

**DAUPHIN COUNTY**

**NPDES PHASE II REGULATIONS  
FOR SMALL MS4S**

**IMPLEMENTATION PLAN**

**SEPTEMBER 1 2016  
THROUGH  
AUGUST 31 2017**

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# **BACKGROUND**

Dauphin County is a regulated entity under the National Pollutant Discharge Elimination System (NPDES) program for small Municipal Separate Storm Sewer Systems (MS4). As such, Dauphin County must comply with MS4 permit conditions. These conditions specify requirements for each of six Minimum Control Measures (MCMs).

## **UNIQUE CONDITIONS**

Dauphin County, as a county level government, faces certain unique conditions in addressing the permit requirements.

1. The ability of the county to adopt required ordinances is somewhat limited due to the nature of Pennsylvania's government structure. This structure places the primary authority for ordinance adoption in the hands of local governments. That is, while the county could adopt certain ordinances, these ordinances would be superseded by a similar local ordinance. For example, the county does have a subdivision and land development ordinance, but this ordinance is superseded in any municipality which adopts a local subdivision and land development ordinance. The ordinance requirements under the MS4 program are:

1. Illicit discharge (MCM 3)
2. Erosion and sediment control (MCM 4)
3. Post construction stormwater management (MCM 5)

The county has adopted an illicit discharge ordinance, applicable to county owned or operated facilities. Ordinances addressing erosion and sediment control and post construction stormwater management have been adopted by all local governments where county owned regulated facilities are located.

2. Most regulated county facilities are of limited access. The county prison, Schaffner Youth Center, adult probation facility, bulk storage building, recycling center and three District Justice offices have limited public access. Only Fort Hunter parks has significant public use.

3. All regulated county storm sewer systems are relatively small systems as compared to larger municipal systems which may serve large developments or large urbanized areas.

4. Some facilities have onsite maintenance staff, some do not. All facilities have office staff. Staff hours are not homogenous.

5. The Dauphin County Commissioners have designated the Conservation District as the agency responsible for ensuring permit compliance. The District implements the Chapter 102 Erosion and Sediment Control and NPDES Construction Permitting program in Dauphin County.

The above conditions will help to shape the manner in which the county addresses permit requirements. These have been considered in the following plan for Dauphin County.

In addition to these programs, the District has also been active in outreach programs related to stormwater management. As many of these outreach programs are county wide programs, they are also conducted on behalf of municipalities subject to MS4 requirements.

# **REGULATED FACILITIES**

Within the Harrisburg Urbanized Area, Dauphin County owns or operates several facilities that are subject to NPDES MS4 permit requirements. Following the list below is a description of each facility. The description contains information regarding the facility that relates to the development of the Dauphin County Plan to address each of the MCMs at each facility.

1. The Dauphin County Prison and Judicial Center
2. The Schaffner Youth Facility
3. The Dauphin County Adult Probation Facility
4. Fort Hunter Park
5. County Bulk Storage Building
6. District Justice Office 12-1-01
7. District Justice Office 12-1-05
8. District Justice Office 2-2-05
9. Recycling Center

## **DAUPHIN COUNTY PRISON AND JUDICIAL CENTER**

The Dauphin County Prison and the newly completed Judicial Center are located in Swatara Township between Paxton Street and Route 441, adjacent to the Harrisburg Mall. For MS4 permit purposes, the facilities are treated as one facility. The facility has four separate stormwater outfalls, each with varying numbers of contributing inlets. The facility receives no offsite stormwater through storm sewer system connections. All stormwater outfalls discharge to Spring Creek. The storm sewer systems have been mapped.

The facility is not open to the general public. That is, it is not similar to a park which is accessible by virtually any one at any time. For obvious security reasons, access to the prison is carefully controlled. The prison has an on site maintenance staff. Office staff do not have regular hours. The Judicial center has a separate office staff.

## **SCHAFFNER YOUTH FACILITY**

The Schaffner Youth Facility is located in Swatara Township on Gibson Boulevard, east of 19<sup>th</sup> Street. The facility has one outfall which discharges to Pelton Run, a tributary to Spring Creek. There are several inlets contributing stormwater to this outfall. The storm sewer system has been mapped. There are two entities housed at this building, the Dauphin County Emergency Management Agency and a private entity.

This facility is similar to the prison, with the exception that is devoted to detention of minors. Similar to the prison, the nature of the facility is such that it is not open to the general public. For obvious security reasons, access to the center is carefully controlled. The facility is maintained by off site maintenance staff. Office staff do not have regular hours.

## **DAUPHIN COUNTY ADULT PROBATION FACILITY**

The Adult Probation Facility located in Swatara Township on Gibson Boulevard, east of 19<sup>th</sup> Street and is adjacent to the Schaffner Youth Facility. The facility has three outfalls which discharge to Pelton Run, a tributary to Spring Creek. There are several inlets contributing stormwater to these outfalls. The storm sewer systems have been mapped. This facility has undergone recent renovations.

This facility is also similar to the prison, with the exception that is devoted to individuals on parole or in the work release program. Similar to the prison, the nature of the facility is such that it is not open to the general public. For obvious security reasons, access to the center is carefully controlled. The prison has an on site maintenance staff. Office staff do not have regular hours.

## **FORT HUNTER PARK**

Fort Hunter Park is located in Susquehanna Township, on Front Street, Just south of Route 443. The Park has one outfall, which discharges to the Susquehanna River. There are two inlets contributing to this outfall. The inlets drain a small parking lot and surrounding lawns. The storm sewer system has been mapped. The park is open to the general public. The park has an on site maintenance staff. Office staff have regular hours.

## **COUNTY BULK STORAGE BUILDING**

This building is located in Swatara Township on Route 441 just south of Paxton Street. Several storm sewer inlets discharge to a detention basin which in turn discharges to a storm sewer system owned by Swatara Township. The storm sewer systems have been mapped. This building houses the warehouse and coroners office. The site is maintained by off site maintenance staff. Office staff have regular hours.

## **DISTRICT JUSTICE OFFICE 12-1-01**

This building is located on Paxton Church Road west of Paxtang Avenue. Seven storm sewer inlets are located on this property. Six of these discharge through one outfall to an unnamed tributary to Paxton Creek. The seventh is an inlet to the UNT to Paxton Creek. The storm sewer system has been mapped. The site is maintained by off site maintenance staff. Office staff have regular hours.

## **DISTRICT JUSTICE OFFICE 12-1-05**

This building is located on South 29th Street north of Derry Street. Two small grate drains discharge to the Harrisburg storm sewer system. The storm sewer system has been mapped. The site is maintained by off site maintenance staff. Office staff have regular hours.

## **DISTRICT JUSTICE OFFICE 2-2-05**

This building is located on Rolleston Street south of Paxton Street. Four inlets discharge to the Harrisburg City storm sewer system. The storm sewer system has been mapped. The site is maintained by off site maintenance staff. Office staff have regular hours.

## **RECYCLING CENTER**

This building is located on South 19th Street just east of Cameron Street. One inlet discharges to a swale which discharges to Spring Creek. A second inlet discharges to an outfall adjacent to Spring Creek. Dauphin County leases only the portion of this site containing two inlets. The inlets discharge off site. Recyclable materials are collected here. The site is maintained by off site maintenance staff. Office staff have regular hours.

# **MCM AND BMP SUMMARY**

## **MINIMUM CONTROL MEASURE REQUIREMENTS**

The MS4 permitting program requires that six Minimum Control Measures (MCMs) be addressed. Following is a description of requirements for each MCM and the BMPs to be utilized to meet each MCM. This description is taken directly from the DEP NPDES MS4 General Permit package. The majority of the BMPs listed will be implemented. Substitute and supplemental BMPs are noted. Substitute BMPs are noted where the County cannot implement a given BMP. Supplemental BMPs are used to augment the programs effectiveness or to address gaps where program requirements can not be met. A specific plan for addressing each MCM follows this section. The plan includes the BMPs to be employed, a schedule of implementation and measurable goals.

### **MCM 1 – PUBLIC EDUCATION**

Requirements:

***1. Implement a public education program to distribute educational materials to the community, or conduct equivalent outreach activities about the impacts of storm water discharges on local water bodies and the steps that can be taken to reduce storm water pollution;***

The following BMPs will be utilized to meet the requirements of this MCM.

BMP 1 – Develop, implement and maintain a written Public Education Plan

BMP 2 – Develop target audiences and methods of distribution

BMP 3 – Publish one issue of a stormwater education newsletter, pamphlet or flyer annually

BMP 4 – Distribute educational materials through two other sources

### **MCM 2 – PUBLIC INVOLVEMENT AND PARTICIPATION**

Requirements:

***1. Comply with applicable State, Tribal, and local public notice requirement in implementing a public involvement program;***

The following BMPs will be utilized to meet the requirements of this MCM.

BMP 1 – Develop a written Public Involvement and Participation Plan to include:

- Opportunities for the public to participate in the development and implementation of programs
- Routine communications with environmental organizations
- Make periodic reports available to the public

BMP 2 – Prior to adoption of required ordinances, provide public notice and opportunity for review and input.

BMP 3 – Regularly solicit participation from target groups and discuss implementation of the MS4 plan at regularly scheduled public meetings.

### **MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION**

Requirements:

- 1. Develop and implement a program to detect and eliminate illicit discharges.***
- 2. Develop a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls***
- 3. Through an ordinance, or other regulatory mechanism, a prohibition (to the extent allowable under State, Tribal, or local law) on non-storm water discharges into the MS4, and appropriate enforcement procedures and action***
- 4. Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, into the MS4***
- 5. Educate public employees, businesses, and the general public about the hazards associated with illegal discharges and improper disposal of waste***

BMP 1 – Develop and implement a written program for detection, elimination and prevention of illicit discharges including outfall screenings to detect and eliminate illicit discharges.

BMP 2 – Develop and Maintain a storm sewer map including discharges and receiving waters.

BMP 3 – Update the storm sewer system map.

BMP 4 – Conduct outfall screenings and eliminate illicit discharges.

BMP 5 – Enact an ordinance prohibiting illicit discharges.

BMP 6 – Provide outreach to target audiences using the strategies from MCM 1.

### **MCM 4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

Requirements:

- 1. Develop, implement and enforce a program to reduce pollutants in stormwater runoff to the MS4 on applicable construction sites.***
- 2. Implement an ordinance, with sanctions to ensure compliance, to require erosion and sediment controls.***
- 3. Require construction site operators to implement appropriate erosion and sediment control BMPs.***
- 4. Develop and implement requirements for construction site operators to control waste that may cause adverse impacts to water quality.***
- 5. Develop and implement procedures for site plan review of construction plans that consider potential water quality impacts.***
- 6. Establish procedures for the receipt and consideration of information submitted by the public.***
- 7. Have procedures for site inspection and enforcement of control measures***

BMP 1 – Develop a program for compliance with this MCM.

BMP 2 – Annually review ordinances of municipalities to determine if those ordinances meet MS4 requirements.

This is a substitute BMP for the adoption of such an ordinance. See the ordinance discussion attached to this document.

BMP 3 – Implement requirements for construction site waste control through the Chapter 102/NPDES program.

This BMP is implemented county wide for all sites, including county owned or operated sites, through the Implementation of the Chapter 102/NPDES permitting program by the County Conservation District.

BMP 4 – Implement a system for receiving public inquiries, concerns and information.

This BMP is implemented county wide for all sites, including county owned or operated sites, through the Implementation of the Chapter 102/NPDES permitting program by the County Conservation District.

BMP 5 – Provide outreach to target audiences using the strategies from MCM 1.

