

DAUPHIN COUNTY

NPDES PHASE II REGULATIONS FOR SMALL MS4S

IMPLEMENTATION PLAN

JULY 1, 2020 TO JUNE 30, 2021

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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 government, faces certain unique conditions in addressing the permit requirements.

1. The ability of the county to adopt required ordinances is limited due to Pennsylvania's government structure which places the primary authority for ordinance adoption in the hands of local governments. While the county could adopt certain ordinances, these ordinances would be superseded by a similar local ordinance. For example, the county has a subdivision and land development ordinance, but it is superseded in municipalities that adopt a local subdivision and land development ordinance. Ordinance requirements for 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 facilities have limited public access or use. The prison and Judicial Center, Schaffner Youth Center, adult probation facility, bulk storage building, recycling center, drug and alcohol building all District Justice offices have limited public access or use. Only Fort Hunter and Wildwood Lake parks have 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.

5. Staff work hours vary. Some facilities have only a few office staff that work normal business hours and some have large staffs that have shifts operating around the clock.

6. 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 requirement.

REGULATED FACILITIES

Within the Harrisburg Urbanized Area, Dauphin County owns or operates several facilities that are subject to 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. An NPDES permit has been authorized for construction of a new DJ office on Paxton Street. It is anticipated that this office will become operational before or during the 2020-2021 permit year.

1. Adult Probation Facility
2. Bulk Storage Building
3. District Justice Office – Bretz Drive
4. District Justice Office – Locust Lane
5. District Justice Office – Paxton Church Road
6. District Justice Office – Paxton Street
7. District Justice Office – Rolleston Street
8. District justice Office – Twenty ninth street
9. Drug and Alcohol Building
10. Fort Hunter Park
11. Prison and Judicial Center
12. Recycling Center
13. Schaffner Youth Facility
14. Wildwood Lake Park

ADULT PROBATION FACILITY - The Adult Probation Facility is located in Swatara Township on Gibson Boulevard, east of 19th 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. 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 has an onsite maintenance staff.

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 the Commonwealth of Pennsylvania through the Department of Transportation. The system then discharges to Spring Creek. The storm sewer systems have been mapped. This building houses the warehouse and coroners office. The site is maintained by offsite maintenance staff. Office staff have regular hours.

DISTRICT JUSTICE OFFICE – BRETZ DRIVE - This site is located in West Hanover Township on Bretz Drive just south of Route 22. Several inlets discharge to an offsite regional infiltration basin. The basin ultimately discharges to Manada Creek. The storm sewer system has been mapped. Site maintenance is performed by offsite maintenance staff. The office staff has regular hours.

DISTRICT JUSTICE OFFICE – LOCUST LANE - This site is in lower Paxton Township on Locust Lane. Inlets discharge to an offsite system owned by Lower Paxton Township. Ultimate discharge is to an UNT to Nyes Run, a tributary to Beaver Creek. The storm sewer system has been mapped. Site maintenance is performed by offsite maintenance staff. The office staff has regular hours.

DISTRICT JUSTICE OFFICE – PAXTON CHURCH ROAD - This building is located on Paxton Church Road west of Paxtang Avenue in Susquehanna Township. Eight storm sewer inlets are located on this property. Six of these discharge through one outfall to an unnamed tributary to Paxton Creek. The other two inlets discharge to the UNT to Paxton Creek. The storm sewer system has been mapped. The site is maintained by offsite maintenance staff. Office staff have regular hours.

DISTRICT JUSTICE OFFICE – PAXTON STREET - As of the date of this review, the construction is not complete.

DISTRICT JUSTICE OFFICE – ROLLESTON STREET - This building is located on Rolleston Street south of Paxton Street in the City of Harrisburg. Four inlets discharge to the Harrisburg City storm sewer system which in turn discharges to Spring Creek. The storm sewer system has been mapped. The site is maintained by offsite maintenance staff. Office staff have regular hours.

DISTRICT JUSTICE OFFICE – TWENTY NINTH STREET -This building is located on South 29th Street north of Derry Street. Two small drains discharge to the Harrisburg storm sewer system which in turn discharges to Spring Creek. The storm sewer system has been mapped. The site is maintained by offsite maintenance staff. Office staff have regular hours.

DRUG AND ALCOHOL BUILDING - This Building is located on Cameron Street in the City of Harrisburg. There are two inlets in the rear of the building, each of which discharge directly to Paxton Creek. There are three entities located in the building, only one of which is a county office. Office staff have regular hours but logistics makes training meetings impractical. The site is maintained by offsite maintenance staff. The two outfalls for this site are difficult to access.

FORT HUNTER PARK -Fort Hunter Park is located in Susquehanna Township, on Front Street, Just south of Route 443. The Park has two outfalls to the Susquehanna River and one to Fishing Creek. There are two inlets in each of the systems discharging to the river. The inlets drain small parking areas and surrounding lawns. There are no inlets associated with the system discharging to Fishing Creek. Runoff flows overland to two infiltration ponds that then discharge to Fishing Creek. The storm sewer system has been mapped. The park is open to the general public. The park has an onsite maintenance staff. Office staff have regular hours.

PRISON AND JUDICIAL CENTER - The Dauphin County Prison and 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. All stormwater outfalls discharge to Spring Creek. The storm sewer systems have been mapped. The facility is not open to the general public. 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.

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 offsite maintenance staff. Office staff have regular hours.

SCHAFFNER YOUTH FACILITY - The Schaffner Youth Facility is located in Swatara Township on Gibson Boulevard, east of 19th 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. 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 offsite maintenance staff. Office staff do not have regular hours.

WILDWOOD LAKE PARK - This park is located in the City of Harrisburg just south of Route 39. There are five inlets that drain a small driveway. These inlets discharge to a wooded area adjacent to Paxton Creek. The storm sewer system has been mapped.

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 issued to Dauphin County. This information is contained in Part C of the permit, Special Conditions. 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. The specific plan also contains additional BMPs that will be employed to augment the required BMPs.

MCM 1 – PUBLIC EDUCATION AND OUTREACH

<i>REQUIREMENT: 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 the public can take to reduce pollutants in storm water runoff.</i>	
BMP 1	Develop, implement and maintain a written Public Education Plan. Review the plan annually and revise as needed.
BMP 2	Develop and maintain lists of target audience groups that are present within the areas served by the permittees small MS4. Review the list annually and update as needed.
BMP 3	Annually publish at least one issue of a newsletter, a pamphlet, a flyer or a website that includes general stormwater educational information, a description of the permittees SWMP and/or information about the permittee’s stormwater management activities. Review and maintain website. Review the list and content of publications at least once annually. Publications should include references or links to additional information.
BMP 4	Distribute stormwater educational materials and/or information through two other distribution methods annually in addition to BMP 3 above.

