertaken.	2017	03/09/2017
2.	6-11 MG1 Town of Colonie. By 3/9/2016, for Town owned projects which require permit coverage (Construction Activity) the Town routinely considers runoff reduction techniques.	2017	03/09/2016
3.	6-11 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff, given their familiarity with green infrastructure technology and permit related requirements routinely considers green infrastructure where appropriate for municipal conveyance system upgrades. Use of green infrastructure is documented in as built documents.	2017	03/09/2016

4.	6-11 MG1 University of Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator explains and uses the University Stormwater Management Policy (2015) document to encourage and guide conveyance system upgrades so that green infrastructure is considered. As built drawings and the Unversity inventory of all post-construction stormwater practices is used to document conveyance system upgrades which include green infrastructure.	2017	03/09/2016
5.	6-11 MG2 University of Albany. By 3/9/2017, the UAlbany Stormwater Program Coordinator explains and uses the University Stormwater Management Policy (2015) document to encourage and guide conveyance system upgrades so that green infrastructure is considered. As built drawings and the Unversity inventory of all post-construction stormwater practices is used to document conveyance system upgrades which include green infrastructure.	2017	03/09/2017
6.	6-11 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland stormwater staff will consider options for ensuring that Town owned conveyance upgrades consider green infrastructure practices.	2017	03/09/2016
7.	6-11 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer will review available technology retrofitting options that are available for existing infrastructure, list viable options and associated unit costs.	2017	03/09/2016
8.	6-11 MG2 V/Colonie. By 3/9/2017 the Stormwater Management Officer will review with the Superintendent of Public Works potential locations for installing options on existing infrastructure, pioritize installations and develop a budget and schedule for implementation.	2017	03/09/2017
9.	6-11 MG1 V/Green Island. By 3/9/2017, the Village will continue to evaluate and include green infrastructure practices where appropriate. At this point, throughout Village key staff are very famiiliar with green infrastructure and opportunities to apply the technology.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

12. 6-12 Street Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with street maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise

BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 6-12 MG1 C/Watervliet. By 3/9/2016, the City will establish a sweeping schedule for their publically owned parking lots. The City continues to sweep their streets, weather permitting. Sweeping schedule is a BMP which resulted from the Facility Self Audits.	2017	03/09/2016

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

13. 6-13 Bridge Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with bridge maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

14. 6-14 Winter Road Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with winter road maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

15. 6-15 Salt Storage BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with salt storage may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 6-15 MG1 T/New Scotland. By 3/9/2016, staff will continue to sweep and remove excess salt from the salt storage loading area as described in the Highway Garage BMP.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

16. 6-16 Storm System Maintenance BMPS (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with storm system maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 6-16 MG2: V/Menands By 3/9/2017, determine drainage related pump station to clarify floor drain connection to storm or sanitory line.	2017	03/09/2017
2. 6-16 MG2: V/Menands By 3/9/2017, determine drainage related pump station to clarify floor drain connection to storm or sanitory line.	2017	03/09/2017

3.	6-16 MG1 C/Watervliet. by 3/9/2016, review BMP Summary Sheets related to this category. Key activities mentioned on sheets (stenciling catch basins at facilities, clean out catch basins, also referenced in SWMPv3 BMP 6-3, and landscaping spoils procedures).	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

17. 6-17 Vehicle and Fleet Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with vehicle and fleet maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	6-17 MG1 C/Watervliet. by 3/9/2016, review BMP Summary Sheets related to this category. Key activities mentioned on sheets (vehicle cleaning procedures).	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

18. 6-18 Parks and Open Space BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with parks and open space may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	6-18 MG1 University at Albany. By 3/9/2016, review parks and open space BMPs suggested in the Monroe County Good Housekeeping and Municipal Operations Guidance	2017	03/09/2016

document, then analyze existing campus operations for opportunities to incorporate Monroe County BMPs.

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

19. 6-19 Municipal Building Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with municipal building maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-19 MG1: V/Menands By 3/9/2017 train DPW staff in spill prevention (DVD video) and spill kits	2017	03/09/2017
2.	6-19 MG2: V/Menands By 3/9/2017 to establish a consistent sweeping schedule for parking lots (municipal bldg and DPW area, 23A Wards Land, 2 parking lots at Ganser-Smith Park). Debris piles contained by a berm or covered.	2017	03/09/2017
3.	6-19 MG1 University at Albany. By 3/9/2016, monitor implementation of BMPs identified during previous self audits (vehicle operations, grounds, and power plant) and look for continued compliance.	2017	03/09/2016
4.	6-19 MG2 University at Albany. By 3/9/2017, monitor recommendations from previous self audits and other current audits (~2015 to 2017; vehicle operations, grounds, and power plant, more potentially, depending on inventory); look for continued compliance and implement new BMPs, if necessary.	2017	03/09/2017
5.	6-19 MG1 T/New Scotland. By 3/9/2016, the T/New Scotland will evaluate various options presented by the consultant to address discharge issues observed at the Highway Garage during the most recent Facility Self Audit. Board will implement the selected option.	2017	03/09/2016
6.	6-19 MG1 C/Watervliet. By 3/9/2016, review BMP Summary Sheets related to this category. Key activities mentioned on sheets (parking lot sweeping, salt loading	2017	03/09/2016

procedures, spill kits and spill kit training).

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

20. 6-20 Solid Waste Management BMPS (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with solid waste management may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

Measurable Goals		Permit Year	Due Date
1.	6-20 MG1 V/Altamont. By 3/9/2016, V/Altamont stormwater staff will document the amount of yard waste collected between April 1 and November. Data collected: # of bags and brush (converted to cubic yards); # of truck loads with leaves (converted to cubic yards). Data will be summarized annually and over time compared year to year, with information communicated to resident and others via Facebook.	2017	03/09/2016
2.	6-20 MG2 V/Altamont. By 3/9/2017, V/Altamont stormwater staff will document the amount of yard waste collected between April 1 and November. Data collected: # of bags and brush (converted to cubic yards); # of truck loads with leaves (converted to cubic yards). Data will be summarized annually and over time compared year to year, with information communicated to resident and others via Facebook.	2017	03/09/2017
3.	6-16 MG1 C/Watervliet. by 3/9/2016, review BMP Summary Sheets related to this category. Key activities mentioned on sheets (management of compost program) will be monitored.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

21. 6-21 New Municipal Construction and Land Disturbance BMPs (Individual MS4)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with new municipal construction and land disturbance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

Measurable Goals | Permit Year | Due Date

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

22. 6-22 Right of Way Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with right of way maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

Measurable Goals | Permit Year | Due Date

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

23. 6-23 Marine Operations BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with marine operations may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks | Implementation Date

Measurable Goals | Permit Year | Due Date

Responsible Party
Coalition Coordinator and the Individual Non-Traditional MS4 Stormwater Management (SWMP) Coordinator