### **MCM 5 – POST CONSTRUCTION STORMWATER MANAGEMENT**

Requirements:

***1. Develop, implement and enforce a program to address stormwater runoff from new and redevelopment projects that disturb one acre or greater.***

***2. Develop and implement strategies which include a combination of structural and/or non-structural best management practices (BMPs)***

***3. Have an ordinance or other regulatory mechanism requiring the implementation of post-construction runoff controls to the extent allowable under State, Tribal or local law***

***4. Ensure adequate long-term operation and maintenance of controls***

BMP 1 – Develop a written plan for implementation of this MCM.

BMP 2 – Require implementation of BMPs to address water quality and maintain runoff conditions.

This BMP is implemented county wide for all sites, including county owned or operated sites, through the Implementation of the Chapter 102/NPDES permitting program by the County Conservation District.

Additionally, it is met by local ordinances in municipalities where county facilities are located.

BMP 3 – Ensure installation of controls at county owned facilities.

This BMP is implemented county wide for all sites, including county owned or operated sites, through the implementation of the Chapter 102/NPDES permitting program by the County Conservation District.

Additionally, it is met by local ordinances in municipalities where county facilities are located.

BMP 4 – Annually review ordinances of municipalities to determine if those ordinances meet MS4 requirements.

This is a substitute BMP for the adoption of such an ordinance. See the ordinance discussion attached to this document.

BMP 5 – Implement measures to encourage Low Impact Design principles in new and existing development.

BMP 6 – Ensure long term operation and maintenance of installed BMPs.

BMP 7 – Provide outreach to target audiences using the strategies from MCM 1.



## **MCM 6 – POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL FACILITIES**

Requirements:

- 1. Develop and implement an operation and maintenance program, including employee training, with the ultimate goal of preventing or reducing pollutant runoff from municipal operations into the storm sewer system.***
- 2. Include employee training on how to incorporate pollution prevention/good housekeeping techniques into municipal operations such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.***

BMP 1 – Identify facilities and activities generating stormwater runoff to storm sewer systems.

BMP 2 – Develop and implement an operation and maintenance program for municipal operations.

BMP 3 – Develop and implement an employee training program.

BMP 4 – Provide outreach to target audiences using the strategies from MCM 1.

### **MINIMUM CONTROL MEASURE DISCUSSION**

To address the six MCMs, Dauphin County will consider the unique circumstances of each facility and the county in developing an implementation plan, including:

1. Ordinance adoption by Dauphin County for MCMs 4 and 5 is not practical. Local ordinances already exist that address these MCMs. County adoption of such ordinances would be redundant. Further, the local ordinances would supersede the county ordinance. As a substitute practice, Dauphin County will annually review local ordinance for MS4 compliance. Where ordinances are not in place, the municipality will be informed of its responsibility for such ordinance adoption. This approach has been approved by EPA. Dauphin County has adopted an Illicit Discharge Ordinance.
2. The Storm Sewer systems owned by Dauphin County which are subject to MS4 permit requirements are all located at facilities that do not have permanent public populations.
3. Storm sewer systems at all facilities drain relatively small areas and receive little offsite runoff.
4. Dauphin County, primarily through the Conservation District, has long been active in providing outreach and assistance related to improved stormwater management. As the Conservation District is a county wide agency, these activities are also conducted county wide, including in the MS4 regulated areas.

These factors will largely shape the implementation plan which follows. Given the nature of the facilities and the factors discussed above, specific implementation considerations, by MCM, are discussed below.

### **MCM 1 – PUBLIC EDUCATION**

Because several of the regulated county facilities are not generally public (ie, the prison, work release center and juvenile facility), the primary target group is the maintenance staff with a secondary target audience being employees at the facility. Where facilities are more accessible to the public, the education efforts will be tailored to the characteristics of the facility.

It should be noted however that the County, through the Conservation District, has long been active in providing outreach related to stormwater management and erosion and sediment pollution control to a wide variety of audiences. These activities will continue and will be outlined in greater detail in the MCM COMPLIANCE PLAN section.

## MCM 2 – PUBLIC PARTICIPATION

Public participation will primarily be through opportunities for the public to comment on the county MS4 program, either through the Conservation District website or at County Commissioner or Conservation District Board Meetings. Public participation also occurs through the Erosion and Sediment Control Program complaint handling system. The county will seek opportunities to work with other entities such as environmental organizations and other municipalities to provide additional opportunities for public participation.

## MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

Dauphin County has adopted an ordinance prohibiting illicit discharges to county owned storm sewer systems. It should also be noted that all Dauphin County regulated facilities are located in municipalities that are regulated under the MS4 program and have adopted ordinances that address illicit discharges. The IDDE program development will consider the nature of the county facilities.

## MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT

All Dauphin County regulated facilities are located in municipalities that are regulated under the MS4 program and have adopted ordinances that address the issue. The County Conservation District does implement the erosion and Sediment Pollution Control and NPDES Permitting programs. In lieu of a county ordinance, the county will annually review municipal ordinances where regulated facilities are located and where ordinances are deficient, inform the municipality of its obligations under the MS4 program. Additionally, all county construction projects are subject to NPDES construction site permitting. These NPDES regulations are implemented by the Conservation District.

## MCM 5 – POST CONSTRUCTION STORMWATER MANAGEMENT

All Dauphin County regulated facilities are located in municipalities that are regulated under the MS4 program and have adopted ordinances that address stormwater management under Act 167 planning. In lieu of a county ordinance, the county will annually review municipal ordinances where regulated facilities are located and where ordinances are deficient, inform the municipality of its obligations under the MS4 program. Additionally, all county construction projects are subject to NPDES construction site permitting. These NPDES regulations are implemented by the Conservation District.

## MCM 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Some facilities have an on site maintenance staff while some facilities are maintained by the general county maintenance staff. In addition all facilities have office and other staff. For MCM 6, on and off site maintenance staff will be primary audiences for both education and training efforts. Office staff will also receive training. Other employees will be primary audiences for educational efforts.

***MCM  
IMPLEMENTATION  
PLAN***

## NOTES

On June 22, 2016, DEP conducted a review of the Dauphin County MS4 program. A report of that review was dated July, 6 2016 and forwarded to Bob Christoff, MS4 Program Supervisor, with the Dauphin County Conservation District. Comments from that report were considered, and where appropriate, incorporated into this update of the county MCM implementation plan.

For each MCM below, the first table is the generalized plan containing specific and optional activities. The final table for each MCM is intended to be the specific tasks that are to be accomplished for that permit year.

## MCM 1 – PUBLIC EDUCATION PLAN

<b>BMP 1</b>	Develop and maintain a written public education plan. Review annually and update as needed		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan annually in July		
Documentation	MS4 Activity Form	Current Or Revised Plan	

<b>BMP 2</b>	Develop target audiences and review annually		
Task A	Target audiences have developed. Review annually.		
	Primary target audiences	<ul style="list-style-type: none"> <li>- Maintenance staff for each facility</li> <li>- Office and other staff at all facilities</li> <li>- Development community (developers, consultants and contractors)</li> </ul>	
	Secondary target audiences	<ul style="list-style-type: none"> <li>- Municipalities</li> <li>- General Public</li> </ul>	<ul style="list-style-type: none"> <li>- Schools</li> <li>- Realtors</li> <li>- Park users at Fort Hunter</li> </ul>
Date	July		
Measurable Goal	Review of target audiences annually in July. Selection of target audiences.		
Documentation	MS4 Activity Form	Current or revised target audiences	

<b>BMP 3</b>	Annually publish one issue of a stormwater education newsletter, pamphlet or flyer		
Task A	Distribute an educational sheet annually to all county employees through the county newsletter. Outline MS4 regulatory aspects, need for pollution prevention and steps to prevent pollution.		
Date	October - December		
Measurable Goal	Distribution of newsletter		
Documentation	MS4 Activity Form	Copy of Newsletter	Distribution list

<b>BMP 4</b>	Distribute educational materials through two other sources		
Task A	Distribution of an educational sheet on Low Impact Development to municipalities annually		
Date	June - August		
Measurable Goal	1 LID education sheet mailed annually		
Documentation	MS4 Activity Form	Copy of educational sheet	Distribution list
Task B	Distribute educational poster to schools		
Date	October - December		
Measurable Goal	One poster distributed annually		
Documentation	MS4 Activity Form	Documentation	MS4 Activity Form
Task C	Distribute an educational sheet to developers		
Date	June - August		
Measurable Goal	One sheet mailed annually		
Documentation	MS4 Activity Form	Documentation	MS4 Activity Form
Task D	Maintain DCCD website with a SWM section, education materials, program descriptions, links to the DEP and EPA website, a copy of this program and annual reports.		
Date	Ongoing updates as needed.		
Measurable Goal	Review of website. Updates as needed.		
Documentation	MS4 Activity Form	Website pages	
Task E	Place a newspaper educational ad.		
Date	October - December		
Measurable Goal	Placement of ad		
Documentation	MS4 Activity Form	Copy of ad	
Task O - OPTIONAL	BMP Tours, Workshops, Presentations, Publications		
Date	Ongoing. No specific date.		
Measurable Goal	As appropriate		
Documentation	MS4 Activity Form	Other As Appropriate	

In addition, other outreach opportunities may be used. These opportunities may include:

PARKS AND RECREATION DEPARTMENT	<ul style="list-style-type: none"> <li>- Park newsletters</li> <li>- Counter Materials</li> <li>- Upcoming Events Newsletter</li> </ul>
CONSERVATION DISTRICT	<ul style="list-style-type: none"> <li>- Counter Materials</li> <li>- Newsletters, Educational sheets</li> </ul>
COUNTY GOVERNMENT	<ul style="list-style-type: none"> <li>- County Website</li> <li>- Press Releases</li> </ul>
WATERSHED ORGANIZATIONS	<ul style="list-style-type: none"> <li>- Projects with watershed organizations in Paxton, Swatara and Conewago Creek</li> <li>- Projects with Doc Fritchey Chapter, Trout Unlimited</li> </ul>
MUNICIPALITIES/AUTHORITIES	<ul style="list-style-type: none"> <li>- Newsletters</li> <li>- Websites</li> <li>- Municipal Mailings</li> <li>-Projects with Capital Region Water</li> </ul>
PUBLICATIONS	<ul style="list-style-type: none"> <li>- Local Papers (Harrisburg Patriot News, Middletown Press And Journal, The Guide, Hummelstown</li> <li>- Home Builders Association Of Greater Harrisburg Area</li> <li>- Professional publications (Attorneys, Realtors, etc)</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>- workshops for developers, designers, municipalities, contractors and the general public.</li> <li>- Utilized the Conservation District table top educational display.</li> <li>- Utilize direct mailings of educational materials to target groups.</li> <li>- Coordinate with ESPC workshops to present educational information.</li> <li>- Publish stormwater related articles in applicable publications or dedicated publications.</li> <li>- Included information in mailings to Friends of Fort Hunter and Friends of Wildwood Lake.</li> <li>- Place pamphlets, posters, displays or other educational materials at county facilities.</li> </ul>

The table below outlines specific methods that may be used. Other methods will be employed as opportunities arise.