MCM 2 – PUBLIC PARTICIPATION

<i>REQUIREMENT: Comply with applicable State and local public notice requirements in implementing a public involvement program.</i>	
BMP 1	Develop, implement and maintain a written Public Involvement and Participation Plan to include the following items. Review the plan annually and revise as needed. <ul style="list-style-type: none"> -Post plan to DCCD website to provide for public participation in the development and implementation of programs -Routine communications with environmental organizations -Make periodic reports, plans and other appropriate documents available to the public
BMP 2	Advertise to the public and solicit public input prior to adoption or submission of the following: <ul style="list-style-type: none"> -Stormwater Management Ordinances -Standard Operating Procedures -Pollutant Reduction Plans
BMP 3	Regularly solicit participation from target groups using available distribution and outreach methods, including an effort to solicit reporting of illicit discharges. <ul style="list-style-type: none"> -Solicit public involvement and participation on the implementation of the plan. Conduct at least one public meeting during the permit term. -Document instances of cooperation with community organizations -Document instances of public participation in events

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

REQUIREMENT: Develop and implement a program to detect and eliminate illicit discharges.	
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. This includes procedures for: <ul style="list-style-type: none"> -Identifying priority areas -Screening outfalls -Identifying the source if an illicit discharge -Eliminating the illicit discharge -For assessing potential for illicit discharges from interaction of sanitary systems with the MS4 -Gaining access to private property for inspections or investigating illicit discharges -Program documentation, evaluation and assessment including record keeping -Addressing information and complaints received from the public
BMP 2	Develop and Maintain a storm sewer outfall map including discharges and receiving waters. Review maps annually and update as needed.
BMP 3	Develop and maintain a storm sewer system map which depicts the entire system. Review maps annually and update as needed.
BMP 4	Conduct outfall screenings and eliminate illicit discharges <ul style="list-style-type: none"> -Screen each outfall once during the permit term. -Implement procedures to sample and analyze discharges -Maintain records of screenings -Summarize actions taken to remedy illicit discharges -Ensure proper maintenance of outfalls
BMP 5	Enact a SWM ordinance or SOP to prohibit non stormwater discharges to the MS4. <ul style="list-style-type: none"> -Submit ordinance or SOP by 9-30-22
BMP 6	Provide outreach to target audiences using the strategies from MCM 1. <ul style="list-style-type: none"> -Distribute an employee education sheet -Incorporate illicit discharge information into annual training -Distribute illicit discharge information to target audiences annually -Place illicit discharge information on website -Establish and promote a reporting mechanism, investigate complaints, document response.

MCM 4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

REQUIREMENT: Rely on DEP program for NPDES Construction Permits	
BMP 1	Do not issue permits or approvals until NPDES permits, if needed, are obtained
BMP 2	Notify DEP or DCCD within 5 days of receipt of applications for projects proposing one acre or more Of earth disturbance.
BMP 3	Enact, implement and enforce an SOP for implementation and maintenance of ESPC BMPs.

MCM 5 – POST CONSTRUCTION STORMWATER MANAGEMENT

REQUIREMENT: Rely on DEP program for NPDES Construction Permits	
BMP 1	Enact, implement and enforce an SOP for implementation and maintenance of PCSM BMPs.
BMP 2	Develop and implement measures to encourage Low Impact Development.
BMP 3	Ensure Installation, Operation and Maintenance of installed PCSM BMPs. <ul style="list-style-type: none"> -Develop an inventory of PCSM BMPs -Determine latitude, longitude and street address -BMP type and year installed -Maintenance requirements -Records of inspection and maintenance -Incorporate BMP information into annual training

MCM 6 – POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL FACILITIES

REQUIREMENT: Develop and implement an Operation and Maintenance plan, including training, to minimize pollutant runoff from county MS4 regulated facilities.	
BMP 1	Identify facilities owned or operated by Dauphin County and activities that have the potential to generate pollution in stormwater runoff
BMP 2	Develop and implement an operation and maintenance program for county facilities and operations. Review the plan annually and revise the program as needed . -Management practices and procedures to minimize pollutant discharges to the MS4 -Maintenance and inspection activities and schedules -Controls for minimizing pollutant discharge from the facilities -Procedures for waste disposal
BMP 3	Develop and implement an employee training program. Review the program annually and revise as needed.

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. Dauphin County has adopted an Illicit Discharge ordinance applicable to county facilities. This ordinance will be revised. An SOP will be implemented for MCM 4 and MCM 5 compliance.
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 and, for the most part, limited public access.
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, many of education and outreach activities are also conducted county wide on behalf of all MS4 regulated municipalities.
5. At two facilities, there are private entities that utilize some of the building space. While these entities are not staffed by county employees, the staff at these facilities will receive some basic training information.
6. Some facilities are maintained by on site maintenance staff while other facilities are maintained by a central county maintenance staff.

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 (for example, the prison, work release center and juvenile facility), the primary target groups are the maintenance staff and office staff at the regulated facilities and county employees in general. Also included as primary target audiences are developers, consultants and contractors. Where facilities are more accessible to the public, the education efforts will be tailored to the characteristics of the facility.

It should be noted 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. Wildwood Lake Park also has an ongoing volunteer program through which members of the general public volunteer for cleanup days in the park. Cleanup days involve litter collection, vegetation control, storm sewer system maintenance and other activities. 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 and activities that occur at the facilities. The county illicit discharge ordinance will need to be updated by 2022 to comply with new permit provisions.

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 construction site SWM. The County Conservation District does implement the Erosion and Sediment Pollution Control and NPDES Permitting program. Additionally, all county construction projects are subject to Chapter 102 regulations for ESPC and NPDES construction site permitting. These NPDES regulations are implemented by the Conservation District. A formal Standard Operating Procedure will be developed by 2022 to comply with permit provisions for this MCM.

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 PCSM. Additionally, all county construction projects are subject to Chapter 102 regulations for ESPC and NPDES construction site permitting, including PCSM requirements. These NPDES regulations are implemented by the Conservation District. A formal Standard Operating Procedure will be developed by 2022 to comply with permit provisions for this MCM.

MCM 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Some facilities have an onsite 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 offsite maintenance staff will be primary audiences for both education and training efforts. Office staff will also receive training. Also, access to certain facilities is limited due to security concerns. This affects the inspection schedule.

ORDINANCE REQUIREMENTS FOR MCMS 2, 3 AND 4

Dauphin County will, in lieu of ordinance provisions, will develop and implement Standard Operating Procedures (SOP) for appropriate activities. As the SOP is intended to ensure compliance with MCM 3 and MCM 4 ordinance requirements, the SOP will focus on ensuring compliance with Chapter 102 regulations (ESPC and NPDES Construction Site Permitting) and any applicable local PCSM regulations.

Dauphin County has previously adopted an Illicit Discharge Ordinance. This ordinance will need to be revised by the end of the permit term, which is 2022.

***MCM
IMPLEMENTATION
PLAN***

NOTES

For each MCM below, the first table contains the specific and optional tasks to be accomplished, dates, measurable goals and documentation needs. The final table for each MCM is intended to be a summary of the MCM tasks that are to be accomplished for that permit year and serve as a check list throughout the permit year.

The dates listed in the following tables are not to be considered as “set in stone”. The primary purpose of providing time frames for task completion is to distribute the work effort over the course of a full year and to ensure certain tasks are completed at appropriate times.

All records, in any format, will be maintained at the Dauphin County Conservation District offices at 1451 Peters Mountain Road, Dauphin PA, 17018. Included in these records, in either electronic or hard copy format are:

Inspection reports, o	utfall screening records and	IDDE records
Permit documents, a	nnual reports,	MCM compliance plans and PPGH plans
Facility inventories,	MCM documentation ,	BMP inventories and maintenance records

For each BMP shown in the table below, the BMP will be labeled as a required BMP (R), or a Supplemental BMP (S). Required BMPs are BMPs that were selected and installed in order to comply with NPDES PCSM or local PCSM requirements. Optional BMPs are BMPs that were installed as supplemental BMPs and not needed to comply with NPDES or local PCSM requirements. Additionally, for each BMP, there will be specific tasks shown. Tasks listed as optional are Tasks that are not necessarily needed to comply with the BMP requirement.