24. 6-24 Stream Bank and Hydrological Habitat Maintenance BMPs (Individual MS4s)

As a consequence of MS4 wide facility & operation audits, specific BMPs to address pollutants associated with stream bank and hydrological habitat maintenance may have been developed. High priority goals, noted on BMP Summary Sheets and other forms, are included in this BMP where relevant. Otherwise BMPs and related goals may be available from MS4/municipal Stormwater Program Coordinators.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

25. 6-25 Reliance on Third Parties-Contracted Entity Certification Statement (Ind MS4s)

A consistent question by EPA and NYSDEC auditors has been the sign off by relevant vendors of the Third Parties-Contracted Entities Certification Statement Part IV G of the MS4 Permit. The purpose of this BMP is to call out this requirement directly, such that measurable goals for each MS4 are well documented and used as a reminder to encourage the timely completion of this requirement.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 6-25 MG1 V/Menands. By 3/9/2016 secure signed Third Party Certification Forms from appropriate vendors.	2017	03/09/2016
2. 6-25 MG1 Albany County. By 3/9/2016, develop standardized procedures and related forms pertaining to signed "Third Party Certification Statements" to be incorporated into future contracts. The contracts and related procedure/forms cover all aspects of stormwater management (general operations and construction). Secure signed Third Party Certification Statements from key vendors at risk of impacting water qualiry.	2017	03/09/2017

3.	6-25 MG1 T/Guilderland. By 3/9/2016, the T/Guilderland SW Program Coordinator develops a list of vendors who provide services to the town. Vendor list represents individuals/companies which directly impact water quality. List is prioritized and Third Party Certification requirements explained to key vendors.	2017	03/09/2016
4.	6-25 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff will review and update the current list of vendors who have submitted the Third Party Certification Form (~ 5 vendors)	2017	03/09/2016
5.	6-25 MG1 University at Albany. By 3/9/2016, establish a master list of potential Third Party vendors and identify priority vendors (SWPPP designers and inspectors). Have priorty vendors sign Third Party Forms. Evaluate other vendors and depending on status (on State contract; could impact water quality) have vendors sign Third Party form. Maintain database of Master List, vendors for which a Third Party Form is necessary; record of letter or e-mails sent requesting a signed form; and location of signed forms. File necessary documents (electronic and hard copy).	2017	03/09/2016
6.	6-25 MG2 University at Albany. By 3/9/2017, maintain and update a master list of potential Third Party vendors and identify priority vendors (SWPPP designers and inspectors). Have priorty vendors sign Third Party Forms. Evaluate other vendors and depending on status (on State contract; could impact water quality) have vendors sign Third Party form. Maintain database of updated Master List, vendors for which a Third Party Form is necessary; record of letter or e-mails sent requesting a signed form; and location of signed forms. File necessary documents (electronic and hard copy).	2017	03/09/2017
7.	6-25 MG1 V/Altamont. By 3/9/2016, the V/Altamont stormwater staff will develop a list of potential vendors and priortize who should have the Third Party Certification form. This form is located in the Stormwater Coalition Self Audit form.	2017	03/09/2016
8.	6-25 MG1 T/New Scotland. By 3/9/2016, review current list of vendors who have submitted Third Party Certificaiton Forms and update as needed.	2017	03/09/2016
9.	6-25 MG1 C/Albany. By 3/9/2016, the C/Albany stormwater staff will monitor and document that the content of the Third Party Certification Form has been incorporated into routine City of Albany procurement procedures.	2017	03/09/2016

10.	6-25 MG1 C/Watervliet. by 3/9/2016, review BMP Summary Sheets related to this category. Key activities mentioned on sheets (inventory of vendors, sign form).	2017	03/09/2016
11.	6-25 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer with the assistance of the Superintendent of Public Works will have obtained all required third party certifications.	2017	03/09/2016
12.	6-25 MG2 V/Colonie. By 3/9/2017 the Stormwater Management Officer and the Superintendent of Public Works will review all existing and new third party certifications to determine if new or existing certifications are required.	2017	03/09/2017
13.	6-25 MG1 V/Green Island. By 3/9/2016, develop a list vendors providing services to the Village and for those potentially impacting water quality, request a signed the Third Party Certification Form (see Stormwater Coalition Facility Self Audit Form for certification language) File signed forms with program documents.	2017	03/09/2016

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

7.0 Stormwater Program Management (MCM7)

The MS4 Permit lists six minimum control measures, which to be implemented, need a clear, effective management structure, adequate funding, and a high level of coordination within an MS4 and between MS4s. None of the six minimum controls consider these management related program elements, therefore a seventh minimum measure, Stormwater Program Management has been included in the SWMP Plan document.

Best Management Practices:

1. 7-1 Stormwater Coalition Management

Regular Working Group meetings, Board of Director's oversight, adequate funding for staff and administrative expenses, a legally binding intermunicipal agreement, and an awareness of the Coalition organizational structure relative to its members, provide a framework for Coalition operations. This BMP recognizes the tasks and time involved with maintaining the Coalition

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	7-1 MG1 Coalition. By 3/9/2016, the Coalition Program Coordinator will prepare agendas and meeting materials for monthly Working Group meetings and quarterly Board meetings. Board minutes will be posted on the Coalition website and meetings will comply with Open Meetings Law. Board meeting announcements will be posted in the Times Union, on the Coalition website, and by Coalition members (bulletin board, websites). (Estimated 12 Working Group meetings and 4 Board meetings)	2017	03/09/2016
2.	7-1 MG2 Coalition. By 3/9/2017, the Coalition Program Coordinator will prepare agendas and meeting materials for monthly Working Group meetings and quarterly Board meetings. Board minutes will be posted on the Coalition website and meetings will comply with Open Meetings Law. Board meeting announcements will be posted in the Times Union, on the Coalition website, and by Coalition members (bulletin board, websites). (Estimated 12 Working Group meetings and 4 Board meetings)	2017	03/09/2017
3.	7-1 MG3 Coalition. By 12/31/2015, the Coalition Program Coordinator will develop an annual Coalition budget and work plan for approval by the Coalition Board of Directors. Coordinator will ensure that membership dues are understood by all members and paid on time; Coalition expenditures follow all County procedures, as administered by the County Department of Public Work and others; that hiring and payroll conforms to County	2017	12/31/2015