TARGET AUDIENCE	PRIORITY	PRIMARY EDUCATION EFFORT(S)
Park Visitors	Secondary	Counter top educational materials
Office Staff	Primary	Conduct general stormwater education
Maintenance Staff	Primary	Conduct training for MS4 compliance and general education
Public	Secondary	Maintain Website
		Use table top education display and handouts
		Place newspaper ad
		Conduct BMP tours or workshops
Developers	Primary	Public presentations
		Workshops
		Targeted mailings
Contractors	Primary	Workshops
		Targeted mailings
Consultants	Primary	Workshops and Individual Contact
Schools	Secondary	Distribute education poster
Municipalities	Secondary	Educational mailings
		Workshops
Realtors	Secondary	Mailings
		Outreach Meetings

The Conservation District maintains contact lists for county staff, municipalities, developers, contractors, consultants and schools. These lists are periodically reviewed and updated. All lists are maintained in separate data bases with contact information readily extracted for mailings. The Consultant database also includes a point of contact email address for dissemination of important regulatory or other updates and communications.

**DAUPHIN COUNTY MS4 PERMIT**

**IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2016 THROUGH AUGUST 31 2017**

**MINIMUM CONTROL MEASURE 1 – PUBLIC EDUCATION**

<b>BMP</b>	<b>TASK</b>		<b>DOCUMENTATION</b>	<b>SCHEDULE</b>
1. DEVELOP AND MAINTAIN A WRITTEN PUBLIC EDUCATION PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	MS4 ACTIVITY FORM COPY OF PLAN	JULY 2017
2. DEVELOP TARGET AUDIENCES	A	REVIEW AND REVISE TARGET AUDIENCE LIST AND CONTACT DATA BASES. DEVELOP LIST FOR ORGANIZATIONS.	MS4 ACTIVITY FORM	JULY 2017
3. PUBLISH ONE ISSUE OF A STORMWATER EDUCATION NEWSLETTER, PAMPHLET OR FLYER	A	DEVELOP AND DISTRIBUTE EMPLOYEE EDUCATION SHEET	MS4 ACTIVITY FORM EDUCATION SHEET DISTRIBUTION LIST	OCTOBER 1 2016 TO DECEMBER 31 2016
4. DISTRIBUTE EDUCATIONAL MATERIALS THROUGH AT LEAST 2 OTHER SOURCES	A	DISTRIBUTE AN EDUCATIONAL SHEET TO MUNICIPALITIES	MS4 ACTIVITY FORM EDUCATIONAL SHEET DISTRIBUTION LIST	JUNE 1 2017 TO AUGUST 31 2017
	B	DISTRIBUTE AN EDUCATIONAL POSTER TO SCHOOLS	MS4 ACTIVITY FORM POSTER DISTRIBUTION LIST	OCTOBER 1 2016 TO DECEMBER 31 2016
	C	DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	MS4 ACTIVITY FORM EDUCATIONAL SHEET DISTRIBUTION LIST	JUNE 1 2017 TO AUGUST 31 2017
	D	REVIEW AND MAINTAIN WEBSITE	MS4 ACTIVITY FORM WEBSITE SCREEN SHOTS	ONGOING
	E	PLACE A NEWSPAPER EDUCATIONAL AD	MS4 ACTIVITY FORM COPY OF AD	OCTOBER 1 2016 TO DECEMBER 31 2016
	O	REALTOR OUTREACH – EDUCATION SHEET	MS4 ACTIVITY FORM EDUCATIONAL SHEET DISTRIBUTION LIST	MARCH 1 TO APRIL 30
	O	OTHER ACTIVITIES BMP TOURS, WORKSHOPS, PRESENTATIONS, PUBLICATIONS, OUTREACH MATERIALS	MS4 ACTIVITY FORM OTHER AS APPROPRIATE	NO SPECIFIC SCHEDULE

**MCM 2 – PUBLIC INVOLVEMENT  
AND PARTICIPATION PLAN**

<b>BMP 1</b>	Develop and implement a Public Involvement Plan		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	
Task B	Post plan to DCCD website and have available at DCCD offices for public review and comment		
Date	Ongoing		
Measurable Goal	Posting of plan		
Documentation	MS4 Activity Form	Website pages	Current or revised plan
Task C	Maintain relationships with environmental organizations through an annual newsletter		
Date	July - August		
Measurable Goal	Distribution of newsletter		
Documentation	MS4 Activity Form	Newsletter	Distribution List
Task D	Post Annual Report to DCCD website and have available at DCCD offices for public review and comment		
Date	September		
Measurable Goal	Posting of plan		
Documentation	MS4 Activity Form	Screen shots	Comments and responses

<b>BMP 2</b>	Prior to adoption of required ordinances, provide public notice and opportunity for review and input		
Task A	Provide legally required public notices		
Date	When needed		
Measurable Goal	Legal notice given to public		
Documentation	MS4 Activity Form	Public Notice	Meeting Agenda
	Meeting minutes	Copy of comments and response	Copy of Ordinance

<b>BMP 3</b>	Regularly solicit input from the public		
Task A	Post plan and report on DCCD website and have available at DCCD offices for public review and comment		
Date	Ongoing		
Measurable Goal	Posting of plan and report		
Documentation	MS4 Activity Form	Web pages	Plan and Report
Task B	Receive information from public regarding illicit discharges and erosion issues		
Date	Ongoing		
Measurable Goal	Receipt and processing of information		
Documentation	MS4 Activity Form	Municipal summary	
Task C	Annually discuss program at County Commissioners meeting.		
Date	July - August		
Measurable Goal	Attendance at meeting		
Documentation	MS4 Activity Form	Meeting agenda	Meeting minutes
	Attendance sheet	Summary of comments	Copies of materials
Task D	Annually discuss program at DCCD Board meetings.		
Date	July - August		
Measurable Goal	Attendance at meeting		
Documentation	MS4 Activity Form	Meeting agenda	Meeting minutes
	Attendance sheet	Summary of comments	Copies of materials
			Meeting Advertisement



The primary identified environmental organizations that operate in the area of regulated county facilities are listed below. Dauphin County will also seek opportunities to work with organizations as projects are available, including organizations not within county MS4 watersheds.

ORGANIZATION	WATERSHED
Paxton Creek Watershed and Education Association	Paxton Creek
Doc Fritchey Chapter of Trout Unlimited	Spring Creek (West)
West Hanover Township Environmental Advisory Council (EAC)	Fishing Creek, Beaver Creek, Manada Creek
Derry Township Environmental Action Committee	Swatara Creek, Spring Creek (East)

Dauphin County has adopted an Illicit Discharge Ordinance.

**DAUPHIN COUNTY MS4 PERMIT**

**IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2016 THROUGH AUGUST 31 2017**

**MINIMUM CONTROL MEASURE 2 – PUBLIC PARTICIPATION**

<b>BMP</b>	<b>TASK</b>	<b>DOCUMENTATION</b>	<b>SCHEDULE</b>
1. DEVELOP AND IMPLEMENT A WRITTEN PUBLIC INVOLVEMENT PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	MS4 ACTIVITY FORM COPY OF PLAN JULY 2017
	B	PROVIDE OPPORTUNITY FOR PUBLIC INVOLVEMENT WITH PLAN DEVELOPMENT AND IMPLEMENTATION.	MS4 ACTIVITY FORM WEBSITE SCREEN SHOTS SUMMARY OF COMMENTS ONGOING
	C	ROUTINE COMMUNICATION WITH ENVIRONMENTAL ORGANIZATIONS	MS4 ACTIVITY FORM COPY OF NEWSLETTER JUNE 1 2017 TO AUGUST 31 2017
	D	MAKE PERIODIC REPORTS AVAILABLE TO THE PUBLIC	MS4 ACTIVITY FORM WEBSITE SCREEN SHOTS SUMMARY OF COMMENTS SEPTEMBER 2017 AFTER REPORT IS FILED
2. PRIOR TO ADOPTION OF REQUIRED ORDINANCES, PROVIDE PUBLIC NOTICE AND OPPORTUNITY FOR REVIEW AND INPUT	A	ADVERTISE ADOPTION OF ORDINANCE AS PER LEGAL REQUIREMENTS	MS4 ACTIVITY FORM COPY OF ORDINANCE PUBLIC NOTICE MEETING AGENDA ATTENDANCE SHEET MINUTES PRIOR TO ADOPTION OF ANY ORDINANCE
	B	SOLICIT PUBLIC INPUT	COPY OF SOLICITATION COPY OF COMMENTS ACTIVITY FORM PRIOR TO ADOPTION OF ANY ORDINANCE
3. REGULARLY SOLICIT INPUT FROM THE PUBLIC AND DISCUSS IMPLEMENTATION OF THE PLAN AT SCHEDULED PUBLIC MEETING.	A	UPDATE PLAN ON WEBSITE AND PROVIDE FOR COMMENTS	MS4 ACTIVITY FORM WEBSITE SCREEN SHOTS SUMMARY OF COMMENTS ONGOING
	B	RECEIVE AND ADDRESS PUBLIC INFORMATION REGARDING ILLICIT DISCHARGES AND EROSION ISSUES	MS4 ACTIVITY FORM SUMMARY OF COMPLAINTS ONGOING
	C	COORDINATE WITH COMMISSIONERS MEETING ANNUALLY AND ADVERTISE MS4 CONTENT OF MEETING.	MS4 ACTIVITY FORM ATTENDANCE SHEETS MEETING MINUTES PUBLIC AD JULY 1 2017 TO AUGUST 31 2017
	D	COORDINATE WITH CONSERVATION DISTRICT MEETING ANNUALLY AND ADVERTISE MS4 CONTENT OF MEETING.	MS4 ACTIVITY FORM ATTENDANCE SHEETS MEETING MINUTES PUBLIC AD JULY 1 2017 TO AUGUST 31 2017

**MCM 3 – ILLICIT DISCHARGE  
DETECTION AND ELIMINATION PLAN**

<b>BMP 1</b>	Develop a written IDDE plan		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	

<b>BMP 2</b>	Develop and maintain storm sewer maps with outfalls and receiving waters		
Task A	The maps have been developed. Review maps annually.		
Date	Ongoing		
Measurable Goal	Maintenance and update of maps		
Documentation	MS4 Activity Form	System Maps	

<b>BMP 3</b>	Update system maps		
Task A	Update maps as needed		
Date	Ongoing		
Measurable Goal	Maps updated as needed		
Documentation	MS4 Activity Form	Revised Maps	

<b>BMP 4</b>	Screen outfalls, identify and correct illicit discharges		
Task A	See Appendix B		
Date	See Appendix B		
Measurable Goal	Screening of scheduled outfalls		
Documentation	MS4 Activity Form	Screening form	Photos
	All documents related to illicit discharge resolution as applicable		
Task B	Identify and eliminate illicit discharge		
Date	As Needed		
Measurable Goal	Identification of illicit discharge and elimination of the illicit discharge		
Documentation	MS4 Activity Form	Remediation Report	Other as Required

<b>BMP 5</b>	Enact an ordinance prohibiting illicit discharges		
Task A	An ordinance prohibiting illicit discharges to county owned storm sewer systems has been enacted.		
Date	NA		
Measurable Goal	Enactment of the ordinance		
Documentation	MS4 ACTIVITY FORM	PUBLIC NOTICE	ATTENDANCE SHEET
	COPY OF ORDINANCE	MEETING AGENDA	MINUTES
Task B	Review ordinances where regulated county facilities are located for compliance with MS4 requirements. If ordinances are not in place, advise municipality of its MS4 responsibilities.		
Date	April - May		
Measurable Goal	Review of municipal ordinances		
Documentation	MS4 Activity Form	Ordinance summary	Copy of letter if applicable

<b>BMP 6</b>	Inform target audiences of hazards of illicit discharges		
Task A	Annual distribution through the county payroll system of an education sheet		
Date	October - December		
Measurable Goal	Distribution of sheet		
Documentation	MS4 Activity Form	Education Sheet	Distribution list
Task B	Incorporation of an illicit discharge education element into the annual staff training		
Date	October - December		
Measurable Goal	Development of training modules and annual staff trainings completed annually		
Documentation	MS4 Activity Form	Materials	
Task C	Place an education newspaper add annually		
Date	October - December		
Measurable Goal	Placement of add		
Documentation	MS4 Activity Form	Copy of add	
Task D	Distribute an education posters to schools annually		
Date	October - December		
Measurable Goal	Distribution of posters		
Documentation	MS4 Activity Form	Poster	Distribution list
Task E	Add and review annually illicit discharge information to DCCD and County websites		
Date	October to December		
Measurable Goal	Information is posted to website		
Documentation	MS4 Activity Form	Screen shot	

NOTE: For BMP 3 above - There are two floor drains located at Fort Hunter in the maintenance building and one drain immediately outside the building. During this permit year, the location of the outfalls for these drains will be investigated. Maps for this facility will be updated as needed.