MCM 1 – PUBLIC EDUCATION PLAN

BMP 1 (R)	Develop, implement and maintain a written public education plan.		
Task A	Review plan annually in June for the following year and revise as needed.		
Date	June 2021		
Measurable Goal	Review of plan annually in June		
Documentation	Current or revised plan		

BMP 2 (R)	Develop target audiences and review annually		
Task A	Review target audiences annually in June for the following year and revise as needed.		
Date	June 2021		
Measurable Goal	Review of target audiences annually in June. Selection of target audiences.		
Documentation	target audiences list in plan		

BMP 3 (R)	Annually publish one issue of a stormwater education newsletter, pamphlet or flyer		
Task A	Distribute an educational sheet annually to all county employees. Focus on illicit discharges.		
Date	October 2020 to December 2020		
Measurable Goal	Distribution of newsletter		
Documentation	Distribution list	Copy of newsletter	
Task B	Annually review, update and maintain list of published items and content		
Date	Ongoing		
Measurable Goal	Completed review and update		
Documentation	New material	Updated material	

BMP 4 (R)	Distribute educational materials through two other sources		
Task A	Distribution of an educational sheet on Low Impact Development to municipalities annually		
Date	March 2021		
Measurable Goal	1 LID education sheet mailed annually		
Documentation	Distribution list	Copy of educational sheet	
Task B	Distribute educational poster to schools		
Date	October 2020 to December 2020		
Measurable Goal	One poster distributed annually		
Documentation	Distribution list	Poster	
Task C	Distribute an educational sheet to developers		
Date	October 2020		
Measurable Goal	One sheet mailed annually		
Documentation	Distribution list	Educational sheet	
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		
Measurable Goal	Review of website. Updates as needed.		
Documentation	Website pages		
Task E	Place a newspaper educational ad.		
Date	October 2020 to December 2020		
Measurable Goal	Placement of ad		
Documentation	Copy of ad	Proof of Publication	
Task O - OPTIONAL	BMP Tours, Workshops, Presentations, Publications and Other		
Date	Ongoing. No specific date.		
Measurable Goal	As appropriate		
Documentation	As appropriate		

1. TARGET AUDIENCES

Primary Target Audiences: Maintenance Staff, Office Staff, County Employees, Development Community (Developers, Consultants, Contractors)

Secondary Target Audiences: Municipalities, Schools, Fort Hunter and Wildwood Lake Park Visitors, General Public, Other

- Lists are maintained for developers, contractors and consultants, municipalities, and schools.

2. OUTREACH CHANNELS

The list below contains possible outreach channels and methods that may be used in any given year.

PARKS AND RECREATION DEPARTMENT	<ul style="list-style-type: none"> - Park newsletters - Counter materials
CONSERVATION DISTRICT	<ul style="list-style-type: none"> - Counter materials - Newsletters, educational sheets - DCCD website
COUNTY GOVERNMENT	<ul style="list-style-type: none"> - County website - Press releases - County newsletters
WATERSHED ORGANIZATIONS	<ul style="list-style-type: none"> - Newsletters - Cooperative projects
MUNICIPALITIES/AUTHORITIES	<ul style="list-style-type: none"> - Cooperative projects - Newsletters - Websites - Municipal Mailings
PUBLICATIONS	<ul style="list-style-type: none"> - Local Papers (Harrisburg Patriot News, Middletown Press And Journal, Hummelstown Sun) - Home Builders Association Of Greater Harrisburg Area - Professional publications (Attorneys, Realtors, etc.)
OTHER	<ul style="list-style-type: none"> - Workshops for developers, designers, municipalities, contractors and the general public. - Utilized the Conservation District table top educational display. - Utilize direct mailings of educational materials to target groups. - Coordinate with ESPC workshops to present educational information. - Publish stormwater related articles in applicable publications or dedicated publications. - Place pamphlets, posters, displays or other educational materials at county facilities.

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

TARGET AUDIENCE	PRIORITY	PRIMARY EDUCATION EFFORT(S)
Office Staff	Primary	Conduct general stormwater education through meetings and mailings
Maintenance Staff	Primary	Conduct training for MS4 compliance and general education through meetings
Contractors	Primary	Workshops, targeted mailings
Developers	Primary	Presentations, workshops, targeted mailings
Consultants	Primary	Workshops, email and individual contact
Park Visitors	Secondary	Counter top educational materials
Public	Secondary	Website, educational displays, handouts, newspaper ad, BMP tours, workshops, mailings
Schools	Secondary	Distribute education poster
Municipalities	Secondary	Educational mailings, workshops, municipal meetings, COG meetings

The Conservation District maintains contact lists for 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 list for dissemination of important regulatory or other updates and communications.

DAUPHIN COUNTY MS4 PERMIT

MINIMUM CONTROL MEASURE 1 – PUBLIC EDUCATION

IMPLEMENTATION SCHEDULE - JULY 1 2018 THROUGH JUNE 30 2019

BMP		TASK	DOCUMENTATION	SCHEDULE
1. DEVELOP AND MAINTAIN A WRITTEN PUBLIC EDUCATION PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	COPY OF PLAN	JUNE 2021
2. DEVELOP TARGET AUDIENCES	A	REVIEW AND REVISE TARGET AUDIENCE LIST AND CONTACT DATA BASES. DEVELOP LIST FOR ORGANIZATIONS.	REVISED LISTS	JUNE 2021
3. PUBLISH ONE ISSUE OF A STORMWATER EDUCATION NEWSLETTER, PAMPHLET OR FLYER	A	DEVELOP AND DISTRIBUTE EMPLOYEE EDUCATION SHEET	EDUCATION SHEET DISTRIBUTION LIST	OCTOBER - DECEMBER 2020
	B	ANNUALLY REVIEW, UPDATE AND MAINTAIN LIST OF PUBLISHED ITEMS AND CONTENT	REVISED LISTS AND MATERIALS	ONGOING
4. DISTRIBUTE EDUCATIONAL MATERIALS THROUGH AT LEAST 2 OTHER SOURCES	A	DISTRIBUTE AN EDUCATIONAL SHEET TO MUNICIPALITIES	EDUCATIONAL SHEET DISTRIBUTION LIST	MARCH 2021
	B	DISTRIBUTE AN EDUCATIONAL POSTER TO SCHOOLS	POSTER DISTRIBUTION LIST	OCTOBER - DECEMBER 2020
	C	DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	EDUCATIONAL SHEET DISTRIBUTION LIST	OCTOBER 2020
	D	REVIEW AND MAINTAIN WEBSITE	WEBSITE SCREEN SHOTS	ONGOING
	E	PLACE A NEWSPAPER EDUCATIONAL AD	COPY OF AD	OCTOBER - DECEMBER 2020
	O	BMP TOURS, WORKSHOPS, PRESENTATIONS, PUBLICATIONS, OTHER	AS APPROPRIATE	NO SPECIFIC DATE

MCM 2 – PUBLIC PARTICIPATION AND INVOLVEMENT PLAN

BMP 1 (R)	Develop and implement a Public Involvement Plan		
Task A	Review plan annually in June for the following year and revise as needed.		
Date	June 2021		
Measurable Goal	Review of plan		
Documentation	Revised plan		
Task B	Post plan to DCCD website and have available at DCCD offices for public review, comment and input		
Date	Post plan by end of June 2021		
BMP 2 (R)	Provide public notice and opportunity for review and input	Posting of plan	
Task A	Provide public notice and opportunity for review and input	Website pages	Current or revised plan
Date	When needed	Maintain relationships with environmental organizations through an annual newsletter	
Measurable Goal	Legal notice given to public	March 2021	
Documentation	Copy of ordinance or SOP	Public notice	Meeting agenda
	Meeting minutes	Distribution of newsletter	Attendance sheet
Documentation	Documentation	Newletter	Copy of comments and response
Task B (R)	Solicit public input	Task D	Distribution list
Date	When needed	Post Annual Report to DCCD website and have available at DCCD offices for public review and comment	
Measurable Goal	Comment and response summary	After submission to DEP	
Documentation	Documentation	Posting of plan	Comment and response summary
Documentation	Comments and responses	Screen shots	

BMP 3 (R)	Regularly solicit input from the public		
Task A	Annually discuss program at County Commissioners meeting.		
Date	May 2021 to June 2021		
Measurable Goal	Attend meeting and present summary		
Documentation	Attendance sheet	Meeting Documentation	Outline of presentation
Task B	Annually discuss program at DCCD Board meetings.		
Date	May 2021 to June 2021		
Measurable Goal	Attend meeting and present summary		
Documentation	Attendance Sheet	Meeting Documentation	Outline of presentation
Task C	Receive information from public regarding illicit discharges and erosion issues		
Date	Ongoing		
Measurable Goal	Receipt and processing of information in a timely manner		
Documentation	Documentation		
Task D	Document and report cooperative and coordinated events		
Date	Ongoing		
Measurable Goal	Number of events and participants		
Documentation	Event Advertisement	Attendance Sheet	Other as appropriate

Task E	Document and report public participation in events		
Date	Ongoing		
Measurable Goal	Number of events and participants		
Documentation	Event advertisement	Attendance sheet	Other as appropriate

1. ENVIRONMENTAL ORGANIZATIONS

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.