	procedures, as administered by County DPW and others. Budget reflects program needs identified in the SWMP Plan document and as needed by indivdual MS4s who have requested and paid for additional services from Coalition staff, the purpose of which is directly assist Coalition members with implementing indivdual MS4 goals named in the SWMP Plan document.		
4.	7-1 MG4 Coalition. By 12/31/2016, the Coalition Program Coordinator will develop an annual Coalition budget and work plan for approval by the Coalition Board of Directors. Coordinator will ensure that membership dues are understood by all members and paid on time; Coalition expenditures follow all County procedures, as administered by the County Department of Public Work and others; that hiring and payroll conforms to County procedures, as administered by County DPW and others. Budget reflects program needs identified in the SWMP Plan document and as needed by indivdiual MS4s who have requested and paid for additional services from Coalition staff, the purpose of which is directly assist Coalition members with implementing individual MS4 goals named in the SWMP Plan document.	2017	12/31/2016
5.	7-1 MG5 Coalition. By 12/31/2017, the Coalition Program Coordinator will develop an annual Coalition budget and work plan for approval by the Coalition Board of Directors. Coordinator will ensure that membership dues are understood by all members and paid on time; Coalition expenditures follow all County procedures, as administered by the County Department of Public Work and others; that hiring and payroll conforms to County procedures, as administered by County DPW and others. Budget reflects program needs identified in the SWMP Plan document and as needed by indivdiual MS4s who have requested and paid for additional services from Coalition staff, the purpose of which is directly assist Coalition members with implementing individual MS4 goals named in the SWMP Plan document.	2017	12/31/2017
6.	7-1 MG6 Coalition. By 9/30/2015, the Coalition Program Coordinator will work with Board members to finalize the Coalition Intermunicipal Agreement and prepare for Board members all paperwork necessary to have an agreement executed by at least ten Coalition members by September 30, 2015. Individual Coalition members will arrange with their governing boards to have the necessary paperwork in place so that each interested Coalition member can secure adopted resolutions authorizing their Chief Elected Officials to sign the inter-municipal agreement.	2016	09/30/2015
7.	7-1 MG7 Coalition. By 3/9/2017, Coalition staff will assist	2017	03/09/2017

new MS4s interested in joining the Coalition, as needed.

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

2. 7-2 Local MS4/Municipal Management

Coordination across disciplines, departments, and facilities within an MS4 is key, as is adequate funding for the Stormwater Program, staff and materials. This BMP tracks and encourages this coordination and recognizes the importance of adequately funded program implementation. Organizational charts are updated routinely, used to evaluate training needs, and may be referenced in procedures documents.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	7-2 MG1 Albany County. By 3/9/2016, the County Stormwater Organizational Chart will be revised and updated, then posted on the County's stormwater page and the Stormwater Coalition website.	2017	03/09/2016
2.	7-2 MG2 Albany County. By 3/9/2016, Albany County conducts 4 quarterly meetings of the Stormwater Committee. Agendas are developed and filed by the County Stormwater Program Technician. Core participants represent a variety of Departments, others invited as needed.	2017	03/09/2017
3.	7-2 MG1 Town of Colonie. The Town of Colonie SW Prog Coordinators updates organizational chart as needed, monitoris inter-departmental coordinator, proposes changes if necessary.	2017	03/09/2016
4.	7-2 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Program Coordinator will update Stormwater Program Organizational Chart, file agendas of stormwater related departmental or inter-departmental meetings, and analyze the updated organizational chart to identify who may need to be trained in what regarding the stormwater permits.	2017	03/09/2016
5.	7-2 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Program Coordinator will update Stormwater Program Organizational Chart, file agendas of stormwater related departmental or inter-departmental meetings, and analyze the updated organizational chart to identify who may need to be trained in what regarding the stormwater permits.	2017	03/09/2017

6.	7-2 MG1 University at Albany. By 3/9/2016, update stormwater program organizational chart, review membership in the University Stormwater Management Program Committee, update as needed; and file Committee meeting agendas with other program documents.	2017	03/09/2016
7.	7-2 MG2 University at Albany. By 3/9/2017, update stormwater program organizational chart, review membership in the University Stormwater Management Program Committee, update as needed; and file Committee meeting agendas with other program documents.	2017	03/09/2017
8.	7-2 MG1 V/Altamont. By 3/9/2017, as part of the local law adoption process, the Village will develop a stormwater program organizational chart which identifies responsible parties inclusive of all MS4 Permit minimum control measures. The same chart will be used to identify who in the Village needs to be training in what stormwater related topics. See MCM 8 for list of possible topics.	2017	03/09/2017
9.	7-2 MG1 T/New Scotland. By 3/9/2016, stormwater staff will review existing stormwater program organizational chart and update as needed.	2017	03/09/2016
10.	7-2 MG1 C/Albany. By 3/9/2017, the C/Albany SW Program Coordinator will develop a strategy to continue the necessary inter-departmental communication post EPA audit. Finalizing the strategy will include consultation with all necessary parties affected by the audit and more generally with MS4 Permit implementation long term.	2017	03/09/2017
11.	7-2 MG1 C/Albany. By 3/9/2017, the C/Albany SW Program Coordinator will develop a strategy to continue the necessary inter-departmental communication post EPA audit. Finalizing the strategy will include consultation with all necessary parties affected by the audit and more generally with MS4 Permit implementation long term.	2017	03/09/2017
12.	7-2 MG1 C/Watervliet. By 3/9/2016, stormwater staff will review existing stormwater program organizational chart and update as needed.	2017	03/09/2016
13.	7-2 MG2 C/Watervliet. By 3/9/2017, stormwater staff will review existing stormwater program organizational chart and update as needed.	2017	03/09/2017
14.	7-2 MG1 V/Colonie. By 3/9/2016 the Stormwater Management Officer will coordinate and document a meeting with the Superintendent of Public Works, Deputy Mayor, the Planning Coordinator, and the Village Designated Engineer to: 1) Review the Organizational	2017	03/09/2016

	Chart and assigned responsibilities; 2) Review various MS4 activities and activities and staff budgets; 3) Establish new target budgets for adequately funding MS4 related activities.		
15.	7-2 MG2 V/Colonie. By 3/9/2017 the Stormwater Management Officer will coordinate and document a meeting with the Superintendent of Public Works, Deputy Mayor, the Planning Coordinator, and the Village Designated Engineer to: 1) Review the Organizational Chart and assigned responsibilities; 2) Review various MS4 activities and activities and staff budgets; 3) Establish new target budgets for adequately funding MS4 related activities.	2017	03/09/2017
16.	7-2 MG1 V/Green Island. By 3/9/2016, the organizational chart will be updated as needed and stormwater related topics will continue to be addressed at management and departement meetings. Appointed Green Island staff will continue to attend Coalition Working Group and Board meetings. All necessary documents and governing board resolutions pertaining to the Coalition IMA update to be completed by 12/31/2015 will be addressed.	2017	03/09/2016
17.	7-2 MG2 V/Green Island. By 3/9/201, the organizational chart will be updated as needed and stormwater related topics will continue to be addressed at management and departement meetings. Appointed Green Island staff will continue to attend Coalition Working Group and Board meetings.	2017	03/09/2017
18.	7-2 MG2 V/Green Island. By 3/9/2017, the organizational chart will be updated as needed and stormwater related topics will continue to be addressed at management and departement meetings. Appointed Green Island staff will continue to attend Coalition Working Group and Board meetings.	2017	03/09/2017
19.	7-2 MG1 All Coalition Members-Albany County; University at Albany; C/Albany; VAltamont; T/Bethlehem; C/Cohoes; T/Colonie; V/Colonie; V/Green Is; T/Guilderland; V/Menands; T/New Scotland; C/Wavervliet. By 11/1/2015, all Coalition members will submit resolutions to their respective governing boards or signatories of their MS4 Permit NOI (non-traditional MS4s) regarding renewal of the Coalition Intermunicipal Agreement (1/1/2016 to 12/31/2017). Decisions of either a municipality or public university will be reflected in the execution of the IMA contract by all interestd parties, to be completed by 9/30/2015 and no later than 11/1/2015.	2017	11/01/2015