**DAUPHIN COUNTY MS4 PERMIT**

**IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2016 THROUGH AUGUST 31 2017**

**MINIMUM CONTROL MEASURE 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION**

<b>BMP</b>	<b>TASK</b>		<b>DOCUMENTATION</b>	<b>SCHEDULE</b>
1. DEVELOP A WRITTEN IDDE PLAN	A	REVIEW AND REVISE EXISTING PLAN	MS4 ACTIVITY FORM COPY OF PLAN	JULY 2017
2. DEVELOP AND MAINTAIN STORM SEWER MAP WITH OUTFALLS AND RECEIVING WATERS	A	DEVELOP A STORM SEWER SYSTEM MAP	MS4 ACTIVITY FORM COPIES OF MAPS	ONGOING
3. UPDATE STORM SEWER SYSTEM MAPS AS NEEDED	A	REVIEW AND UPDATE MAP AS NEEDED UPDATE FORT HUNTER MAP	MS4 ACTIVITY FORM UPDATED MAPS	ONGOING
4. SCREEN OUTFALLS, IDENTIFY AND CORRECT ILLICIT DISCHARGES	A	CONDUCT SCREENINGS AS PER APPENDIX B	MS4 ACTIVITY FORM SCREENING FORMS AND PHOTOS	SEPTEMBER 1 2017 TO NOVEMBER 30 2017
	B	IDENTIFY AND ELIMINATE ILLICIT DISCHARGES	MS4 ACTIVITY FORM ILLICIT DISCHARGE FORM REMEDATION DOCUMENTATION	AS NEEDED
5. ENACT ORDINANCE PROHIBITING ILLICIT DISCHARGES	A	ENACT AN ILLICIT DISCHARGE ORDINANCE APPLICABLE TO COUNTY OWNED FACILITIES	MS4 ACTIVITY FORM COPY OF ORDINANCE	2012
	B	VERIFY ORDINANCES IN MUNICIPALITIES WHERE REGULATED COUNTY FACILITIES ARE LOCATED. IF ORDINANCES NOT ADOPTED NOTIFY MUNICIPALITY OF RESPONSIBILITIES	MS4 ACTIVITY FORM ORDINANCE SUMMARY COMMENTS NOTICE LETTER IF NEEDED	JUNE 1 2017 TO AUGUST 31 2017
6. INFORM TARGET AUDIENCES OF HAZARDS OF ILLICIT DISCHARGES	A	DISTRIBUTE EMPLOYEE EDUCATION SHEET	MS4 ACTIVITY FORM EDUCATION SHEET	OCTOBER 1 2017 TO DECEMBER 31 2017
	B	PLACE NEWSPAPER ADD	MS4 ACTIVITY FORM COPY OF AD	OCTOBER 1 2017 TO DECEMBER 31 2017
	C	DISTRIBUTE POSTER TO SCHOOLS	MS4 ACTIVITY FORM POSTER DISTRIBUTION LIST	OCTOBER 1 2017 TO DECEMBER 31 2017
	D	INCORPORATE ILLICIT DISCHARGE ELEMENT INTO ANNUAL STAFF TRAINING	MS4 ACTIVITY FORM ATTENDANCE SHEETS MATERIALS	OCTOBER 1 2017 TO DECEMBER 31 2017
	E	PLACE ILLICIT DISCHARGE INFORMATION ON WEBSITES INCLUDING WHAT AN ILLICIT DISCHARGE IS AND HOW TO REPORT	SCREEN SHOT MS4 ACTIVITY FORM	OCTOBER 1 2016 TO DECEMBER 31 2016

## MCM 4 – CONSTRUCTION SITE STORMWATER MANAGEMENT PLAN

<b>BMP 1</b>	Develop a written plan		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	

<b>BMP 2</b>	Annual review of municipal ordinances		
Task A	Dauphin County will verify ordinances have been adopted by municipalities where regulated county facilities are located. If not, Dauphin County will advise the municipality of its responsibilities.		
Date	June to August		
Measurable Goal	Review of municipal ordinances		
Documentation	MS4 Activity Form	Ordinance summary	Copy of letter if applicable

<b>BMP 3</b>	Implement ordinances for construction site waste control		
Task A	Dauphin County will verify ordinances have been adopted by municipalities where regulated county facilities are located. If not, Dauphin County will advise the municipality of its responsibilities.		
Date	June - August		
Measurable Goal	Implementation of Chapter 102/NPDES permitting by DCCD including county regulated facilities		
Documentation	MS4 Activity Form	Municipal summary	
	Permit documents (approved plans, authorizations, inspection forms, enforcement documents, NOT		
Task B	This requirement is incorporated into Chapter 102 regulations. Dauphin County, through the County Conservation District, administers the Chapter 102 regulations for all construction sites, including county owned sites, in Dauphin County.		
Date	Ongoing		
Measurable Goal	Review of municipal ordinances		
Documentation	MS4 Activity Form	Ordinance summary	Copy of letter if applicable
Task C	Dauphin County will review MOUs for ESPC currently on file. Municipalities without such MOUs will be encouraged to adopt such MOUs.		
Date	October - November		
Measurable Goal	Review of MOU status		
Documentation	MS4Activity Form	List of municipalities without MOUs	

<b>BMP 4</b>	Receive and consider information from the public		
Task A	Receive information from the public regarding erosion issues. Investigate complaints or forward to appropriate entity		
Date	Ongoing		
Measurable Goal	Continued receipt of information and appropriate follow up		
Documentation	MS4 Activity Form	Municipal summary	

<b>BMP 5</b>	Outreach to target audiences		
Task A	Target audiences for this BMP include municipalities, developers, contractors and consultants. Education activities may include targeted mailings, workshops and individual contacts. The primary activity is distribution of an educational sheet to developers.		
Date	March - May		
Measurable Goal	Distribute an educational sheet to developers		
Documentation	MS4 Activity Form	Educational Sheet	Distribution list
	Other documentation		
Optional Tasks	BMP Tours, Workshops, Presentations, Publications		
Date	Ongoing. No specific date.		
Measurable Goal	As appropriate		
Documentation	MS4 Activity Form	Other As Appropriate	

NOTE: The annual review of municipal ordinances is a substitute BMP in lieu of county adoption of ordinances. Required ordinances are in place in municipalities where county regulated facilities are located. These ordinances supersede any ordinance the county would adopt. This approach has been authorized by EPA.

As DCCD is delegated by DEP to implement the Chapter 102/NPDES Construction permit program in Dauphin County, and as DCCD is a county department, and as DCCD implements this program county wide including county owned or operated projects, an MOU between DCCD and the county is not needed.

**DAUPHIN COUNTY MS4 PERMIT**

**IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2016 THROUGH AUGUST 31 2017**

**MINIMUM CONTROL MEASURE 4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

BMP	TASK	DOCUMENTATION	SCHEDULE
1. DEVELOP A WRITTEN PROGRAM	A REVIEW AND REVISE EXISTING PROGRAM	MS4 ACTIVITY FORM COPY OF PLAN	JULY 2017
2. ANNUAL REVIEW OF MUNICIPAL ORDINANCES	A VERIFY ORDINANCES IN MUNICIPALITIES WHERE REGULATED COUNTY FACILITIES ARE LOCATED. IF ORDINANCES NOT ADOPTED NOTIFY MUNICIPALITY OF RESPONSIBILITIES	MS4 ACTIVITY FORM ORDINANCE SUMMARY COMMENTS NOTICE LETTER IF APPLICABLE	JUNE 1 2017 TO AUGUST 31 2017
3. REQUIRE CONSTRUCTION SITE WASTE CONTROL	A VERIFY ORDINANCES IN MUNICIPALITIES WHERE REGULATED COUNTY FACILITIES ARE LOCATED. IF ORDINANCES NOT ADOPTED NOTIFY MUNICIPALITY OF RESPONSIBILITIES.	MS4 ACTIVITY FORM ORDINANCE SUMMARY COMMENTS NOTICE LETTER IF APPLICABLE	JUNE 1 2017 TO AUGUST 31 2017
	B CONTINUE IMPLEMENTATION OF CHAPTER 102 REQUIREMENTS THROUGH COUNTY CONSERVATION DISTRICT	MS4 ACTIVITY FORM MUNICIPAL SUMMARY APPROPRIATE PERMIT DOCUMENTS	ONGOING
	C REVIEW MUNICIPAL MOU STATUS, ENCOURAGE MOU PARTICIPATION	MS4 ACTIVITY FORM MUNICIPAL LIST	OCTOBER 1 2016 TO NOVEMBER 30 2016
4. RECEIVE AND CONSIDER INFORMATION FROM THE PUBLIC	A CONTINUE IMPLEMENTATION OF CHAPTER 102 REQUIREMENTS THROUGH COUNTY CONSERVATION DISTRICT	MS4 ACTIVITY FORM MUNICIPAL SUMMARY	ONGOING
5. PROVIDE OUTREACH TO TARGET AUDIENCES	A DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	MS4 ACTIVITY FORM COPY OF SHEET DISTRIBUTION LIST	JUNE 1 2017 TO AUGUST 31 2017
	O CONDUCT OTHER OUTREACH EVENTS	MS4 ACTIVITY FORM OTHER DOCUMENTATION	ONGOING



**MCM 5 – POST CONSTRUCTION  
STORMWATER MANAGEMENT PLAN**

<b>BMP 1</b>	Develop a written plan		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	

<b>BMP 2</b>	Require controls to prevent or minimize water quality impacts		
Task A	Dauphin County will verify ordinances have been adopted by municipalities where regulated county facilities are located. If not, Dauphin County will advise the municipality of its responsibilities. Dauphin County will also review MOUs for Erosion and Sediment Control Program currently on file with municipalities. Municipalities without such MOUs will be encouraged to adopt such MOUs.		
Date	June to August		
Measurable Goal	Review of municipal ordinances		
Documentation	MS4 Activity Form	Ordinance summary	Copy of letter if applicable
Task B	This requirement is incorporated into Chapter 102 regulations. Dauphin County, through the County Conservation District, administers the Chapter 102 regulations for all construction sites, including county owned sites, in Dauphin County.		
Date	Ongoing		
Measurable Goal	Implementation of Chapter 102/NPDES permitting by DCCD including county regulated facilities		
Documentation	MS4 Activity Form	Municipal summary	
	Permit documents (approved plans, authorizations, inspection forms, enforcement documents, NOT		
Task C	Dauphin County will review MOUs for ESPC currently on file. Municipalities without such MOUs will be encouraged to adopt such MOUs.		
Date	October - November		
Measurable Goal	Review of MOU status		
Documentation	MS4 Activity Form	List of Municipalities without MOUs	