PRIMARY ORGANIZATIONS

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
ORGANIZATIONS	WATERSHED
Tri-Valley Watershed Association	Mahantango Creek
Wiconisco Creek Restoration Association	Wiconisco Creek
Twin Valley Conservation Association	Powells Creek and Armstrong
Tri-County Conewago Creek Association	Conewago Creek
Derry Township Environmental Action Committee	Swatara Creek, Spring Creek (East)

OTHER ORGANIZATIONS

2. PUBLIC NOTICE AND INPUT FOR ORDINANCE OR SOP ADOPTION

Dauphin County has previously adopted an Illicit Discharge ordinance but will need to update its Illicit Discharge ordinance by September 30, 2022. Appropriate public notice and opportunity for public comment will be necessary.

Dauphin County will also adopt Standard operating procedures for Construction Site and Post Construction SWM. Appropriate public notice and opportunity for public comment will be necessary.

3. SCHEDULE

The schedule of activities is included in the BMP tables. In general, plan reviews and posting the DCCD website will occur annually. The plan review will be conducted near the end of the permit year (currently August 31) to revise the plan, if needed, for the coming year.

Annual reports and plans will be posted to the DCCD website immediately when completed. This will normally be early in the permit year.

Public meetings (DCCD Board and County Commissioners) will occur near the end of the permit year to summarize the previous year's activities and activities anticipated for the coming year.

Wildwood Park volunteer cleanup days are scheduled monthly, March through November.

Other activities, not specified in the plan, may arise. These activities will be pursued on a case by case basis.

DAUPHIN COUNTY MS4 PERMIT
MINIMUM CONTROLMEASURE 2 – PUBLIC PARTICIPATION
IMPLEMENTATION SCHEDULE - JULY 1 2018 THROUGH JUNE 30 2019

BMP	TASK		DOCUMENTATION	SCHEDULE
1. DEVELOP AND IMPLEMENT A WRITTEN PUBLIC INVOLVEMENT PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	COPY OF PLAN	JUNE 2021
	B	PROVIDE OPPORTUNITY FOR PUBLIC INVOLVEMENT WITH PLAN BY POSTING PLAN ON DCCD WEBSITE AND AT DCCD OFFICE .	WEBSITE SCREEN SHOTS SUMMARY OF COMMENTS	JUNE 2021
	C	ROUTINE COMMUNICATION WITH ENVIRONMENTAL ORGANIZATIONS	COPY OF NEWSLETTER	MARCH 2021
	D	POST ANNUAL REPORT TO DCCD WEBSITE	WEBSITE SCREEN SHOTS SUMMARY OF COMMENTS	AFTER SUBMISSION TO DEP
2. PRIOR TO ADOPTION OF REQUIRED ORDINANCES OR SOPs, PROVIDE PUBLIC NOTICE AND OPPORTUNITY FOR REVIEW AND INPUT	A	ADVERTISE ADOPTION OF ORDINANCE OR SOP PER LEGAL REQUIREMENTS	COPY OF ORDINANCE PUBLIC NOTICE MEETING AGENDA ATTENDANCE SHEET MINUTES	BEFORE ADOPTION OF ANY ORDINANCE OR SOP
	B	SOLICIT PUBLIC INPUT	COPY OF SOLICITATION COPY OF COMMENTS	BEFORE ADOPTION OF ANY ORDINANCE OR SOP
3. REGULARLY SOLICIT INPUT FROM THE PUBLIC AND DISCUSS IMPLEMENTATION OF THE PLAN AT SCHEDULED PUBLIC MEETING.	A	COORDINATE WITH COMMISSIONERS MEETING ANNUALLY AND ADVERTISE MS4 CONTENT OF MEETING.	ATTENDANCE SHEETS MEETING MINUTES PUBLIC AD	MAY TO JUNE 2021
	B	COORDINATE WITH CONSERVATION DISTRICT MEETING ANNUALLY AND ADVERTISE MS4 CONTENT OF MEETING.	ATTENDANCE SHEETS MEETING MINUTES PUBLIC AD	MAY TO JUNE 2021
	C	RECEIVE AND ADDRESS PUBLIC INFORMATION REGARDING ILLICIT DISCHARGES AND EROSION ISSUES	SUMMARY OF COMPLAINTS	ONGOING
	D	DOCUMENT AND REPORT COOPERATIVE AND COORDINATED EVENTS	EVENT ADVERTISEMENT ATTENDANCE SHEET	ONGOING
	E	DOCUMENT AND REPORT PUBLIC PARTICIPATION IN EVENTS	EVENT ADVERTISEMENT ATTENDANCE SHEET	ONGOING

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

BMP 1 (R)	Develop a written IDDE plan including various procedures		
Task A	Review plan annually in June for the following year and revise as needed.		
Date	June 2021		
Measurable Goal	Review of plan		
Documentation	Revised plan		

BMP 2 (R)	Develop and maintain storm sewer maps with outfalls and receiving waters		
Task A	The maps have been developed. Review maps annually including new maps for any new facilities.		
Date	Ongoing		
Measurable Goal	Maintenance and update of maps		
Documentation	System maps		

BMP 3 (R)	Develop and Maintain storm sewer system maps depicting the entire system		
Task A	Update maps as needed		
Date	Ongoing		
Measurable Goal	Maps updated as needed		
Documentation	Revised maps		

BMP 4 (R)	Outfall screening		
Task A	Screen each outfall at least once during the permit term		
Date	See Appendix B		
Measurable Goal	Screening of scheduled outfalls		
Documentation	Photos	Screening form	
	All documents related to illicit discharge resolution as applicable		
Task B	Implement procedures for noting observations and for sampling and analysis if needed		
Date	As Needed		
Measurable Goal	Documented observations and sample collection and analysis		
Documentation	Remediation report	Other as required	
Task C	Maintain records of outfall screenings		
Date	Ongoing		
Measurable Goal	Records of screenings		
Documentation	Photos	Screening forms	
Task D	Summary of remedial actions		
Date	As needed		
Measurable Goal	Summary documents		
Documentation	All appropriate documents		
Task E	Ensure proper maintenance of outfalls		
Date	As needed		
Measurable Goal	Repair conducted on outfalls as needed		
Documentation	Documentation of repair		

BMP 5 (R)	Enact an ordinance or SOP prohibiting illicit discharges		
Task A	Ordinance adopted previously. Revise ordinance by 9-30-22		
Date	By 9-30-22.		
Measurable Goal	Adoption of revised ordinance		
Documentation	Minutes	Ordinance	Public notice
	Meeting agenda	Attendance sheet	