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

3. 7-3 Regulatory Realities-Tracking Changes, Preparation, and Response

Stormwater Permits change over time and related initiatives and regulations impact stormwater program success. This BMP helps track the changes, consider trends, and develop action steps in response, as needed.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	7-3 MG1 Coalition. By 3/9/2017, the Stormwater Coalition Program Coordinator provides routine updates to the Coalition Working Group and Board regarding changes and/or regulatory interpretations by EPA and NYSDEC pertaining to the MS4, Construction, and Multi-Sector General SPDES Stormwater Permits.	2017	03/09/2017
2.	7-3 MG2 Coalition. By 3/9/2017, the Coalition responds to the likely issuance by NYSDEC of a substantively revised MS4 Permit (2017 to ????). If members are interested, the Coalition Program Coordinator facilitates meetings and collects ideas and comments to be communicated to NYSDEC. Before submission, final comments are approved by the Board.	2017	03/09/2017
3.	7-3 MG3 Coalition. By 3/9/2017, where and if appropriate, the Coalition Coordinator organizes inter-municipal, Coalition-wide meetings to address issues of particular concern to members. Meetings may include regulators and others involved with permit implementation. Meetings are tracked and information is filed: agenda, attendance, date, outcome, and follow-up. Potential issues: municipal capacity to oversee ever expanding inventory of post-construction stormwater practices; role of inter-municipal entities with regard to MS4 Permit compliance; training needs related to green infrastructure design, construction, and maintenance; funding and administration in general; etc.	2017	03/09/2017

Responsible Party

Coalition Program Coordinator and Board of Directors

4. 7-4 Storm Water Management Program (SWMP) Document

The MS4 Permit states requirements regarding a Stormwater Management Program (SWMP) and Stormwater Management Program Plan (SWMP Plan). A SWMP, by definition needs to include measurable goals for each best management practice. This BMP includes goals specific to the Coalition and members such that the SWMP is updated annually and the content well integrated with the content of the NYSDEC Annual Report Form.

Implementation Tasks		Implementation Date	
Measurable Goals		**Permit Year**	**Due Date**
1.	7-4 MG1 Coalition. By 3/9/2016, the Coalition Stormwater Program Coordinator establishes with the Working Group a schedule for updating the SWMP document which coincides with the annual filing of the MS4 Permit Annual Report by June 1. The purpose is to routinely update SWMP BMPs and Goals and to incorporate these goals into the Annual Report. Depending on resources, the SWMP document is either a Joint SWMP or individual SWMP document. In general the SWMP document attempts to describe all aspects of stormwater program implementation for both the Coalition and members, while the Annual Report is a snap shot of program progress.	2017	03/09/2016
2.	7-4 MG2 Coalition. By 3/9/2017, the Coalition Stormwater Program Coordinator establishes with the Working Group a schedule for updating the SWMP document which coincides with the annual filing of the MS4 Permit Annual Report by June 1. The purpose is to routinely update SWMP BMPs and Goals and to incorporate these goals into the Annual Report. Depending on resources, the SWMP document is either a Joint SWMP or individual SWMP document. In general the SWMP document attempts to describe all aspects of stormwater program implementation for both the Coalition and members, while the Annual Report is a snap shot of program progress.	2017	03/09/2017
3.	7-4 MG3 Coaliton. By 3/9/2016, the Coalition Program Coordinator researches status of SWMP Template document currently under development by NYSDEC. If available, the Coordinator will provide a copy for the Working Group and as needed decide if our current tool for developing a SWMP document (CBI MS4Web) is adequate given NYSDEC expectations and the best option for Coalition members.	2017	03/09/2016
4.	7-4 MG4 Coalition. By 3/9/2016, the most current version of the SWMP document is posted on the Coalition website, distributed to Coalition members, posted on individual MS4 websitse if so desired, and referenced in Annual Report public comment solicitations.	2017	03/09/2016

5.	7-4 MG5 Coalition. By 3/9/2017, the most current version of the SWMP document is posted on the Coalition website, distributed to Coalition members, posted on individual MS4 websitse if so desired, and referenced in Annual Report public comment solicitations.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

5. 7-5 Water Infrastructure GIS-AIMS Transition

To date, GIS technology has been embraced by the Stormwater Coalition as an important tool for implementing MS4 Permit requirements. Evidence of this is the grant funded Albany Internet Mapping System, which continues to be supported using Coalition dues, the Storm System/Storm Sewershed Intermunicipal Mapping, project, also grant funded, and continued financial support for two ESRI desktop licenses used by Coalition staff. At the MS4/municipal level, independent of Coalition led GIS initiatives some Coalition members have advanced, well established GIS systems, while others don't. AIMS is nearing the end of it's life cycle (hardware and software) and the Coalition needs to decide what to do. The purpose of this BMP is to establish goals related to a possible transition from one AIMS system to another.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	7-5 MG1 Coalition. By 12/31/2015, Coalition staff will develop, circulate, and tabulate the results of a survey to find out how the current Albany Internet System Mapping is being used by members. Survey results will be used to clarify, "What next?" for AIMS and to develop various GIS options for Coalition members to consider. AIMS and GIS related decisions will be discussed by the Coalition Working Group and Board, then incorporated into the 2016 Coalition budget. Options will take into consideration: 1) MS4 Permit requirements related to field inspections, possibility of standardizing forms, and potential efficiencies if field work is immediately integrated with GIS; 2) spectrum of interested users and variations in capacity to collect mapping data, analyze data, and use GIS technology; 3) pros/cons/need for/capacity to develop a more comprehensive water infrastructure GIS; 4) role of the Coalition and "mission creep"; 5) administrative realities and funding considerations; 6) data sharing platforms, interests, and security concerns.	2017	12/31/2015
2.	7-5 MG2 Coalition. By 3/9/2016, Coalition organizes an intermunicipal meeting which includes local GIS	2017	03/09/2016

coordinators, and others to discuss storm system data model, ESRI Local Government Information Model, and content of various municipal mapping initiatives. The intent is to maximize our shared capacity into the future to share and use GIS data of mutual interest; may discuss content and results of AIMS Survey.

