

2024-2025

DAUPHIN COUNTY

NPDES PHASE II REGULATIONS FOR SMALL MS4S

IMPLEMENTATION PLAN

JULY 1, 2024 TO JUNE 30, 2025

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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 While the county could adopt certain ordinances, these ordinances would be superseded by a similar local ordinance. For example, the county has a subdivision and land development ordinance, but it is superseded in municipalities that adopt a local subdivision and land development ordinance.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 and 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 (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.

1. Adult Probation Facility
2. Bulk Storage and Voter Registration
3. District Justice Office – Bretz Drive
4. District Justice Office – Locust Lane
5. District Justice Office – Paxton Church Road
6. District Justice Office – Rolleston Street
7. District Justice Office – Twenty Eighth 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 security reasons, access to the center is carefully controlled. The facility has an onsite maintenance staff.

BULK STORAGE AND VOTER REGISTRATION - These buildings are 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. New inlets were added and the stormwater basin was enlarged in 2021. The storm sewer systems have been mapped. The site is maintained primarily by county 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. The site is maintained primarily by county 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. The site is maintained primarily by county 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 primarily by county maintenance staff. Office staff have regular hours.

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 primarily by county maintenance staff. Office staff have regular hours.

DISTRICT JUSTICE OFFICE – TWENTY EIGHTH STREET - This building is located on 28TH Street at Paxton Street. There is one discharge to the Swatara Township storm sewer system which discharges to Spring Creek. The storm sewer system has been mapped. The site is maintained by primarily county 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 primarily by county 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 primarily by county maintenance staff. The two outfalls for this site are difficult to access. The storm sewer system has been mapped.

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 systems have 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 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. The storm sewer system has been mapped. 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 security reasons, access to the center is carefully controlled. The site is maintained primarily by county maintenance staff and on site 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. There is one inlet that discharges from the south side of the main driveway to the lake. The park is open to the general public. The county park maintenance staff maintains the park.

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 permittee’s 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 was revised in 2021. An SOP was also adopted in 2021 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 the 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 onsite maintenance staff while other facilities are maintained by a central county maintenance staff.
7. The covid 19 pandemic has affected the implementation of certain MCM BMPs where in person contact is needed.

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.

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 implements 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.

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.

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.

***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	Outfall screening records	IDDE records
Permit documents	Annual 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. Supplemental BMPs are BMPs that were implemented as supplemental BMPs and not needed to comply with NPDES or local PCSM requirements. Additionally, for each BMP, there will be specific tasks shown.

MCM 1 – PUBLIC EDUCATION PLAN

BMP 1 (Required)	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 2025		
Measurable Goal	Review of plan annually in June		
Documentation	Current or revised plan		

BMP 2 (Required)	Develop target audiences and review annually		
Task A	Review target audiences annually in June for the following year and revise as needed.		
Date	June 2025		
Measurable Goal	Review of target audiences annually in June. Selection of target audiences.		
Documentation	target audiences list in plan		

BMP 3 (Required)	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 2024		
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 (Required)	Distribute educational materials through two other sources		
Task A	Distribution of an educational sheet on Low Impact Development to municipalities annually		
Date	March 2025		
Measurable Goal	1 LID education sheet mailed annually		
Documentation	Distribution list	Copy of educational sheet	
Task B	Distribute educational poster to schools		
Date	October 2024		
Measurable Goal	One poster distributed annually		
Documentation	Distribution list	Poster	
Task C	Distribute an educational sheet to developers		
Date	October 2024		
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 2024		
Measurable Goal	Placement of ad		
Documentation	Copy of ad	Proof of Publication	