BMP 6 (R)	Inform target audiences of hazards of illicit discharges		
Task A	Distribute an educational sheet annually to all county employees. Focus on illicit discharges.		
Date	October 2020 to December 2020		
Measurable Goal	Distribution of newsletter		
Documentation	Distribution list	Distribution list	Distribution list
Task B	Incorporation of an illicit discharge education element into the annual staff training		
Date	Ongoing		
Measurable Goal	Development of training modules and annual staff trainings completed annually		
Documentation	Materials		
Task C	Place an education newspaper add annually		
Date	October to December 2020		
Measurable Goal	Placement of add		
Documentation	Copy of add		
Task D	Distribute an education poster to schools annually		
Date	October to December 2020		
Measurable Goal	Distribution of posters		
Documentation	Distribution list	Poster	
Task E	Add and review annually illicit discharge information to DCCD and County websites		
Date	October to December 2020		
Measurable Goal	Information is posted to website		
Documentation	Screen shot	Information	
Task F	Establish and promote a stormwater pollution reporting mechanism		
Date	Ongoing		
Measurable Goal	Developed system and implementation of the system		
Documentation	System plan		

DAUPHIN COUNTY MS4 PERMIT

MINIMUM CONTROL MEASURE 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2017 THROUGH JUNE 30 2018

BMP	TASK		DOCUMENTATION	SCHEDULE
1. DEVELOP A WRITTEN IDDE PLAN	A	REVIEW AND REVISE EXISTING PLAN	COPY OF PLAN	JUNE 2021
2. DEVELOP AND MAINTAIN OUTFALL MAP	A	DEVELOP A STORM SEWER SYSTEM OUTFALL MAP	COPIES OF MAPS	ONGOING
3. UPDATE STORM SEWER SYSTEM MAPS	A	REVIEW AND UPDATE SYSTEM MAP AS NEEDED	UPDATED MAPS	ONGOING
4. SCREEN OUTFALLS, IDENTIFY AND CORRECT ILLICIT DISCHARGES	A	CONDUCT SCREENINGS AS PER APPENDIX B	SCREENING FORMS PHOTOS	SEPTEMBER 2020 TO NOVEMBER 2020
	B	OBSERVATIONS AND ANALYSIS OF DISCHARGES.	SCREENING FORM ANALYTICAL DOCUMENTS	AS NEEDED
	C	MAINTAIN RECORDS OF OUTFALL SCREENINGS	APPROPRIATE RECOTRDS	ONGOING
	D	SUMMARIZE OF REMEDIAL ACTION	APPROPRIATE DOCUMENTATION	AS NEEDED
	D	ENSURE PROPER MAINTENANCE OF OUTFALLS	INSPECTION REPORTS REMEDATION DOCUMENTS	AS NEEDED
5. ENACT ORDINANCE OR SOP PROHIBITING ILLICIT DISCHARGES	A	ORDINANCE PREVIOUSLY ADOPTED. WILL NEED REVISED BY 9-30-22	COPY OF ORDINANCE PUBLIC NOTICE MEETING AGENDA ATTENDANCE SHEET MINUTES	BY 9-30-22
6. INFORM TARGET AUDIENCES OF HAZARDS OF ILLICIT DISCHARGES	A	DISTRIBUTE EMPLOYEE EDUCATION SHEET	EDUCATION SHEET	OCTOBER - DECEMBER 2020
	B	INCORPORATE ILLICIT DISCHARGE ELEMENT INTO ANNUAL STAFF TRAINING	ATTENDANCE SHEETS MATERIALS	ONGOING
	C	PLACE NEWSPAPER ADD	COPY OF AD	OCTOBER - DECEMBER 2020
	D	DISTRIBUTE POSTER TO SCHOOLS	POSTER DISTRIBUTION LIST	OCTOBER - DECEMBER 2020
	E	PLACE ID INFORMATION ON WEBSITE INCLUDING WHAT AN ID IS AND HOW TO REPORT - REVIEW ANNUALLY	SCREEN SHOT	OCTOBER - DECEMBER 2020
	F	ESTABLISH AND PROMOTE A STORMWATER POLLUTION REPORTING MECHANISM	PLAN	ONGOING

**MCM 4 – CONSTRUCTION SITE
STORMWATER MANAGEMENT PLAN**

BMP 1 (NA)	DO NOT ISSUE PERMITS OR APPROVALS UNTIL NPDES PERMITS, IF NEEDED ARE OBTAINED
	NOT APPLICABLE – SOP WILL BE IMPLEMENTED

BMP 2 (NA)	NOTIFY DEP OR DCCD WITHIN 5 DAYS OF RECEIPT OF APPLICATIONS PROPOSING ONE ACRE OR MORE OF EARTH DIST
	NOT APPLICABLE – SOP WILL BE IMPLEMENTED

BMP 3 (R)	Adopt an SOP for implementation and maintenance of ESPC BMPs
Task A	Adopt an SOP by 9-30-22
Date	By 9-30-22
Measurable Goal	Adopted SOP
Documentation	All documentation needed to demonstrate compliance for adoption

BMP 4 (S)	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	OCTOBER 2020
Measurable Goal	Distribute an educational sheet to developers
Documentation	Distribution list Educational Sheet
Task O	
Date	
Measurable Goal	
Documentation	

BMP 5 (S)	Implement Chapter 102 and NPDES permit program applicable to county projects.
Task A	Receive information from the public regarding erosion issues. Investigate complaints or forward to appropriate entity.
Date	Ongoing
Measurable Goal	Compliance with Chapter 102 and NPDES permit program
Documentation	Inspection reports Other appropriate documentation
TASK B	Ensure compliance with Chapter 102 and NPDES permitting for county owned projects.
Date	Ongoing
Measurable Goal	All county projects are in compliance
Documentation	All applicable documents (Permits, inspection reports, plans, NOT, etc)

1. OUTREACH

Dauphin County will also provide outreach to certain target audiences. The intent of the outreach is to provide specific audiences with up to date information on regulations and technical aspects of the Chapter 102 and NPDES permitting program. Information presented will be tailored to the specific audience.

2. COUNTY COMPLIANCE WITH CHAPTER 102 AND NPDES CONSTRUCTION PERMITTING

The Dauphin County Conservation District (DCCD) is responsible for both the implementation of the county MS4 permit program and for the implementation of the Chapter 102 and NPDES permitting program throughout Dauphin County. As such, DCCD applies the 102 and NPDES permitting rules, regulations and procedures to county construction projects. Any county project, whether within and MS4 area or not, is subject to these regulations. Local ordinances throughout Dauphin County require adherence to this program. Dauphin County is not exempt from these ordinance nor from Chapter 102 and NPDES permitting requirements.

While DCCD does have MOUs with municipalities in Dauphin County for the administration of the Chapter 102 and NPDES permitting program, as DCCD is a county department, it is believed that an MOU between the county and itself (DCCD) is not needed.

Further, as DCCD does implement the Chapter 102 and NPDES permit program on behalf of the MS4 regulated municipalities in Dauphin County BMP 5 above is listed as a supplemental BMP for the purposes of reinforcing and documenting this relationship.

3. PERMIT APPLICATIONS, APPROVALS AND ORDNIANCES

Dauphin County does not receive or approve building or other permits. Therefore, both BMP1 and BMP 2 are not applicable. Dauphin County will adopt Standard Operating Procedures for ESPC planning for county construction projects.

4. OUTREACH

Dauphin County will provide outreach to target audiences regarding construction site stormwater management, BMPs and regulations. This will primarily entail keeping developers and consultants current on regulations, permit requirements and BMP information.

5. STANDARD OPERATING PROCEDURES

In lieu of BMP 1 and 2, Dauphin County will develop and implement an SOP intended to ensure compliance with Chapter 102 ESPC, NPDES Construction Site Permitting and PCSM requirements as well as applicable local ordinance provisions.