Responsible Party
Coalition Program Coordinator, Board, and Working Group

6. 7-6 Stormwater GIS and Program Mgmt Tools-Individual MS4s

The purpose of this BMP is to support individual MS4 initiatives which either currently use or would like to use GIS and related management technology to support stormwater program efficiencies (field work tablets, data collection forms, apps, cloud based technology, outfall mapping, storm system mapping, facility inventory mapping, post construction stormwater practices maps). These forms, devices, map layers, and procedures may serve as a testing ground for various GIS-related applications useful to all Coalition members and stormwater program implementation more generally.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	7-6 MG1 T/Guilderland. By 3/9/2016, SW Program Coordinator will present to Town leadership progress made using their own GIS technician and software to map outfalls and water infrastructure. The purpose is to explain the benefits of GIS and build support for a continued and expanded use of the technology.	2017	03/09/2016
2.	7-6 MG1 T/Bethlehem. By 3/9/2016, the Town of Bethlehem will utilize the Town GIS system to inventory 100% of town owned facilities, 100% of post construction practices (public and private), and 100% of known outfalls.	2017	03/09/2016
3.	7-6 MG2 T/Bethlehem. By 3/9/2017, the Town of Bethlehem will utilize the Town GIS system to inventory 100% of town owned facilities, 100% of post construction practices (public and private), and 100% of known outfalls.	2017	03/09/2017
4.	7-6 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will establish a GIS database and map layer which delineates storm system maintenance zones. These zones will be used in conjunction with the campus wide AIM work order system. The purpose is to monitor the status of stormwater maintenance across multiple types of infrastructure (post	2017	03/09/2016

	construction stormwater practices; catch basins primarily). Catch basin inspection forms will be developed for campus maintenance crews as a test case and used more widely if they prove to be successful in collecting data (inspection results, CB cleaned, CB repairs)		
5.	7-6 MG1 T/New Scotland. By 3/9/2017, the T/New Scotland stormwater staff will continue to use Municity to locate stormwater outfalls within tax parcels and point to relevant files and information.	2017	03/09/2017
6.	7-6 MG1 C/Watevliet. By 3/9/2017, the Stormwater Program Coordinator will transfer existing storm system infrastructure data into the City's desktop GIS application. Data includes facility boundary layers.	2017	03/09/2017

Responsible Party
Individual MS4 Stormwater Management (SWMP) Coordinator

7. 7-7 Procedures and Forms Compendium

The purpose of this BMP is to consolidate procedures mandated in the MS4 Permit or as needed for program implementation into one document, organized to facilitate communication and help others understand over the long term who needs to do what, when, and why regardless of current staffing configurations. What to include in the compendium is at the discretion of the MS4. Likely groupings: public queries and/or complaints related to stormwater-IDDE and Construction Activity (MCM2 procedures); oversight of the construction activity permit (MCM4 and MCM 5 procedures); IDDE Program (MCM3 procedures); or Municipal Facilities and Operations-multiple categories (MCM6 procedures).

Implementation Tasks	Implementation Date
1.	

	Measurable Goals	Permit Year	Due Date
1.	7-7 MG1 Albany County. By 3/9/2017, the Albany County Stormwater Program Technician develops a compendium of procedures and forms which incorporate all procedures outlined in the MS4 Permit and itemized in MCM 4 (BMP 4-2 SWPPP Procedures (E/SC); 4-4 Complaint Procedures; 4-5 Construction Inspection & Enforcement Procedures; 4-6 Education-Construction Activity Procedures; 4-8 SWPPP Record Keeping and MCM 5 (BMP 5-4 Green Infrastructure Practices Policy Document; BMP 5-5 SWPPP Review Procedures; 5-8 Inventory-Post Construction Practices; and 5-9 Post Construction	2017	03/09/2017

	Practices-Long Term Operation & Maintenance. Procedures Compendium will be reviewed by County Stormwater Committee.		
2.	7-7 MG1 V/Menands. By 3/9/2017 the Village of Menands Stormwater Program Coordinator will develop a compendium of procedures and forms which incorporate all procedures outlined in the MS4 Permit and itemized in MCM 4 (BMP 4-2 SWPPP Procedures (E/SC); 4-4 Complaint Procedures; 4-5 Construction Inspection & Enforcement Procedures; 4-6 Education-Construction Activity Procedures; 4-8 SWPPP Record Keeping to 4-8) and MCM 5 (BMP 5-5 SWPPP Review; 5-8 Inventory-Post Construction Practices; 5-9 Post Construction Practices-Long Term Operation & Maintenance; 5-8 Inventory-Post Construction Practices. The set of procedures will be integrated with all steps of the land use decision making process.	2017	03/09/2017
3.	7-7 MG1 C/Albany. By 3/9/2017, the C/Albany stormwater staff will develop a comprehensive document of program procedures across multiple MCMs. The purpose is to provide for future coordinators an understanding of program priorities, routine requirements, and to have in writing a text which describes field related tasks. The document will specifically address MS4 oversight of BMPs across multiple departments internal to the City.	2017	03/09/2017
4.	7-7 MG1 C/Watervliet. By 3/9/2016 the C/Watervliet Stormwater Program Coordinator will develop a compendium of procedures and forms which incorporate all procedures outlined in the MS4 Permit and itemized in MCM 4 (BMP 4-2 SWPPP Procedures (E/SC); 4-4 Complaint Procedures; 4-5 Construction Inspection & Enforcement Procedures; 4-6 Education-Construction Activity Procedures; 4-8 SWPPP Record Keeping to 4-8) and MCM 5 (BMP 5-5 SWPPP Review; 5-8 Inventory-Post Construction Practices; 5-9 Post Construction Practices-Long Term Operation & Maintenance; 5-8 Inventory-Post Construction Practices. The set of procedures will be integrated with all steps of the land use decision making process.	2017	03/09/2016
5.	7-7 MG1 V/Green Island. By 3/9/2016 the V/Green Island Stormwater Program Coordinator will develop a compendium of procedures and forms which incorporate all procedures outlined in the MS4 Permit and itemized in MCM2 (BMP 2-5 Stormwater Queries & Complaint Procedurs); MCM 4 (BMP 4-2 SWPPP Procedures (E/SC); 4-4 Complaint Procedures; 4-5 Construction Inspection & Enforcement Procedures; 4-6 Education-Construction Activity Procedures; 4-8 SWPPP	2017	03/09/2016