<b>BMP 3</b>	Ensure installation of controls at county owned facilities		
Task A	Ensure installation of BMPs at all county owned new or redevelopment projects. This is also a requirement of the 102/NPDES permitting program implemented countywide by the County Conservation District. By implementing the Chapter 102/NPDES permitting program, construction projects at regulated county owned facilities will be required to implement the required controls.		
Date	Ongoing		
Measurable Goal	Verification of installation BMP documentation (plans, specs, inspection and maintenance records) Incorporate BMP information into annual trainings		
Documentation	MS4 Activity Form	Permit plans, authorizations, inspection forms, enforcement documents, NOT	
Task B	Implementation of Chapter 102/NPDES permitting by DCCD including county regulated facilities		
Date	Ongoing		
Measurable Goal	NA		
Documentation	MS4 Activity Form	Municipal Summaries	
Task C	Maintain Documentation of BMPs (Plans, specs, inspection and maintenance records)		
Date	Ongoing		
Measurable Goal	Appropriate documentation in files and up to date		
Documentation	MS4 Activity Form	Other as appropriate	
Task D	Incorporate BMP information into annual training		
Date	Periodically through annual training		
Measurable Goal	Incorporate BMP information once per permit cycle		
Documentation	MS4 Activity Form	Training Materials	Attendance/Distribution Lists

<b>BMP 4</b>	Annual review of municipal ordinances		
Task A	Dauphin County will verify ordinances have been adopted by municipalities where regulated county facilities are located. If not, Dauphin County will advise the municipality of its responsibilities.		
Date	June to August		
Measurable Goal	Review of municipal ordinances		
Documentation	MS4 Activity Form	Ordinance summary	Copy of letter if applicable

<b>BMP 5</b>	Encourage Low Impact Development principles		
Task A	Mail one educational sheet annually to municipal governing bodies.		
Date	June to August		
Measurable Goal	Distribution of educational sheet		
Documentation	MS4 Activity Form	Educational sheet	Distribution list

<b>BMP 6</b>	Ensure operation and maintenance of BMPs at development and redevelopment sites		
Task A	BMPs installed or existing at regulated county facilities will be inspected as per the inspection schedule in MCM 6 and maintained as needed or periodically.		
Date	May, November and as needed		
Measurable Goal	Inspection of all BMPs once per year and performance of maintenance as needed		
Documentation	MS4 Activity Form	Inspection reports	Maintenance record

<b>BMP 7</b>	Provide education and outreach regarding PCSM		
Task A	DCCD website will be maintained and updated at a minimum. Other opportunities as outlined in MCM 1 will be pursued.		
Date	Review in February. Updates as needed		
Measurable Goal	Website review in December		
Documentation	MS4 Activity Form	Web pages	Copies of materials
	Distribution lists	Other documentation	
Optional Tasks	Provide education to target audiences on technical and nontechnical aspects of post construction stormwater management.		
Date	Ongoing. No specific date.		
Measurable Goal	As appropriate		
Documentation	MS4 Activity Form	Other As Appropriate	

**DAUPHIN COUNTY MS4 PERMIT  
IMPLEMENTATION SCHEDULE  
MINIMUM CONTROL MEASURE 5 – POST CONSTRUCTION STORMWATER MANAGEMENT**

BMP	TASK		DOCUMENTATION	SCHEDULE
1. DEVELOP WRITTEN PLAN	A	REVIEW AND REVISE EXISTING PLAN	MS4 ACTIVITY FORM COPY OF PLAN	JULY 2017
2. REQUIRE CONTROLS TO PREVENT OR MINIMIZE WATER QUALITY IMPACTS	A	VERIFY ORDINANCES IN MUNICIPALITIES WHERE REGULATED COUNTY FACILITIES ARE LOCATED. IF ORDINANCES NOT ADOPTED NOTIFY MUNICIPALITY OF RESPONSIBILITIES	MS4 ACTIVITY FORM ORDINANCE SUMMARY COMMENTS NOTICE LETTER IF APPLICABLE	JUNE 1 2017 TO AUGUST 31 2017
	B	CONTINUE IMPLEMENTATION OF THE CHAPTER 102/NPDES PERMITTING PROGRAM BY THE COUNTY CONSERVATION DISTRICT	MS4 ACTIVITY FORM MUNICIPAL SUMMARY APPROPRIATE PERMIT DOCUMENTS	ONGOING
	C	REVIEW MUNICIPAL MOU STATUS, ENCOURAGE MOU PARTICIPATION	MS4 ACTIVITY FORM MUNICIPAL LIST	OCTOBER 1 2017 TO NOVEMBER 30 2017
3. ENSURE INSTALLATION OF CONTROLS AT COUNTY OWNED FACILITIES	A	VERIFY INSTALLATION OF BMPS AT NEW OR REDEVELOPMENT PROJECTS AT COUNTY OWNED FACILITIES.	MS4 ACTIVITY FORM APPROPRIATE PERMIT DOCUMENTS	ONGOING
	B	CONTINUE IMPLEMENTATION OF THE CHAPTER 102/NPDES PERMITTING PROGRAM BY THE COUNTY CONSERVATION DISTRICT	MS4 ACTIVITY FORM MUNICIPAL SUMMARY	ONGOING
	C	MAINTAIN DOCUMENTATION OF BMPS INCLUDING PLANS, SPECIFICATIONS, AND INSPECTION AND MAINTENANCE RECORDS	MS4 ACTIVITY FORM O AND M RECORDS NPDES FILES	ONGOING
	D	INCORPORATE BMP INFORMATION INTO ANNUAL TRAININGS	MS4 ACTIVITY FORM EDUCATIONAL MATERIALS ATTENDANCE SHEETS	PERIODICALLY
4. ANNUAL REVIEW OF MUNICIPAL ORDINANCES	A	VERIFY ORDINANCES IN MUNICIPALITIES WHERE REGULATED COUNTY FACILITIES ARE LOCATED. IF ORDINANCES NOT ADOPTED NOTIFY MUNICIPALITY OF RESPONSIBILITIES	MS4 ACTIVITY FORM ORDINANCE SUMMARY COMMENTS NOTICE LETTER IF APPLICABLE	JUNE 1 2017 TO AUGUST 31 2017
5. IMPLEMENT MEASURES TO ENCOURAGE LID PRINCIPLES	A	DISTRIBUTE EDUCATIONAL SHEET TO MUNICIPALITIES	MS4 ACTIVITY FORM EDUCATIONAL SHEET DISTRIBUTION LIST	JUNE 1 2017 TO AUGUST 31 2017
6. ENSURE LONG TERM OPERATION OF BMPS	A	EXISTING OR INSTALLED BMPS AT COUNTY REGULATED FACILITIES WILL BE INSPECTED AS PART OF MCM 6 ACTIVITIES.	MS4 ACTIVITY FORM BMP INSPECTION SHEETS BMP MAINTENANCE SHEETS	PER MCM 6 INSPECTION SCHEDULE
7. PROVIDE EDUCATION AND OUTREACH REGARDING PCSM	A	REVIEW AND MAINTAIN WEBSITE	MS4 ACTIVITY FORM WEBSITE SCREENS	ONGOING
	O	CONDUCT OUTREACH ACTIVITIES TO TARGET AUDIENCES	MS4 ACTIVITY FORM OTHER AS APPROPRIATE	ONGOING

**MCM 6 – POLLUTION PREVENTION  
GOOD HOUSEKEEPING PLAN**

<b>BMP 1</b>	Identify facilities generating stormwater		
Task A	Review facilities annually. Identify new facilities or activities		
Date	Ongoing		
Measurable Goal	Review of facilities completed		
Documentation	MS4 Activity Form		

<b>BMP 2</b>	Develop an Operation and Maintenance plan for each regulated facility		
Task A	The plan has been developed. Review plan annually.		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	
Task B	Inspect all systems annually		
Date	May and November		
Measurable Goal	All systems inspected in May and November		
Documentation	MS4 Activity Form	Inspection forms	Maintenance forms for BMPs
Task C	Ensure the proper disposal of waste removed from facilities including storm sewer clean out waste.		
Date	Ongoing, as needed		
Measurable Goal	No waste disposed of improperly		
Documentation	MS4 Activity form	Other Appropriate Documentation	

<b>BMP 3</b>	Develop and implement an employee training program		
Task A	Review training program annually		
Date	July		
Measurable Goal	Review of plan		
Documentation	MS4 Activity Form	Revised Plan	
Task B	Develop training modules for specific audiences and subjects		
Date	Ongoing		
Measurable Goal	Development of modules		
Documentation	MS4 Activity Form	Training modules	Materials
Task C	Conduct annual and periodic training		
Date	September to December		
Measurable Goal	Training as per the training program completed each year (See Appendix A)		
Documentation	MS4 Activity Form	Attendance/Distribution sheets	Training materials

<b>BMP 4</b>	Provide outreach to target audiences using strategies from MCM 1		
Task A	Distribute employee newsletter		
Date	October 1 to December 31		
Measurable Goal	Distribution of newsletter		
Documentation	MS4 Activity Form	Newsletter	Distribution list

NOTE: The MOU between Dauphin County and Swatara Township for street sweeping specifies that waste is to be disposed of properly. Swatara Township has informed the county that the waste is currently disposed of at a township owned and DEP approved waste site. For storm sewer cleanouts performed by private entities, a certification that the waste was disposed of properly will be required.

**DAUPHIN COUNTY MS4 PERMIT**

**IMPLEMENTATION SCHEDULE**

**MINIMUM CONTROL MEASURE 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING**

<b>BMP</b>		<b>TASK</b>	<b>DOCUMENTATION</b>	<b>SCHEDULE</b>
1. IDENTIFY FACILITIES GENERATING RUNOFF	A	REVIEW FACILITIES, REVISE LIST AS NEEDED	MS4 ACTIVITY FORM	ONGOING
2. DEVELOP OPERATION AND MAINTENANCE PROGRAM FOR EACH FACILITY	A	REVIEW AND UPDATE EACH PLAN BY FACILITY AS NEEDED	MS4 ACTIVITY FORM COPY OF PLAN	JULY 2017
	B	CONDUCT STORM SEWER SYSTEM INSPECTIONS	MS4 ACTIVITY FORM INSPECTION REPORTS BMP MAINTENANCE REPORTS	NOVEMBER 2016 AND MAY 2017
	C	ENSURE PROPER DISPOSAL OF COLLECTED WATSES	MS4 ACTIVITY FORM OTHER AS APPROPRIATE	ONGOING
3. IMPLEMENT EMPLOYEE TRAINING PROGRAM	A	REVIEW TRAINING PROGRAM	MS4 ACTIVITY FORM	JULY 2017
	B	DEVELOP TRAINING MODULES	MS4 ACTIVITY FORM MODULE AND MATERIALS	ONGOING
	C	CONDUCT ANNUAL TRAINING EVENTS	MS4 ACTIVITY FORM ATTENDANCE SHEETS TRAINING MATERIALS	SEPTEMBER 1 2017 TO DECEMBER 31 2017
4. DISTRIBUTE AN ANNUAL EDUCATION NEWSLETTER TO ALL COUNTY EMPLOYEES	A	DISTRIBUTE EMPLOYEE EDUCATION SHEET	ACTIVITY FORM EDUCATION MATERIALS DISTRIBUTION SHEET	OCTOBER 1 2017 TO DECEMBER 31 2017

# ***APPENDIX A***

# ***TRAINING PROGRAM***

## DAUPHIN COUNTY MS4 PROGRAM

### TRAINING PROGRAM

In addition to other permit requirements, regulated entities, such as Dauphin County, must implement a training program for municipal staff as part of a good housekeeping at municipal facilities requirement. This section outlines this training program.