DAUPHIN COUNTY MS4 PERMIT

MINIMUM CONTROL MEASURE 4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

IMPLEMENTATION SCHEDULE – JULY 1 2018 THROUGH JUNE 30 2019

BMP		TASK	DOCUMENTATION	SCHEDULE
1. DO NOT ISSUE PERMITS OR APPROVALS UNTIL NPDES PERMITS, IF NEEDED, ARE OBTAINED.	NA			
2. NOTIFY DEP OR DCCD WITHIN 5 DAYS OF RECEIPT OF APPLICATIONS PROPOSING ONE ACRE OR MORE OF EARTH DISTURBANCE	NA			
3. ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF ESPC BMPS	A	ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF ESPC BMPS	APPROPRIATE DOCUMENTATION RELATED TO ADOPTION OF AN SOP	BEFORE SEPTEMBER 30, 2022
4. PROVIDE OUTREACH TO TARGET AUDIENCES	A	DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	COPY OF SHEET DISTRIBUTION LIST	OCTOBER 2020
	O	CONDUCT OTHER OUTREACH EVENTS	OTHER DOCUMENTATION	ONGOING
5. IMPLEMENT CHAPTER 102 AND NPDES PERMITTING AS APPLICABLE TO COUNTY PROJECTS AND ON BEHALF OF ALL DAUPHIN COUNTY MUNICIPALITIES.	A	RECIEVE AND FOLLOW UP ON INFORMATION RECEIVED FROM THE PUBLIC.	INSPECTION REPORRTS APPROPRIATE DOCUMENTATION	ONGOING
	B	ENSURE COMPLIANCE WITH CHAPTER 102 AND NPDES PERMITTING FOR COUNTY OWNED PROJECTS.	APPROPRIATE PERMIT DOCUMENTATION	ONGOING

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

BMP 1 (R)	Adopt an SOP for implementation and maintenance of PCSM BMPs		
Task A	Adopt an SOP for implementation of PCSM BMPs		
Date	By September 30, 2022		
Measurable Goal	Adopted SOP		
Documentation	Appropriate documentation related to adoption of an SOP		

BMP 2 (R)	Encourage Low Impact Development principles		
Task A	Mail one educational sheet annually to municipal governing bodies.		
Date	March, 2021		
Measurable Goal	Distribution of educational sheet		
Documentation	Distribution list	Educational sheet	

BMP 3 (R)	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	Permit plans, authorizations, inspection forms, enforcement documents, NOT		
Task B	Develop an inventory of PCSM BMPs (latitude, longitude, address, type, year built, maintenance requirements)		
Date	Ongoing		
Measurable Goal	NA		
Documentation	BMP inventory	Other appropriate records	
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	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	Training materials	Attendance or distribution lists	

BMP 4 (S)	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	Ongoing		
Measurable Goal	Website review in December		
Documentation	Distribution lists	Web pages	Copies of materials
	Other		
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	As Appropriate		

1. BMP INVENTORY

The inventory of BMPs installed after March 10, 2003 includes the following data:

- Street address
- Latitude and longitude
- Name, address and phone number for responsible entity if not Dauphin County
- Type of BMP
- The year the BMP was installed
- Maintenance requirements
- Inspection schedule
- Inspection and maintenance records
- Photos

2. PCSM OUTREACH

Through the Dauphin County Conservation District (DCCD) Dauphin County has a long history of outreach on PCSM related issues. This outreach will continue.

3. STANDARD OPERATING PROCEDURES

Dauphin County will develop and implement an SOP intended to ensure compliance with Chapter 102 ESPC, NPDES Construction Site Permitting and PCSM requirements as well as applicable local ordinance provisions.

DAUPHIN COUNTY MS4 PERMIT

BMP		TASK	DOCUMENTATION	SCHEDULE
1. ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF ESPC BMPS	A	ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF PCSM BMPS	APPROPRIATE DOCUMENTATION RELATED TO ADOPTION OF AN SOP	BEFORE SEPTEMBER 30, 2022
2. ENCOURAGE LID PRINCIPLES	A	DISTRIBUTE EDUCATIONAL SHEET TO MUNICIPALITIES	EDUCATIONAL SHEET DISTRIBUTION LIST	MARCH 2021
3. ENSURE INSTALLATION OF CONTROLS AT COUNTY OWNED FACILITIES	A	VERIFY INSTALLATION OF BMPS AT NEW OR REDEVELOPMENT PROJECTS AT COUNTY OWNED FACILITIES.	APPROPRIATE PERMIT DOCUMENTS	ONGOING
	B	DEVELOP AND MAINTAIN AN INVENTORY OF PCSM BMPS INCLUDING STREET ADDRESS, LATITUDE AND LONGITUDE TYPE YEAR BUILT AND MAINTENANCE REQUIREMENTS	BMP INVENTORY	ONGOING
	C	MAINTAIN BMP DOCUMENTATION INCLUDING PLANS, SPECIFICATIONS AND INSPECTION AND MAINTENANCE RECORDS	AS APPROPRIATE	
	D	INCORPORATE BMP INFORMATION INTO ANNUAL TRAININGS	EDUCATIONAL MATERIALS ATTENDANCE SHEETS	PERRIODICALLY
4. PROVIDE EDUCATION AND OUTREACH REGARDING PCSM	A	REVIEW AND MAINTAIN WEBSITE	WEBSITE SCREENS	ONGOING
	O	CONDUCT OUTREACH ACTIVITIES TO TARGET AUDIENCES	OTHER AS APPROPRIATE	ONGOING

IMPLEMENTATION SCHEDULE - SEPTEMBER 1 2017 THROUGH JUNE 30 2018

MINIMUM CONTROL MEASURE 5 – POST CONSTRUCTION STORMWATER MANAGEMENT

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

BMP 1	Identify facilities generating stormwater		
Task A	Review facilities annually. Identify new facilities or activities		
Date	Ongoing		
Measurable Goal	Review of facilities completed		
Documentation	Facilities list		

BMP 2	Develop an Operation and Maintenance plan for each regulated facility		
Task A	The plan has been developed. Review plan annually.		
Date	June 2018		
Measurable Goal	Review of plan		
Documentation	Revised Plan		
Task B	Inspect all systems twice annually (Prison once annually)		
Date	November 2018 and May 2019		
Measurable Goal	All systems inspected in May and November (Prison in November only)		
Documentation	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	Appropriate Documentation		

BMP 3	Develop and implement an employee training program		
Task A	Review training program annually		
Date	June 2018		
Measurable Goal	Review of plan		
Documentation	Reviewed and revised plan		
Task B	Develop and revise training modules and materials for specific audiences and subjects		
Date	Ongoing		
Measurable Goal	Development of modules		
Documentation	Training modules	Materials	
Task C	Conduct and document annual and periodic training		
Date	Throughout year		
Measurable Goal	Training as per the training program completed each year (See Appendix A)		
Documentation	Attendance or distribution sheets	Training materials	

1. STREET SWEEPING

An MOU has been entered into by Dauphin County and Swatara Township for street sweeping specific areas of the County prison, Schaffner Youth Center and the Adult Probation Building. The MOU specifies waste is to be disposed of properly. Swatara Township has informed the county that the waste is 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.

2. POLLUTION PREVENTION AND GOOD HOUSEKEEPING PLANS

Plan elements will include the following:

- Management practices and procedures and controls to minimize discharge of pollutants to storm sewer systems.
- Where facilities have floor drains, a recommendation to eliminate such drains, if practical will be incorporated into the plan

- A schedule for facility inspection
- Follow up procedures where facility inspections indicate a need for repair of maintenance
- Proper waste disposal procedures
- Operation and maintenance recommendations for BMPs

3. INSPECTION SCHEDULE

For security reasons and based on past inspections, the County Prison will be inspected only one time per year in November.