	Record Keeping to 4-8) and MCM 5 (BMP 5-5 SWPPP Review; 5-8 Inventory-Post Construction Practices; 5-9 Post Construction Practices-Long Term Operation & Maintenance; 5-8 Inventory-Post Construction Practices. The set of procedures will be integrated with all steps of the land use decision making process.		
6.	7-7 MG1 Coalition. By 3/9/2016, Coalition staff directly assist MS4s as requested and funded to write procedures and develop forms related to some or all procedures named in the MS4 Permit. Documents and process noted, communicated, and shared with all members.	2017	03/09/2016
7.	7-7 MG2 Coalition. By 3/9/2017, Coalition staff directly assist MS4s as requested and funded to write procedures and develop forms related to some or all procedures named in the MS4 Permit. Documents and process noted, communicated, and shared with all members.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator with No Land Use Control (SUNY Albany and Albany County)

8. 7-8 MS4 Permit Audit Support & Communication

Coalition staff and individual MS4/municipal members provide support as needed for audited MS4 members.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	7-8 MG1 Coalition. By 3/9/2016, as needed, the Coalition Program Coordinator, other Coalition staff, and Coalition members will provide MS4 Permit audit support (EPA and NYSDEC) for audited members.	2017	03/09/2016
2.	7-8 MG2 Coalition. By 3/9/2017, as needed, the Coalition Program Coordinator, other Coalition staff, and Coalition members will provide MS4 Permit audit support (EPA and NYSDEC) for audited members.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

8.0 Training-Staff, Planning/Zoning Boards, and Other Municipal Officials (MCM8)

The purpose of this MCM is to consolidate all of the training requirements named in the MS4 Permit or thought to be useful for other reasons into one MCM. In practice, training events cover many topics, there are often multiple venues, and matching the training need with the appropriate target audience can be confusing. This MCM organizes municipal/MS4 training topics as stand-alone BMPs making it easier to name, then list topics of interest. MS4s can then craft a measurable goal which states who and how many individuals from their municipality will be trained in the particular topic.

Best Management Practices:

1. 8-1 Topic: Clean Water Act Basics

   The purpose of this BMP is to effectively educate key MS4 staff and elected officials about the Clean Water Act such that the regulatory structure and intention of the stormwater regulations are well understood relatively to all other Clean Water Act SPDES, other water related regulations. Goals reflect MS4 determinations regarding who would benefit from the program and when and how they will participate in the training. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator with No Land Use Control (SUNY Albany and Albany County)

2. 8-2 Topic: Green Infrastructure, BSD, LID and Site Design Elements-For Planning/Zoning Bds (In House)

   The purpose of this BMP is to effectively educate planning board members, possibly elected officials, and others about green infrastructure design considerations and requirements. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 8-2 MG1 T/Bethlehem. By 3/9/2016, the Town of	2017	03/09/2016

	Bethlehem will coordinate with the Stormwater Coalition to provide a presentation to the Town of Bethlehem Planning Board.		
2.	8-2 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer will request assistance from the Stormwater Coalition of Albany County Coordinator in training the Village Planning Board in Low Impact, Better Site Design and Green Infrastructure.		
3.	8-2 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer with the assistance of the Stormwater Coalition of Albany County Coordinator will provide training the Village Planning Board in Low Impact, Better Site Design and Green Infrastructure.	2017	03/09/2017
4.	8-2 MG1 Albany County. By 3/9/2016, the County Stormwater Program Technician will provide a presentation on Green Infrastructure Planning to the Albany County Planning Board at a monthly meeting.	2017	03/09/2016

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinator with Nc
Land Use Control (SUNY Albany and Albany County)

3. 8-3 Topic: Local Green Infrastructure Case Studies "Grand Rounds"

The purpose of this BMP is to establish a neutral, predictable place for a fair minded critique of local green infrastructure practices and case histories. The format is designed to encourage an interdisciplinary discussion across a wide range of disciplines (engineers, landscape architects, planners, builders, contractors, maintenance crews, bankers, municipal officials, etc.) from either the public or private sector. The case histories are not limited to site level green infrastructure practices; other scales to be considered as well (neighborhood and landscape). Attendance is tracked by individual MS4s and included in the MS4 Permit annual report.

Implementation Tasks — Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-3 MG1 Coalition. By 3/9/2017, the Coalition Program Coordinator will discuss this Topic with the Working Group and to gage value and interest, potentially organize one event as a "test cast".	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

4. 8-4 Topic: Illicit Discharge Detection and Elimination [DVD: IDDE-A Grate Concern]

The purpose of this BMP is to educate appropriate municipal staff about illicit discharge (what they are), how to prevent these discharges; and how to elminate. The Coalition owns and circulated a DVD titled: IDDE-A Grate Concern. Circulation is coordinated at monthly Coalition Working Group meetings. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

	Measurable Goals	Permit Year	Due Date
1.	8-4 MG1 T/Guilderland. By 3/9/2016, T/Guilderland Program Coordinator will organize a viewing of the DVD IDDE-A Grate Concern for relevant staff (ie. Highway crew, Parks, Water, Others).	2017	03/09/2016
2.	8-4 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff conduct a training with all relevant staff (Public Works, Highway, Building Dept)which includes showing 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2016
3.	8-4 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff conducts training with all new staff (estimated ~20 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2016
4.	8-4 MG2 C/Albany. By 3/9/2017, C/Albany stormwater staff conducts training with all previously trained staff (estimated ~100 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2017
5.	8-4 MG1 V/Colonie. By 3/9/2016 The Stormwater Management Officer will offer a showing of the stormwater DVD to the Village Planning Commission and other Village Officials and document the date and attendees.	2017	03/09/2016
6.	8-4 MG2 V/Colonie. By 3/1/2017 The Stormwater Management Officer will offer a showing of the stormwater DVD to the Village Planning Commision and other Village Officials and document the date and attendees.	2017	03/09/2017
7.	8-4 MG1 V/Green Island. By 3/9/2017, V/Green Island Stormwater Program Coordinator conducts trainings with relevant staff (DPW, Water/Sewer, Parks and Rec, General Administration, and Green Island Power Authority---estimated ~15 to 20 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check); and/or relevant material)	2017	03/09/2017

8.	8-4 MG1 Albany County. By 3/9/2016, the County Stormwater Program Technician will conduct a training session with maintenance staff from the Times Union Center and Albany County General Services. Two DVDs will be shown: IDDE-A Grate Concern and RainCheck.	2017	03/09/2016
9.	8-4 MG1 Coalition. By 3/9/2017, the Coalition monitors DVD condition, coordinates use, and replaces as needed.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

5. 8-5 Topic: Spill Prevention, Response, and Use of Kits [DVD: Spills and Skills]