The regulated county facilities all have unique characteristics that affect the development of the training program. Following is a list of the facilities currently regulated under the MS4 permit with a discussion of the aspects of the facility as they relate to development of a training program, target groups, training approaches, training objectives and training topics. Training modules will be developed for certain training topics appropriate to each site.

Training will focus on two target audiences:

1. **MAINTENANCE STAFF** – The county maintenance staff is responsible for maintaining each of the regulated facilities. Some of the regulated facilities have an onsite maintenance staff. These facilities are the county prison, Adult Probation and Fort Hunter Park. The remaining facilities, three District Justice offices, the Recycling Center, Bulk Storage building and Schaffner Youth Center, are maintained by county maintenance staff housed off site. Maintenance staff training will be provided by two methods.

- Provide information aimed at raising the awareness of the connection between runoff and stream pollution.

- Annual training meetings to provide specific information related to the site including, but not limited to:

-Regulatory requirements

-Runoff and water pollution

-Understanding and implementing the Pollution Prevention and Good Housekeeping plan for each facility

-Understanding and maintaining BMPs

-Handling spills

2. **OFFICE AND OTHER STAFF** – All facilities have office and other staff (for example, prison guards, clerical staff, program staff) housed at the facility. Training for such staff will focus on raising the awareness of the connection between runoff and stream pollution, pollution prevention in the daily routine and spill response. This training will be accomplished primarily through outreach materials and a training meeting at least once per permit term. In some cases, due to number of staff and work staff work schedules, training may be only through outreach materials. Facilities where such conditions exist are the EMA office, prison and adult probation.

Following are summaries of target groups, training objectives, modules and training methods.

TARGET GROUP TRAINING SUMMARY	
TARGET GROUP	OBJECTIVES
MAINTENANCE STAFF	UNDERSTANDING OF PERMIT PROGRAM REQUIREMENTS AWARENESS OF THE LINK BETWEEN STORMWATER RUNOFF AND WATER QUALITY UNDERSTANDING PROPER MAINTENANCE OF BMPs UNDERSTANDING THE GOOD HOUSEKEEPING PLAN UNDERSTANDING OF HOW TO REACT TO PREVENT AND REACT TO SPILLS UNDERSTANDING WHAT TO DO IN THE EVENT OF A MAJOR SPILL
OTHER STAFF	UNDERSTANDING OF PERMIT PROGRAM REQUIREMENTS AWARENESS OF THE LINK BETWEEN STORMWATER RUNOFF AND WATER QUALITY UNDERSTANDING OF HOW TO PREVENT AND REACT TO SPILLS UNDERSTANDING WHAT TO DO IN THE EVENT OF A MAJOR SPILL

TRAINING MODULE SUMMARY			
MODULE	TOPIC	TARGET	OBJECTIVE
A	REGULATORY FRAMEWORK	AS	FAMILIARITY WITH REGULATIONS - WHAT WE ARE DOING AND WHY
B	IMPACT OF STORMWATER RUNOFF	AS	BASIC UNDERSTANDING OF RUNOFF AND IMPACTS
C	PPGH PLAN	MS	UNDERSTANDING THE PLAN AND - NEEDS TO BE DONE AND WHY
D	SPILLS AND SPILL KITS	AS	FAMILIARITY WITH NATURE OF SPILLS AND HOW TO USE THEM
E	GENERAL PRACTICES	OS	GENERAL DAY TO DAY ITEMS TO PREVENT POLLUTION
F	STORM SEWER SYSTEM INSPECTIONS	MS	UNDERSTANDING HOW THE INSPECTION PROCESS WILL WORK AND WHY
G	SYSTEM MAINTENANCE	MS	GENERAL MAINTENANCE ITEMS
H	BMP OVERVIEW	MS	UNDERSTANDING WHAT BMPs ARE, HOW THEY WORK AND WHY WE USE THEM
I	SNOUTS	MS	UNDERSTANDING WHAT A SNOUT IS, HOW IT WORKS AND HOW IT IS MAINTAINED
J	INFILTRATION/DETENTION AREAS	MS	UNDERSTANDING HOW INFILTRATION AND DETENTION AREAS WORK AND ARE MAINTAINED
K	BASIC MATERIALS HANDLING	AS	UNDERSTANDING NATURE OF MATERIALS AND HOW TO HANDLE, USE AND DISPOSE
L	ILLICIT DISCHARGES	AS	FAMILIARITY WITH COUNTY ORDINANCE-RECOGNIZING AND HANDLING ILLICIT DISCHARGES
M	ROUTINE INSPECTIONS	MS	UNDERSTANDING NEED FOR AND BENEFITS OF ROUTINE INSPECTIONS

AS – ALL STAFF MS – MAINTENANCE STAFF OS – OFFICE STAFF

TRAINING SUMMARY			
FACILITY AND STAFF	MODULES	METHOD	FREQUENCY
RECYCLING CENTER OFFICE STAFF	A-B-C-D-E-F-G-K-L-M	MEETING	ANNUALLY
DJ TN OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ RS OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ PC OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
PRISON MAINTENANCE STAFF	A-B-C-D-E-F-G-H-I-K-L-M	MEETING	ANNUALLY
PRISON OFFICE STAFF	A-B-D-E-L	MAILING	ANNUALLY
SCHAFFNER OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
SCHAFFNER EMA OFFICE STAFF	A-B-C-D-E-L-M	MAILING	ANNUALLY
ADULT PROBATION MAINTENANCE STAFF	A-B-C-D-F-G-H-I-J-K-L-M	MEETING	ANNUALLY
ADULT PROBATION OFFICE STAFF	A-B-D-E-L	MAILING	ANNUALLY
FORT HUNTER MAINTENANCE STAFF	A-B-C-D-F-G-K-L-M	MEETING	ANNUALLY
FORT HUNTER OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
BULK STORAGE OFFICE STAFF - WAREHOUSE	A-B-C-D-E-L-M	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
BULK STORAGE OFFICE STAFF – CORONERS OFFICE	A-B-D-E	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
COUNTY MAINTENANCE STAFF	A-B-C-D-E-F-G-H-I-J-K-L-M	MEETING	ANNUALLY



***APPENDIX B***  
***ILLICIT DISCHARGE PROCEDURES***

## I. SCREENING PRIORITIZATION

In order to prioritize outfall screening for regulated facilities, several factors are considered:

1. No system at any regulated facility has storm sewer system connections from offsite.
2. Several facilities connect to offsite MS4s. These facilities cannot be screened.
3. Nature of activities occurring at the site including:
  - Activities occurring the site
  - Substances stored or used at the site
  - Likelihood of accidentally spilled substances entering streams or storm sewers
4. Degree of public access to the site. This consideration is of primary importance.
5. Degree of surveillance at site. This consideration is of primary importance.
6. Availability of onsite maintenance staff
7. Number of discharges
8. Extent and land use of offsite drainage area
9. System characteristics (age, extent, etc)
10. History of past issues. A history of issues may warrant automatic high priority designation and annual screening.

Based on these factors each site is assigned a priority (high, low or Not Screened if system discharges to an offsite MS4).

FACILITY	CODE	COMMENTS	PRIORITY	FREQUENCY
DJ 29 TH STREET	SC-HS-TN	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
DJ ROLLESTON STREET	SC-HS-RS	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
DJ PAXTON CHURCH ROAD	PC-DD-PC	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE	LOW	1 PER PERMIT TERM
PRISON	SC-DD-CP	FOUR OUTFALLS LARGE IMPERVIOUS AREA ON-SITE MAINTENANCE STAFF LIMITED PUBLIC ACCESS AND USE 24 HOUR SURVEILLANCE	LOW	1 PER PERMIT TERM
ADULT PROBATION	SC-DD-AP	THREE OUTFALLS LARGE IMPERVIOUS AREA ON-SITE MAINTENANCE STAFF LIMITED PUBLIC USE 24 HOUR SURVEILLANCE	LOW	1 PER PERMIT TERM
SCHAFFNER	SC-DD-SC	LARGE IMPERVIOUS AREA NO ON-SITE MAINTENANCE STAFF LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE 24 HOUR SURVEILLANCE	LOW	1 PER PERMIT TERM
FORT HUNTER	SR-DD-FH	READILY ACCESSIBLE TO PUBLIC ON-SITE MAINTENANCE STAFF LACK OF SURVEILLANCE	HIGH	2 PER PERMIT TERM VARYING CONDITIONS
RECYCLING CENTER	SC-LS-RC	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
BULK STORAGE	SC-SS-BS	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA

## II. SCREENING PROCEDURE

### A. GENERAL

For the purposes of this section the following are defined:

SCREENING – Two observations conducted during dry weather over a period of no more than 14 days

OBSERVATION – A single visit to an outfall

Given the specific characteristics of the regulated facilities, it is believed that an illicit discharge is highly unlikely. Nevertheless, the screening protocol is necessary because it is required and because a procedure must be in place to guide the illicit discharge detection and elimination process if an illicit discharge is detected.

### B. SCHEDULE

The following implementation schedule will be used for screening. The schedule is a revised schedule. This schedule will be in effect for the indicated permit years. This schedule will be reviewed and revised as needed based on new regulated facilities, changes at existing facilities and other relevant factors.

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
DJ OFFICE PAXTON CHURCH ROAD	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED
PRISON	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
ADULT PROBATION	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
SCHAFFNER	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
FORT HUNTER	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	SCREENED

Low priority sites will be screened once per permit term during dry weather conditions in October or November. Dry weather conditions are defined as being a minimum of 72 hours after the most recent rainfall event.

High priority areas will be screened twice per year and in two years of each permit term. Each year screening will be conducted one in the spring, March to April, and once in the fall, October to November. If possible, one of these screenings may be conducted during a runoff event.

### C. FIELD PROCEDURE

1. A Conservation District staff member will conduct each screening. Staff will be equipped with the following:

- waterproof gloves
- safety goggles
- screening form
- camera
- sample collection containers
- storm sewer system map for the facility
- Field test kits for field parameters

-Temperature

-pH

-Ammonia

-Color

-Conductivity

2. At the outfall, the screener will:

- Take time and date stamped photos of the outfall whether or not there is a discharge
- Complete the outfall screening form

3. If flow is observed the screener will:

- Conduct field tests of the discharge for the parameters indicated on the field screening sheet. The parameters are selected based on likely pollutants as identified below.
- Collect a sample of the discharge
- Attempt to determine the source of the discharge using system maps, observation and inquiry of facility staff.

#### D. IDENTIFICATION OF THE DISCHARGED SUBSTANCE AND SOURCE

If flow is observed, it is likely the flow is caused by a discharge that has occurred within a very short time frame of the screening. An immediate exploration of the cause will be the best opportunity to determine the source.

Based on the known information for the regulated facilities it is anticipated that screenings will rarely, if ever, detect any discharge during a screening. The rationale for this assumption is that none of the storm sewer systems have connections to the system from sources other than the facility itself. Further, there is little offsite drainage to the facilities. Nevertheless, it is possible that a discharge may be detected. In the event a discharge is detected the following procedures will be employed:

1. Attempt to determine the source of the discharge using system maps, observation and inquiry of the facility staff. If a flow is observed, it is likely the flow is caused by a discharge that has occurred within a very short time frame of the screening. An immediate exploration of the cause will be the best opportunity to determine the source.
2. If the source cannot be identified by an immediate exploration of the event, the sample collected may be sent to a lab for analysis. Parameters for which analysis is requested will be based on:
  - Date collected and recorded on the field screening form
  - Other factors such as land use in the area contributing flow
  - Professional judgment
3. Based on the collected data, lab results, system maps and initial exploration and inquiry to facility staff, another attempt to determine the source will be conducted.