DAUPHIN COUNTY MS4 PERMIT

IMPLEMENTATION SCHEDULE

MINIMUM CONTROL MEASURE 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING

BMP		TASK	DOCUMENTATION	SCHEDULE
1. IDENTIFY FACILITIES GENERATING RUNOFF	A	REVIEW FACILITIES, REVISE LIST AS NEEDED	FACILITY LIST	ONGOING
2. DEVELOP OPERATION AND MAINTENANCE PROGRAM FOR EACH FACILITY	A	REVIEW AND UPDATE EACH PLAN BY FACILITY AS NEEDED	COPY OF PLAN	JUNE 2021
	B	CONDUCT STORM SEWER SYSTEM INSPECTIONS	INSPECTION REPORTS BMP MAINTENANCE REPORTS	NOVEMBER 2020 AND MAY 2021
	C	ENSURE PROPER DISPOSAL OF COLLECTED WASTES	APPROPRIATE	ONGOING
3. IMPLEMENT EMPLOYEE TRAINING PROGRAM	A	REVIEW TRAINING PROGRAM	UPDATED TRAINING ROGRAM	JUNE 2021
	B	DEVELOP TRAINING MODULES	MODULE AND MATERIALS	ONGOING
	C	CONDUCT ANNUAL TRAINING EVENTS	ATTENDANCE SHEETS TRAINING MATERIALS	THROUGHOUT YEAR

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. 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, the District Justice offices, the Recycling Center, Bulk Storage building, Wildwood Park 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 on site 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 staff work schedules, training may be only through outreach materials. Facilities where such conditions exist are the EMA office, prison and adult probation. When possible, meetings will replace mailings for any given staff.

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 INCLUDING NON COUNTY 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	REGULATIONS - WHAT WE ARE DOING AND WHY
B	IMPACT OF SW RUNOFF	AS	BASIC UNDERSTANDING OF RUNOFF AND IMPACTS
C	PPGH PLAN	MS	UNDERSTANDING THE PLAN - WHAT NEEDS DONE AND WHY
D	SPILLS AND SPILL KITS	AS	FAMILIARITY WITH NATURE OF SPILLS AND HOW TO USE KITS
E	GENERAL PRACTICES	OS	GENERAL DAY TO DAY ITEMS TO PREVENT POLLUTION
F	SYSTEM INSPECTIONS	MS	UNDERSTANDING THE INSPECTION PROCESS - WHY IT IS DONE
G	SYSTEM MAINTENANCE	MS	GENERAL MAINTENANCE ITEMS
H	BMP OVERVIEW	MS	WHAT BMPS ARE, HOW THEY WORK AND WHY WE USE THEM
I	SNOUTS	MS	WHAT A SNOUT IS, HOW IT WORKS AND HOW IT IS MAINTAINED
J	INFILTRATION/DETENTION AREAS	MS	HOW THE AREAS WORK AND ARE MAINTAINED
K	BASIC MATERIALS HANDLING	AS	HOW TO HANDLE, USE AND DISPOSE OF MATERIALS
L	ILLICIT DISCHARGES	AS	SUMMARIZE COUNTY ORDINANCE- HANDLING IDS
M	ROUTINE INSPECTIONS	MS	NEED FOR AND BENEFITS OF ROUTINE INSPECTIONS

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

TRAINING SUMMARY			
FACILITY AND STAFF	MODULES	METHOD	FREQUENCY
COUNTY MAINTENANCE STAFF	A-B-C-D-E-F-G-H-I-J-K-L-M	MEETING	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
BULK STORAGE WAREHOUSE STAFF	A-B-C-D-E-L-M	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
BULK STORAGE CORONERS STAFF	A-B-D-E	MAILING	ANNUALLY
COUNTY PRISON MAINTENANCE STAFF	A-B-C-D-E-F-G-H-I-K-L-M	MEETING	ANNUALLY
COUNTY PRISON OFFICE STAFF	A-B-D-E-L	MAILING	ANNUALLY
JUDICIAL CENTER OFFICE STAFF	A-B-D-E-L	MAILING	ANNUALLY
DJ BRETZ DRIVE OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ LOCUST LANE OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ PAXTON CHURCH ROAD OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ ROLLESTON STREET OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DJ TWENTY NINTH STREET OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	ANNUALLY
DRUG AND ALCOHOL COUNTY STAFF	A-B-D-E-L	MAILING	ANNUALLY
DRUG AND ALCOHOL CMU STAFF	A-B-D-E-L	MAILING	ANNUALLY
DRUG AND ALCOHOL NHS 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
RECYCLING CENTER OFFICE STAFF	A-B-C-D-E-F-G-K-L-M	MEETING	ANNUALLY

SCHAFFNER ARC OFFICE STAFF	A-B-D-E-L	MAILING	ANNUALLY
SCHAFFNER EMA OFFICE STAFF	A-B-C-D-E-L-M	MAILING	ANNUALLY
WILDWOOD PARK OFFICE STAFF	A-B-D-E-L	MEETING	1/PERMIT TERM
		MAILING	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. Extent and land use of offsite drainage area
8. System characteristics (age, extent, etc)
9. 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
ADULT PROBATION	SC-DD-AP	LARGE IMPERVIOUS AREA ONSITE MAINTENANCE STAFF LIMITED PUBLIC USE 24 HOUR SURVEILANCE	LOW	1 PER PERMIT TERM
BULK STORAGE	SC-SS-BS	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
DRUG AND ALCOHOL BLDG	PC-DD-DA	LIMITED PUBLIC USE	LOW	1 PER PERMIT TERM
DJ TWENTY NINTH STREET	SC-HS-TN	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
DJ BRETZ DRIVE	MC-RB-BD	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE DISCHARGE TO REGIONAL DETENTION BASIN SEVERAL PCSM BMPS	LOW	1/PERMIT TERM
DJ LOCUST LANE	SC-HS-RS	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
DJ ROLLESTON STREET	SC-HS-RS	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE 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
FORT HUNTER	SR-DD-FH	READILY ACCESSIBLE TO PUBLIC ONSITE MAINTENANCE STAFF LACK OF SURVEILANCE	HIGH	2 PER PERMIT TERM VARYING CONDITIONS
PRISON	SC-DD-CP	LARGE IMPERVIOUS AREA ONSITE MAINTENANCE STAFF LIMITED PUBLIC ACCESS AND USE 24 HOUR SURVEILANCE	LOW	1 PER PERMIT TERM
RECYCLING CENTER	SC-LS-RC	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
SCHAFFNER	SC-DD-SC	LARGE IMPERVIOUS AREA NO ONSITE MAINTENANCE STAFF LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE 24 HOUR SURVEILANCE	LOW	1 PER PERMIT TERM

WILDWOOD LAKE	PC-DD-WW	EXTREMELY SMALL DRAINAGE AREA ACCESIBLE TO PUBLIC	LOW	1 PER PERMIT TERM
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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.

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
ADULT PROBATION	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
COUNTY PRISON	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
DJ OFFICE BRETZ DRIVE	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED
DJ OFFICE PAXTON CHURCH ROAD	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED
DRUG AND ALCOHOL BUILDING	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED
FORT HUNTER	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	SCREENED
SCHAFFNER	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
WILDWOOD LAKE	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT 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 once in the fall, October to November and once in the spring, March to April. 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
- Field test kits for field parameters

- storm sewer system map for the facility

- 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.
- 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, the following BMPs are 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 (A1, A2, A3)
	INFILTRATION BASIN	SC-DD-AP-3-IB-1
	SNOUT	SC-DD-AP-1-WQ-1
DJ BRETZ DRIVE	SUBSURFACE INFILTRATION	MC-RB-BD-1-SI-1
	WATER QUALITY BMP	MC-RB-BD-1-WB-1
	INLET DEVICE	MC-RB-BD-1-WQ-1
	SWALE	MC-RB-BD-1-SW-1
DJ LOCUST LANE	POROUS CONCRETE	BC-LP-LL-X-PC-1
	SUBSURFACE INFILTRATION	BC-LP-LL-X-SI-1
	SWALE	BC-LP-LL-1-SW-1
	SNOUT	BC-LP-LL-X-WQ-1
	SNOUT	BC-LP-LL-X-WQ-2
FORT HUNTER	INFILTRATION AREA	SR-DD-FH-X-IA-1
	INFILTRATION BASIN	FC-DD-FH-1-IB 1
	INFILTRATION BASIN	FC-DD-FH-1-IB 2
	POROUS ASPHALT	FC-DD-FH-X-PA-1

Each type of BMP has specific Operation and Maintenance (OM) requirements. 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 – Balancing cost of OM with reasonable OM practices to ensure the proper functioning of the BMP.