The purpose of this BMP is to effectively educate appropriate municipal staff about spill prevention, response, and use of kits. The Coalition owns and circulates a training DVD with quiz titled, Spills and Skills. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-5 MG1 Town of Colonie. By 3/9/2016, Town of Colonie Stormwater Program Coordinator will show the DVD "Rain Check" and "Spills and Skills" to Parks and Rec (Golf Course) staff.	2017	03/09/2016
2.	8-5 MG2 Town of Colonie. By 3/9/2017, Town of Colonie Stormwater Program Coordinator will show the DVD "Rain Check" and "Spills and Skills" to Parks and Rec (Golf Course) staff.	2017	03/09/2017
3.	8-5 MG1 University at Albany. By 3/9/2016, the UAlbany Stormwater Program Coordinator will organize a Spills and Skills DVD training session with various campus Departments and staff.	2017	03/09/2016
4.	8-5 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff conduct a training with all relevant staff (Public Works, Highway, Building Dept) which includes showing 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2016
5.	8-5 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff conducts training with all new staff (estimated ~20 employees). Training includes 3 DVDs (IDDE-A Grate	2017	03/09/2016

	Concern; Spills and Skills; Rain Check)		
6.	8-5 MG2 C/Albany. By 3/9/2017, C/Albany stormwater staff conducts training with all previously trained staff (estimated ~100 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2017
7.	8-5 MG1 C/Watervliet. By 3/9/2016, C/Watervliet Stormwater Program Coordinator will organize a DVD Spills and Skills Training with relevant City staff (DPW, City Hall, Parks and Rec, Firehouse). These staff are also named in Facility Self Audits as needing training. Training will coincide with Spill Kits at various locations.	2017	03/09/2016
8.	8-5 MG1 V/Colonie. By 3/9/2016 The Village of Colonie's Stormwater Management Officer will facilitate training of DPW Staff in Spill Prevention and Response Training by reviewing written procedures and identifying any standard operating procedures that need to be developed.		
9.	8-5 MG2 V/Colonie. By 3/9/2017 The Village Stormwater Management Of9icer with the Superintendent of Public Works will develop Standard Operating Procedures that were previously identified as necessary.	2017	03/09/2017
10.	8-5 MG3 V/Colonie. By 3/9/2016 The Stormwater Management Officer will offer a showing of the stormwater DVD Spills and Skills to the Village Planning Commission and other Village Officials and document the date and attendees.	2017	03/09/2016
11.	8-5 MG4 V/Colonie. By 3/9/2017 The Stormwater Management Officer will offer a showing of the stormwater DVD Spills and Skills to the Village Planning Commision and other Village Officials and document the date and attendees.	2017	03/09/2017
12.	8-5 MG1 V/Green Island. By 3/9/2017, V/Green Island Stormwater Program Coordinator conducts trainings with relevant staff (DPW, Water/Sewer, Parks and Rec, General Administration, and Green Island Power Authority---estimated ~15 to 20 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check); and/or relevant material)	2017	03/09/2017
13.	8-5 MG1 Coalition. By 3/9/2017, the Coalition monitors DVD condition, coordinates use, and replaces as needed.	2017	03/09/2017

Responsible Party

Individual MS4 Stormwater Management (SWMP) Coordinator

6. 8-6 Topic: Improper Waste Disposal-Liquids and Solids [DVD: Rain Check]

This training topic is called out in the MS4 Permit (MCM3) which states that a covered entity must inform public employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste, and maintain records of notifications. The Coalition owns and distributes a training video titled "Rain Check" which covers this topic as do several other DVDs, but not as thoroughly (IDDE-A Grate Concern and Spills and Skills). Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-6 MG2 Town of Colonie. By 3/9/2016, Town of Colonie Stormwater Program Coordinator will show the DVD "Rain Check" and "Spills and Skills" to Parks and Rec (Town Park)staff.	2017	03/09/2017
2.	8-6 MG2 Town of Colonie. By 3/9/2017, Town of Colonie Stormwater Program Coordinator will show the DVD "Rain Check" and "Spills and Skills" to Parks and Rec (Town Park)staff.	2017	03/09/2017
3.	8-6 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff will organize a presentation for new employees using Rain Check (DPW primarily, estimate ~12 employees)	2017	03/09/2016
4.	8-6 MG1 T/Bethlehem. By 3/9/2016 the Town of Bethlehem will show Rain Check DVD to Highway Department and DPW staff to educate them on effective stormwater precautions and techniques.	2017	03/09/2016
5.	8-6 MG1 T/New Scotland. By 3/9/2016, T/New Scotland stormwater staff conduct a training with all relevant staff (Public Works, Highway, Building Dept)which includes showing 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2016
6.	8-6 MG1 C/Albany. By 3/9/2016, C/Albany stormwater staff conducts training with all new staff (estimated ~20 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2016
7.	8-5 MG2 C/Albany. By 3/9/2017, C/Albany stormwater staff conducts training with all previously trained staff (estimated ~100 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check)	2017	03/09/2017
8.	8-6 MG1 V/Colonie. By 3/9/2016 The Stormwater	2017	03/09/2016

	Management Officer will offer a showing of the stormwater DVD Raincheck to the Village Planning Commision and other Village Officials and document the date and attendees.		
9.	8-6 MG2 V/Colonie. By 3/9/2017 The Stormwater Management Officer will offer a showing of the stormwater DVD Raincheck to the Village Planning Commision and other Village Officials and document the date and attendees.	2017	03/09/2017
10.	8-5 MG1 V/Green Island. By 3/9/2017, V/Green Island Stormwater Program Coordinator conducts trainings with relevant staff (DPW, Water/Sewer, Parks and Rec, General Administration, and Green Island Power Authority---estimated ~15 to 20 employees). Training includes 3 DVDs (IDDE-A Grate Concern; Spills and Skills; Rain Check); and/or relevant material)	2017	03/09/2017
11.	8-6 MG1 Albany County. By 3/9/2016, the County Stormwater Program Technician will conduct a training session with maintenance staff from the Times Union Center and Albany County General Services. Two DVDs will be shown: IDDE-A Grate Concern and RainCheck.	2017	03/09/2016
12.	8-6 MG1 Coalition. By 3/9/2017, the Coalition monitors DVD condition, coordinates use, and replaces as needed.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

7. 8-7 Topic: Construction Site Inspections By MS4/Municipal Inspectors (In House)

The purpose of this BMP is to educate appropriate municipal staff, designated SMOS, about current municipal inspection procedures and construction activity permit issues duting construction. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks Implementation Date

Measurable Goals Permit Year Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

8. 8-8 Topic: Post Construction Practices-Municipal Inspector Training (In House)

The purpose of this BMP is to educate appropriate municipal staff, designated SMOS, engineers, others about current municipal inspection procedures and construction activity permit issues related to post-construction stormwater practices. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

9. 8-9 Topic: Maintaining Green Infrastructure Practices-Demo Rain Gardens (In House)

The purpose of this BMP is to effectively educate appropriate municipal staff about how to maintain demonstration rain gardens owned by municipalities. The focus includes training related to native plants, invasives, soils, and other gardening basics. Where possible, lessons learned about demo rain gardens will be applied to other stormwater practices which rely on native plant vegetation.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 8-9 MG1 Coalition. By 3/9/2017 Coalition staff and interested municipalities with demonstration gardens explore how their local garden clubs could get involved with demonstration rain gardens; assist with plant maintenance; splitting and sharing plants (natives, as specified in NYSDEC Design Manual and elsewhere); and otherwise trouble-shoot gardening problems and provide guidance.	2017	03/09/2017