#### E. ELIMINATION OF THE DISCHARGE

1. If the source can be identified appropriate measures will be taken to eliminate the source and future discharges. The measures may include, as determined appropriate:
  - Scheduled targeted education or training
  - Review and revision of site procedures related to the discharge
  - Physical adjustment to the site or storm sewer system
  - Additional site screening
  - Enforcement of the county Illicit Discharge Ordinance
2. If the source cannot be determined options for preventing future discharges will include:
  - Reprioritization of screening
    - Additional site screening
    - Scheduled targeted education or training

#### F. DOCUMENTATION AND REPORTING

1. All measures taken to identify the pollutant and source and to eliminate the illicit discharge will be documented using appropriate forms, photos, lab results, meeting notes, summaries, records of enforcement, records of actions taken and any other documentation relevant to the incident. All records and documents will be kept in perpetuity at the offices of the Conservation District.
2. If appropriate, the discharge will be reported to the Pennsylvania Department of Environmental Protection.

### III. OTHER

- A. All sites are county owned or operated. There are no access issues.
- B. This program will be evaluated during the annual overall program review. Revisions will occur at that time.
- C. There are no on lot systems within the storm sewersheds of any regulated facility.

***APPENDIX C***  
***LONG TERM OPERATION AND***  
***MAINTENANCE OF BMPS***

## 1. DISCUSSION AND RATIONALE FOR LONG TERM OPERATION AND MAINTENANCE

Currently, there are nine BMPs installed at regulated facilities as follows:

FACILITY	BMP	CODE
BULK STORAGE BUILDING	DETENTION BASIN	SC-SS-BS-1-DB-1
PRISON	DETENTION BASIN	SC-DD-CP-4-DB-1
	SNOUT	SC-DD-CP-4-WQ-1
	SNOUT	SC-DD-CP-3-WQ-1
ADULT PROBATION	INFILTRATION AREA	SC-DD-AP-X-IA-1
	INFILTRATION AREA	SC-DD-AP-X-IA-2
	INFILTRATION AREA	SC-DD-AP-X-IA-3
	INFILTRATION BASIN	SC-DD-AP-3-IB-1
	SNOUT	SC-DD-AP-1-WQ-1

Each type of BMP has specific Operation and Maintenance (OM) requirements.

Detention Basins – The function of a detention basin is to retain volumes of runoff and release the detained water at a given rate. Infiltration is not a consideration. OM needs for detention basins are:

- Ensure structural integrity of inflow and outfall structures
- Remove accumulated debris and sediment as needed
- Repair any eroded areas

Infiltration Areas – The function of infiltration areas is to capture and infiltrate a portion of runoff into the ground. The OM considerations for these areas are:

- Ensure structural integrity of inflow and outfall structures
- Remove accumulated debris and sediment as needed
- Repair any eroded areas
- Ensure that sediment is not washed into infiltration areas

Snouts – The function of the Snout is to separate floatable from non-floatable materials and capture both in the inlet. The OM considerations for these areas are:

- Remove accumulated non-floatable and floatable materials as needed. When the sump storage area is half full or when significant floatable materials have accumulated.
- Open and close observation hatch.
- Rinse or brush the antisiphon vent.
- Ensure the unit structural integrity.

In developing the OM procedures which follow, various factors have been considered. These include:

- Accessibility of BMP – Both physical and visual accessibility
- Expected need for OM – Anticipated debris and sediment accumulation
  - Drainage area
  - Activities and substances anticipated at facility
- Cost of OM – The cost of OM must be balanced with reasonable OM practices to ensure the proper functioning of the BMP.

## ADDITIONAL CONSIDERATIONS

1. Maintenance of BMPs is indicated as being conducted “as needed”. As maintenance can be expensive, this is done to ensure that cost of maintenance is minimized rather than perform maintenance on a set schedule where it may not be needed. Over a period of time, the appropriate intervals between maintenance will become more evident.

Maintenance and clean out of the three snout devices was conducted in May 2016. This was the first maintenance conducted on the units since installation, approximately three to four years ago. None of the units had more than 9 inches of accumulated sediment. All three units had sediment accumulation of approximately 12 to 15 percent of the storage volume. Manufacturer specifications for these units indicate a cleanout depth of 50% of the available volume. Given this, maintenance will not be conducted annually. Maintenance will be based on measurements conducted during the twice annually inspections.

2. Each BMP will be inspected twice per year. This will allow a better prediction of actual maintenance requirements.

## 2. OPERATION AND MAINTENANCE PROCEDURES

Given the above considerations, following is an outline of the OM procedures for the BMPs currently employed. If, and when, additional BMPs are installed, similar procedures will be incorporated into this plan as needed.

**BULK STORAGE BUILDING** - The Bulk Storage Building has one BMP; a small detention basin.

DETENTION BASIN			
INSPECTION		MAINTENANCE	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Erosion in the detention basin	As needed	Repair erosion
	Erosion in areas draining to detention basin		Remove accumulated debris and sediment
	Erosion at outfall		Repair inflow structures
	Accumulation of sediment or debris		Repair outfall structure
	Condition of inflow structures		Cut and remove vegetation
	Condition of basin berm		
	Condition of outflow pipe		
	Evidence that the basin is not draining		

**PRISON** – There are three BMPs at the prison facility; two snouts and one detention basin.

DETENTION BASIN			
INSPECTION		MAINTENANCE	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Erosion in the detention basin	As needed	Repair erosion
	Erosion in areas draining to detention basin		Remove accumulated debris and sediment
	Erosion at outfall		Repair berm
	Accumulation of sediment or debris		Repair outfall structure
	Condition of basin berm		
	Condition of outfall structures		
SNOUTS			
INSPECTION		MAINTENANCE	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Evidence at outlet of malfunction	As needed	Open and close observation hatch
	Buildup of floatable materials		Clean anti-siphon port
	Depth of sump storage used		Remove accumulated materials
	Device integrity		Repair device

**ADULT PROBATION BUILDING** - The Adult Probation facility has several BMPs. There is one Snout, one infiltration basin and three infiltration areas.

<b>INFILTRATION AREAS</b>			
<b>INSPECTION</b>		<b>MAINTENANCE</b>	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Erosion in the infiltration area	As needed	Repair erosion
	Accumulation of sediment or debris		Remove accumulated debris and sediment
	Evidence that the areas are not infiltrating		If area is not infiltrating, repair or replace
<b>INFILTRATION BASIN</b>			
<b>INSPECTION</b>		<b>MAINTENANCE</b>	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Erosion in the infiltration basin	As needed	Repair erosion
	Erosion in areas draining to infiltration basin		Remove accumulated debris and sediment
	Accumulation of sediment or debris		If area is not infiltrating, repair or replace
	Evidence that the areas are not infiltrating		Repair berm
	Condition of basin berm		Repair outfall structure
	Condition of outfall structures		
<b>SNOUT</b>			
<b>INSPECTION</b>		<b>MAINTENANCE</b>	
SCHEDULE	ITEMS	SCHEDULE	ITEMS
Twice annually	Evidence at outlet of malfunction	As needed	Open and close observation hatch
	Buildup of floatable materials		Clean anti-siphon port
	Depth of sump storage used		Remove accumulated materials
	Device integrity		Repair device



***APPENDIX D***  
***PROGRAM FORMS***



**MS4 FACILITY OPERATIONS REVIEW**

**DAUPHIN COUNTY**

IN ORDER TO COMPLY WITH FEDERAL AND STATE NPDES MS4 PERMIT REQUIREMENTS, DAUPHIN COUNTY MUST DEVELOP A GOOD HOUSEKEEPING PROGRAM FOR REGULATED COUNTY FACILITIES. TO ASSIST WITH THIS, PLEASE COMPLETE THE QUESTIONNAIRE BELOW.

<b>I. CONTACT INFORMATION</b>					
FACILITY	DAUPHIN COUNTY PRISON AND JUDICIAL CENTER				
PERSON COMPLETING	DAVE COLDREN	TITLE	MAINTENANCE SUPERVISOR		
PHONE	780-6799	EMAIL	dcoldren@dauphinc.org	DATE	11-13-14

<b>MATERIALS USED OR STORED AT FACILITY – PLEASE CHECK THOSE THAT APPLY – LIST OTHER</b>		
<b>MATERIAL</b>	<input type="checkbox"/>	<b>DESCRIBE (INCLUDE EXISTING POLLUTION PREVENTION MEASURES)</b>
PESTICIDES	<input type="checkbox"/>	
HERBICIDES	<input type="checkbox"/>	
FERTILIZERS	<input type="checkbox"/>	
COOLANT/ANTIFREEZE	<input type="checkbox"/>	
PETROLEUM PRODUCTS	<input type="checkbox"/>	
DEICING COMPOUNDS/SALTS	<input type="checkbox"/>	
SOLVENTS/DEGREASERS	<input type="checkbox"/>	
CLEANERS/DETERGENTS	<input type="checkbox"/>	
PAINTS	<input type="checkbox"/>	
FLUORESCENT BULBS	<input type="checkbox"/>	
ELECTRONICS	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	



**III. POLLUTION PREVENTION MEASURES – PLEASE CHECK THOSE THAT APPLY – LIST OTHER**

MEASURE		DESCRIBE
SPILL KITS ON SITE		
SPILL KITS IN VEHICLES		
APPLICATOR CERTIFICATION		
TRAINING OR EDUCATION		
WASTE RECEPTACES ON SITE		
INSPECTION OF MATERIALS AREA		
CENTRAL MATERIALS STORAGE		
SECURE MATERIALS AREA		
INSPECTION OF DUMPSTER AREA		



**INSPECTION REPORT FOR DAUPHIN COUNTY FACILITIES  
REGULATED BY NPDES PHASE II PERMITTING FOR SMALL MS4S**

<b>FACILITY</b>		<b>INSPECTION</b>	<b>MAY</b>		<b>NOVEMBER</b>		<b>OTHER</b>		<b>Y</b>
<b>OTHER REASON</b>									
<b>CONTACT</b>				<b>AGENCY</b>					
<b>PHONE</b>				<b>EMAIL</b>					
<b>INSPECTOR</b>				<b>AGENCY</b>					
<b>PHONE</b>				<b>EMAIL</b>					

FOR ANY STORM SEWER SYSTEM COMPONENT THAT IS IDENTIFIED AS NEEDING MAINTENANCE OR REPAIR, PLEASE PROVIDE THE SYSTEM COMPONENT ID AND DESCRIBE MAINTENANCE OR REPAIR.

BMP COMPONENT INSPECTIONS MUST BE VERIFIED. LIST ALL BMPS AND INDICATE YES IN BMP BOX. IF THE COMPONENT INCLUDES REGULAR MAINTENANCE INDICATE MAINTENANCE IN MIDDLE COLUMN.