ADDITIONAL CONSIDERATIONS

1. Maintenance of BMPs will generally be 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 time, the appropriate intervals between maintenance will become more evident.
2. Each BMP will be inspected twice per year. This will allow a better prediction of actual maintenance requirements.
3. Specifics of the O and M for each BMP will be included in the PPGH Plan for the facility where the BMP is located.

APPENDIX D
PRIMARY
PROGRAM FORMS

SEPARATE STORM SEWER SYSTEM INVENTORY FORM

DAUPHIN COUNTY FACILITIES

GENERAL INFORMATION					
FACILITY				COMPONENT ID	
CONTACT		PHONE		EMAIL	
COMPLETED BY		PHONE		EMAIL	
AGENCY		DATE		PHOTOS	

COMPONENT TYPE					
INLET		INLET DEVICE			
CATCH BASIN		DETENTION POND			
OUTLET		INFILTRATION POND			
SWALE		INFILTRATION AREA			
STABILIZATION					

CATCH BASIN/INLET DEVICE				
TYPE- DESCRIPTION	STORAGE DEPTH	CLEAN OUT DEPTH	DRAINAGE AREA	DATE INSTALLED

INFILTRATION POND OR AREA				
TYPE-DESCRIPTION	DESIGN STORM	VOLUME INFILTRATED	DRAINAGE AREA	DATE INSTALLED

DETENTION POND		
DESIGN STORM	DRAINAGE AREA	DATE INSTALLED

DESCRIPTION AND CONDITION	

INSPECTION AND MAINTENANCE			
INSPECTIONS		MAINTENANCE	
FREQUENCY	SCHEDULE	ANNUAL	AS NEEDED

DAUPHIN COUNTY MS4 FACILITY OPERATIONS REVIEW

1. CONTACT INFORMATION				
FACILITY	DRUG AND ALCOHOL BUILDING - STAFF			
PERSON COMPLETING		TITLE		
PHONE		EMAIL	DATE	

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

2. MATERIALS USED OR STORED AT FACILITY – PLEASE CHECK THOSE THAT APPLY – LIST OTHER		
MATERIAL		DESCRIBE (INCLUDE EXISTING POLLUTION PREVENTION MEASURES)
PESTICIDES OR HERBICIDES		
FERTILIZERS		
COOLANT/ANTIFREEZE		
PETROLEUM PRODUCTS		
DEICING COMPOUNDS/SALTS		
SOLVENTS/DEGREASERS		
CLEANERS/DETERGENTS		
PAINTS		

3. ONSITE ACTIVITIES – PLEASE CHECK THOSE THAT APPLY – LIST OTHER		
ACTIVITY		DESCRIBE
GRASS CUTTING		
LANDSCAPING		
EQUIPMENT MAINTENANCE		
VEHICLE MAINTENANCE		
VEHICLE WASHING		
EXTERIOR WINDOW WASHING		
DEICING/SALTING		
WASTE HANDLING/ STORAGE		

SIGNED _____

DATE _____

DCMS4 BIMR 6-15

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BMP INSPECTION AND MAINTENANCE RECORD

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”.

DCMS4 IDSC 7-16

DAUPHIN COUNTY MS4 PROGRAM

ILLCIT 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	
SITE DESCRIPTION										

3. OBSERVATIONS										
ODOR	NONE		MUSTY		SEWAGE		SULFIDE		OIL/GAS	
	FAINT		EASILY DETECTABLE				STRONG			
									RANCID/SOUR	
									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			
									BOTH STAINS AND DEPOSITS PRESENT	
			TYPE		STAIN		DEPOSIT			
			SUBSTANCE		SEDIMENT		OIL		PAINT	
		PRESENT		AT FLOW LINE ONLY				IN FLOW CHANNEL		
		DESCRIPTION								

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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									

DCMS4 IDIF 10-14

DAUPHIN COUNTY MS4 PROGRAM

DISCHARGE INVESTIGATION FORM

1. SAMPLE INFORMATION IF SAMPLED			
FACILITY		OUTFALL ID	
SAMPLE DATE		TAKEN BY	
DATE TO LAB		LAB	

2. LAB RESULTS			
PARAMETER	RESULTS	PARAMETER	RESULTS

3. DRAINAGE AREA INFORMATION			
DRAINAGE AREA			
DO OTHER STORM SEWER SYSTEMS DISCHARGE TO THIS SYSTEM			
DOES SYSTEM RECEIVE RUNOFF FROM OFFSITE			
LAND USES IN DRAINAGE AREA			
COMMERCIAL/INDUSTRIAL ENTITIES IN DRAINAGE AREA			

CURRENT PHOTOS	
CURRENT INVENTORY FORMS	
CURRENT OPERATIONS REVIEW	
OTHER	

DAUPHIN COUNTY MS4 PROGRAM

PERMIT FILE CHECKLIST

FACILITY	
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CONSTRUCTION PERMIT DOCUMENTS	
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	
INSPECTIONS, COMPLAINTS AND ENFORCEMENT	
INSPECTION FORMS	
COMPLAINT FORMS	
ENFORCEMENT DOCUMENTATION	
PLAN DOCUMENTS	
COPY OF ESPC PLAN	
COPY OF ESPC NARRATIVE	
COPY OF PCSM PLANS INCLUDING DETAIL SHEET	
COPY OF PCSM NARRATIVE	
OTHER	

FOR EACH PROJECT AT ANY FACILITY USE A SEPARATE CHECKLIST

DCMS4 ACTY 7-17

**DAUPHIN COUNTY MS4 ACTIVITY RECORD FORM
PERMIT YEAR: SEPTEMBER 1, 2017 TO AUGUST 31 2018**

1. ACTIVITY DESCRIPTION											
ACTIVITY TITLE											
ACTIVITY DESCRIPTION											
LOCATION		DATE			TIME						
GEOGRAPHIC AREA		ATTENDANCE									
2. CONTACT INFORMATION											
COUNTY CONTACT INFORMATION											
NAME		TITLE									
PHONE		EMAIL									
DEPARTMENT											
OTHER CONTACT INFORMATION											
NAME		TITLE									
PHONE		EMAIL									
AGENCY											
3. DOCUMENTATION											
ATTACHED		A	AVAILABLE UPON REQUEST			R	NOT AVAILABLE			N	
INVITATION OR ANNOUNCEMENT				POWERPONT							
DISTRIBUTION LIST				MAPS							
AGENDA				PLANS							
ATTENDANCE SHEET				WEBSITE SCREENS							
PHOTOGRAPHS											
PUBLICATIONS											
HANDOUTS											
4. TARGET AUDIENCE											
TARGET AUDIENCE											
COMMUNICATIN CHANNELS											
5. MCM AND BMP ADDRESSED											
MCM 1		MCM 2		MCM 3		MCM 4		MCM 5		MCM 6	
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
6. ACTIVITY CONDUCTED FOR											
COUNTY ONLY		ALL DAUPHIN COUNTY MS4 MUNICIPALITIES									
SPECIFIC MUNICIPALITIES											
7. COMMENTS											