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

10. 8-10 Topic: Maintaining Green Infrastructure Practices-Porous Pavements (In House)

The purpose of this BMP is to effectively educate appropriate municipal staff and others about maintaining porous pavements. Attendance is tracked by individual MS4s; included in the MS4

Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

11. 8-11 Topic: Deicing Material-Road Salt and Other Options (In House)

The purpose of this BMP is to educate appropriate municipal staff and others about deicing options and related water quality issues. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

12. 8-12 Topic: Multi-Sector General Permit for Stormwater Discharges-Sectors Relevant to MS4s (In House)

The purpose of this BMP is to effectively educate appropriate municipal staff and others about MSGP requirements relevant to MS4s. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 8-12 MG1 Coalition. By 3/9/2017, the Coalition Program Coordinator organizes an in-house training for Coalition members about the NYSDEC Multi-Sector General Permit. Possible presenter: NYSDEC staff; MSGP Permittee(s)	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

13. 8-13 Topics: Grn Inf, Better Site Design, Low Impact Dev (Misc Providers) SWCD, Planning Councils, NYSDOS, EPA, NYSDEC-For Plan'g/Zon'g Bd

The Coalition promotes and advertises training events sponsored by others. Individual MS4s track attendance and topics covered.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-13 MG1 T/Guilderland. By 3/9/2016, T/Guilderland SW Prog Coordinator will obtain from the Town planner a list of which trainings related to BSD, LID, and Green Infrastrructure Principles were attedned by the Plannning/Zoning Boards.	2017	03/09/2016
2.	8-13 MG2 T/Guilderland. By 3/9/2017, T/Guilderland SW Prog Coordinator will obtain from the Town planner a list of which trainings related to BSD, LID, and Green Infrastrructure Principles were attedned by the Plannning/Zoning Boards.	2017	03/09/2017
3.	8-13 MG1 C/Cohoes. By 3/9/2016, C/Cohoes stormwater staff will monitor attendance by Planning/Zoning Board members and document trainings related to Better Site Design, Green Infrastructure, and Low Impact Development.	2017	03/09/2016
4.	8-13 MG1 V/Green Island. By 3/9/2016, V/Green Island Stormwater Program Coordinator will monitor attendance by Planning/Zoning Board members and document trainings they've received related to Better Site Design, Green Infrastructure, and Low Impact Development. Typically CDRPC Local Gov't Training at HVCC or elsewhere.	2017	03/09/2016
5.	8-13 MG2 V/Green Island. By 3/9/2017, V/Green Island Stormwater Program Coordinator will monitor attendance by Planning/Zoning Board members and document trainings they've received related to Better Site Design, Green Infrastructure, and Low Impact Development. Typically CDRPC Local Gov't Training at HVCC or elsewhere.	2017	03/09/2017
6.	8-13 MG1 Coalition. By 3/9/2017, Coalition Program Coordinator routinely informs members of training opportunities (Working Group meetings; forwards e-mail	2017	03/09/2017

announcements)

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

14. 8-14 Topic: Stormwater Hydrology-Understanding The Math

The purpose of this BMP training topic is to help municipal stormwater staff better understand the concepts and math associated with SWMPP designs. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 8-14 MG1 Coalition. By 3/9/2016, Coalition Coordinator and interested municipalities review key math concepts and incorporates some or all relevant elements into Green Infrastructure Site Design Elements program to be developed for Planning/Zoning Board members (see BMP 8-2). Review of key math concepts is a first step, potentially related to future Stormwater Hydrology program.	2017	03/09/2016

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

15. 8-15 Topic: Pest Management (Integrated Pest Mgmt Plans, Policies, and Procedures)

The purpose of this BMP training topic is to help municipal stormwater staff better understand Pest Management concepts related to municipal operations and protecting water quality. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date
1. 8-15 MG1 Coalition. By 3/9/2017, the Coalition Program Coordinator organizes an in-house training for Coalition members about Integrated Pest Management. Possible presenter: Cornell Cooperative Extenstion staff; NYSDEC	2017	03/09/2017

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

16. 8-16 Topic: Construction Activity Permit (GP-0-15-002) NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) Requirements

The NYS Construction Activity General Permit (GP-0-15-002) effective January 29, 2015 includes new forms related to Parks Recreation and Historic Preservation Law. MS4s responsible for Construction Activity Permit oversight need to be familiar with these requirements and as needed include the new forms into their SWPPP Review Procedures. Training may be necessary for MS4 staff, consulting engineers, and others. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-16 MG1 Coalition. By 3/9/2017, the Coalition Program Coordinator organizes an in-house training for Coalition members about Construction Activity Permit and Historic Preservation Requirements (OPRHP). Possible presenters: OPRHP and NYSDEC staff	2017	03/09/2017

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

17. 8-17 Topic: On Line Stormwater Programming for Staff Training

The purpose of this BMP is to research and/or create a training interface for municipal staff (ex. police dept, others) which can be viewed on-line, with completion easily monitored, to possibly include an assessment of what was learned.

Implementation Tasks	Implementation Date

Measurable Goals		Permit Year	Due Date
1.	8-16 MG1 C/Albany. By 3/9/2017, C/Albany stormwater staff will research and implement an on-line stormwater training module for viewing by Fire and Police Department staff.	2017	03/09/2017

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

18. 8-18 Topic: IDDE-Mapping Outfalls, ORI, Storm System Mapping

The purpose of this BMP is to provide in-house IDDE training for Coalition members as needed. Training may be a review for some; or new content for municipal staff new to the stormwater regulations. Training/teaching process is shared among Coalition members, depending on expertise. Attendance is tracked by individual MS4s; included in the MS4 Permit annual report; and used to analyze training gaps internal to each MS4.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

19. 8-19 Topic: Center For Watershed Protection Webcasts-Misc Topics

The Coalition routinely purchases the Center for Watershed Protection webcasts. Some webcasts provide valuable stormwater training for municipal staff. As such, attendance should be documented by MS4s, incorporated into internal records, and included in the MS4 Permit annual report.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party

Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators

20. 8-20 Topic: Municipal Facilities and Operations-Misc Topics and Providers

Often Soil and Water Conservation District, Cooperative Extension, and others host training topics relevant to municipal operations and managing stormwater. As such, attendance by MS4s should be documented, incorporated into internal records, and included in the MS4 Permit annual report.

Implementation Tasks	Implementation Date

Measurable Goals	Permit Year	Due Date

Responsible Party
Coalition Coordinator and Individual MS4 Stormwater Management (SWMP) Coordinators