COMPONENT ID	IS COMPONENT A BMP	DESCRIBE MAINTENANCE OR REPAIR NEEDED OR COMPLETED

<b>ITEMS NOTED ABOVE AS NEEDING MAINTENANCE OR REPAIR MUST BE ADDRESSED BY THE NEXT INSPECTION. WHEN COMPLETE, NOTIFY THE DAUPHIN COUNTY CONSERVATION DISTRICT INSPECTOR NOTED ABOVE BY E</b>		
<b>NEXT INSPECTION</b>		<b>DATE COMPLETED</b>

NOTES

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_





**DAUPHIN COUNTY MS4 PROGRAM  
BMP MAINTENANCE FORM**

CONTACT INFORMATION			
FACILITY		BMP ID	
PERSON RESPONSIBLE		AGENCY	
PHONE		EMAIL	

BMP MAINTENANCE		
BMP		
DATE MAINTAINED		
MAINTAINED BY		
TITLE		
AGENCY		
PHONE		
EMAIL		
MAINTENANCE SCHEDULE		
MAINTENANCE ITEMS		

COMMENTS

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SPILL RESPONSE SUMMARY**

1. FACILITY INFORMATION			
FACILITY			
STAFF RESPONSIBLE			
PHONE		EMAIL	
2. SPILL INFORMATION			
DATE OF SPILL		LOCATION OF SPILL	
SUBSTANCE(S)			
DID SUBSTANCE ENTER SEWER		COMPONENT ID	
DID SUBSTANCE ENTER STREAM		NAME OF STREAM	
SPILL DESCRIPTION			
3. SPILL RESPONSE			
RESPONSE DESCRIPTION			
WHERE OTHER AGENCIES CONTACTED			
WHICH AGENCIES			
4. OTHER ACTION			

Location of Spill - please indicate where at the facility the spill occurred. For example, "in maintenance building" or "in chemical storage shelf".

Spill Description - include information on how the spill occurred. For example, "discovered leaking motor oil container" or "dropped a bag of road salt and bag split". Also include information on extent of spill. For example "leak was in a small area on shelf" or "spill ran across parking lot".

For Response Description describe how spill was contained, cleaned up, disposal method and any agencies that may have been contacted.

Other Action - Use this section to describe actions not related to spills. For example "picked up trash around dumpster" or "swept debris in dock area".

DAUPHIN COUNTY MS4 PROGRAM

ILLICIT DISCHARGE FIELD SCREENING FORM

PHOTOS MUST BE TAKEN AND ATTACHED TO ALL FIELD SCREENING FORMS

1. GENERAL INFORMATION				
FACILITY		ID		WATERSHED
DATE		TIME		
INSPECTOR		AGENCY		SIGNATURE
PHONE		EMAIL		

2. SITE CONDITIONS									
TIME SINCE LAST RAIN	<24 HOURS		24 – 48 HOURS		48-72 HOURS		>72 HOURS		AMOUNT
STRUCTURE TYPE	OPEN CHANNEL		CONCRETE	VEGETATED SWALE	ROCK/RIPRAP	OTHER			
	PIPE	MATERIAL	SHAPE						
LAND USES	RESIDENTIAL		COMMERCIAL		INDUSTRIAL		OPEN/UNDEVELOPED/FIELD		
	FOREST		INSTITUTIONAL		OTHER				
FLOW OBSERVED	Y	N	WIDTH		DEPTH	VELOCITY		RATE	
DESCRIBE FLOW	MOIST		SEEP	TRICKLE	LIGHT		MODERATE	HEAVY	
SITE DESCRIPTION									

3. OBSERVATIONS										
ODOR	NONE	MUSTY	SEWAGE	SULFIDE	OIL/GAS	RANCID/SOUR				
	FAINT	EASILY DETECTABLE		STRONG		DETECTABLE FROM A DISTANCE				
COLOR	NONE	GREEN	RED	BROWN	YELLOW		ORANGE	GRAY		
CLARITY	CLEAR	SLIGHTLY CLOUDY		CLOUDY	VERY CLOUDY		OPAQUE			
FLOATABLES	NONE		OIL/SHEEN	SEWAGE	SUDS/FOAM					
	MINIMAL		LIGHT	MODERATE	HEAVY					
STAINS DEPOSITS	NONE		LIGHT	MODERATE	HEAVY					
	TYPE		STAIN	DEPOSIT	BOTH STAINS AND DEPOSITS PRESENT					
	SUBSTANCE		SEDIMENT	OIL	PAINT					
	PRESENT		AT FLOW LINE ONLY			IN FLOW CHANNEL				
	DESCRIPTION									

4. STRUCTURE AND VEGETATION									
VEGETATION CONDITION	DOWN FLOW FROM PIPE		NONE	NORMAL	EXCESSIVE	INHIBITED			
	PIPE BENTHIC GROWTH		NONE	PRESENT	COLOR	BROWN	ORANGE	GREEN	OTHER
COMMENTS									
STRUCTURE CONDITION	NORMAL			CORROSION	CRACKING	EROSION/UNDERCUTTING			
	CHIPPING OR SPALLING				OTHER				
COMMENTS									

5. FIELD AND LAB ANALYSIS									
TEMPERATURE		pH		AMMONIA		COLOR		CONDUCTIVITY	
WAS A LAB SAMPLE COLLECTED			Y N (ATTACH COPY OF CHAIN OF CUSTODY AND LAB RESULTS IF YES)						
DATE		TIME		BY					

6. COMMENTS/OBSERVATIONS									



DAUPHIN COUNTY MS4 PROGRAM

FACILITY FILE CHECKLIST

<b>FACILITY</b>	
-----------------	--

<b>MAPS</b>	<b>CHECK</b>
STORM SEWER SYSTEM MAP	
STORM SEWER SYSTEM SCHEMATIC MAP	
TOPOGRAPHIC MAP WITH OUTFALLS AND LATITUDE AND LONGITUDE	
AIR PHOTO WITH OUTFALLS AND LATITUDE AND LONGITUDE	
WATERSHED MAP FOR ALL DISCHARGES IF AVAILABLE	
<b>PPGH PLAN AND INVENTORY INFORMATION</b>	
CURRENT PPGH PLAN	
CURRENT PHOTOS	
CURRENT INVENTORY FORMS	
CURRENT OPERATIONS REVIEW	
<b>OTHER</b>	

**DAUPHIN COUNTY MS4 PROGRAM**

**MAINTENANCE FILE CHECKLIST**

<b>FACILITY</b>	
-----------------	--

<b>BMP INFORMATION</b>		
<b>BMP LIST</b>	<b>DATA SHEET</b>	<b>SPECIFICATIONS</b>
<b>BMP AND SYSTEM MAINTENANCE AND INSPECTION DOCUMENTATION</b>		
BMP MAINTENANCE FORM		
BMP INSPECTION AND MAINTENANCE RECORD		
SYSTEM INSPECTION FORMS		
SYSTEM INSPECTION FOLLOW UP FORMS IF APPLICABLE		
OUTFALL SCREENING FORMS		
OUTFALL SCREENING PHOTOS		
<b>OTHER</b>		

<b>YEAR</b>	<b>INSPECTION FORMS</b>			<b>SCREENING FORMS AND PHOTOS</b>	
	<b>MAY</b>	<b>NOVEMBER</b>		<b>OBSERVATION 1</b>	<b>OBSERVATION 2</b>
2013-2014					
2014-2015					
<b>RENEWAL YEAR 8-31 TO 9-1</b>	<b>NOVEMBER</b>		<b>MAY</b>		
2015-2016 3-15 TO 8-16	2015		2015	2016	
2016-2017 (9-16 THRU 8-17)					
2017-2018 (9-17 THRU 8-18)					

DAUPHIN COUNTY MS4 PROGRAM

PERMIT FILE CHECKLIST

<b>FACILITY</b>	
-----------------	--

<b>CONSTRUCTION PERMIT DOCUMENTS</b>	
COMPLETENESS REVIEW COMMENTS	
COMPLETENESS REVIEW RESPONSE	
TECHNICAL REVIEW COMMENTS	
TECHNICAL REVIEW RESPONSE	
PERMIT ACKNOWLEDGEMENT	
COPY OF PERMIT	
N.O.T. NOTIFICATION	
N.O.T. ACKNOWLEDGEMENT	
WITHDRAWAL OR DENIAL DOCUMENTS	
CO PERMITTEE OR TRANSFER APPLICATION	
CO PERMITTEE OR TRANSFER ACKNOWLEDGEMENT	
<b>INSPECTIONS, COMPLAINTS AND ENFORCEMENT</b>	
INSPECTION FORMS	
COMPLAINT FORMS	
ENFORCEMENT DOCUMENTATION	
<b>PLAN DOCUMENTS</b>	
COPY OF ESPC PLAN	
COPY OF ESPC NARRATIVE	
COPY OF PCSM PLANS INCLUDING DETAIL SHEET	
COPY OF PCSM NARRATIVE	
<b>OTHER</b>	

FOR EACH PROJECT AT ANY FACILITY USE A SEPARATE CHECKLIST





**DAUPHIN COUNTY MS4 ACTIVITY RECORD FORM**  
**PERMIT YEAR:**

<b>1. ACTIVITY DESCRIPTIONS</b>				
ACTIVITY TITLE				
ACTIVITY DESCRIPTION				
LOCATION		DATE		TIME
GEOGRAPHIC AREA		ATTENDANCE		

<b>2. CONTACT INFORMATION</b>			
<b>COUNTY CONTACT INFORMATION</b>			
NAME		TITLE	
PHONE		EMAIL	
DEPARTMENT			
<b>OTHER CONTACT INFORMATION</b>			
NAME		TITLE	
PHONE		EMAIL	
AGENCY			

<b>3. DOCUMENTATION</b>	<b>ATTACHED</b>	<b>AVAILABLE UPON REQUEST</b>	<b>NOT AVAILABLE</b>
COPY OF INVITATION		COPY OF HANDOUTS	
COPY OF AGENDA		COPY OF POWERPOINT	
COPY OF ATTENDANCE SHEET		COPY OF INSPECTION OR MAINTENANCE FORM	
COPY OF REGISTRATION SHEET		MAPS	
DISTRIBUTION LIST		OTHER	
COPY OF PHOTOGRAPHS		OTHER	
COPY OF PUBLICATIONS		OTHER	

<b>4. TARGET AUDIENCE</b>	
TARGET AUDIENCE	
COMMUNICATION CHANNELS USED	

<b>5. MCM ADDRESSED – CIRCLE ONE TASK FOR EACH MCM AND BMP ADDRESSED</b>											
<b>MCM 1</b>		<b>MCM 2</b>		<b>MCM 3</b>		<b>MCM 4</b>		<b>MCM 5</b>		<b>MCM 6</b>	
BMP	TASK	BMP	TASK	BMP	TASK	BMP	TASK	BMP	TASK	BMP	TASK
1	ABCDEO	1	ABCDEO	1	ABCDEO	1	ABCDEO	1	ABCDEO	1	ABCDEO
2	ABCDEO	2	ABCDEO	2	ABCDEO	2	ABCDEO	2	ABCDEO	2	ABCDEO
3	ABCDEO	3	ABCDEO	3	ABCDEO	3	ABCDEO	3	ABCDEO	3	ABCDEO
4	ABCDEO	4	ABCDEO	4	ABCDEO	4	ABCDEO	4	ABCDEO	4	ABCDEO
5	ABCDEO	5	ABCDEO	5	ABCDEO	5	ABCDEO	5	ABCDEO	5	ABCDEO
6	ABCDEO	6	ABCDEO	6	ABCDEO	6	ABCDEO	6	ABCDEO	6	ABCDEO
7	ABCDEO	7	ABCDEO	7	ABCDEO	7	ABCDEO	7	ABCDEO	7	ABCDEO

<b>6. ACTIVITY CONDUCTED FOR</b>	
COUNTY ONLY	ALL DAUPHIN COUNTY MS4 MUNICIPALITIES
SPECIFIC MUNICIPALITIES	

<b>7. COMMENTS</b>