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	- Park newsletters - Counter materials
CONSERVATION DISTRICT	- Counter materials - Newsletters, educational sheets - DCCD website
COUNTY GOVERNMENT	- County website - Press releases - County newsletters
WATERSHED ORGANIZATIONS	- Newsletters - Cooperative projects
MUNICIPALITIES/AUTHORITIES	- Cooperative projects - Newsletters - Websites - Municipal Mailings
PUBLICATIONS	- Local Papers (Harrisburg Patriot News, Hummelstown Sun) - Home Builders Association Of Greater Harrisburg Area - Professional publications (Attorneys, Realtors, etc.)
OTHER	- Utilized the Conservation District table top educational display. - Utilize direct mailings of educational materials to target groups. - 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 electronic distribution
Maintenance Staff	Primary	Conduct training for MS4 compliance and general education through electronic distribution
Contractors	Primary	Targeted mailings
Developers	Primary	Targeted mailings
Consultants	Primary	Email
Park Visitors	Secondary	Counter top educational materials
Public	Secondary	Website, educational displays, handouts, newspaper ad, mailings
Schools	Secondary	Distribute education poster
Municipalities	Secondary	Educational mailings

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 databases 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 2024 THROUGH JUNE 30 2025

BMP		TASK	DOCUMENTATION	SCHEDULE
1. DEVELOP AND MAINTAIN A WRITTEN PUBLIC EDUCATION PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	COPY OF PLAN	JUNE 2025
2. DEVELOP TARGET AUDIENCES	A	REVIEW AND REVISE TARGET AUDIENCE LIST AND CONTACT DATABASES. DEVELOP LIST FOR ORGANIZATIONS.	REVISED LISTS	JUNE 2025
3. PUBLISH ONE ISSUE OF A STORMWATER EDUCATION NEWSLETTER, PAMPHLET OR FLYER	A	DEVELOP AND DISTRIBUTE EMPLOYEE EDUCATION SHEET	EDUCATION SHEET DISTRIBUTION LIST	OCTOBER 2024
	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 2025
	B	DISTRIBUTE AN EDUCATIONAL POSTER TO SCHOOLS	POSTER DISTRIBUTION LIST	OCTOBER 2024
	C	DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	EDUCATIONAL SHEET DISTRIBUTION LIST	OCTOBER 2024
	D	REVIEW AND MAINTAIN WEBSITE	WEBSITE SCREEN SHOTS	ONGOING
	E	PLACE A NEWSPAPER EDUCATIONAL AD	COPY OF AD	OCTOBER 2024

MCM 2 – PUBLIC PARTICIPATION AND INVOLVEMENT PLAN

BMP 1 (Required)	Develop and implement a Public Involvement Plan		
Task A	Review plan annually in June for the following year and revise as needed.		
Date	June 2025		
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 2025		
Measurable Goal	Posting of plan		
Documentation	Website pages	Current or revised plan	
Task C	Maintain relationships with environmental organizations through an annual newsletter		
Date	March 2025		
Measurable Goal	Distribution of newsletter		
Documentation	Newsletter	Distribution list	
Task D	Post Annual Report to DCCD website and have available at DCCD offices for public review and comment		
Date	After submission to DEP		
Measurable Goal	Posting of plan		
Documentation	Comments and responses	Screen shots	

BMP 2 (Required)	Prior to adoption of required ordinances or SOPs, provide public notice and opportunity for review /input		
Task A	Provide legally required public notices		
Date	When needed		
Measurable Goal	Legal notice given to public		
Documentation	Copy of ordinance or SOP	Public notice	Meeting agenda
	Meeting minutes	Copy of comments and response	Attendance sheet
Task B	Solicit public input		
Date	When needed		
Measurable Goal	Comment and response summary		
Documentation	Solicitation	Comments	Comment and response summary

BMP 3 (Required)	Regularly solicit input from the public		
Task A	Annually discuss program at County Commissioners meeting.		
Date	June 2025		
Measurable Goal	Attend meeting and present summary		
Documentation	Attendance sheet	Meeting Documentation	Outline of presentation
Task B	Annually discuss program at DCCD Board meeting.		
Date	June 2025		
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
Swatara Creek Watershed Association	Swatara Creek
Tri-County Conewago Creek Association	Conewago Creek
Derry Township Environmental Action Committee	Swatara Creek, Spring Creek (East)

OTHER ORGANIZATIONS

ORGANIZATIONS	WATERSHED
Tri-Valley Watershed Association	Mahantango Creek
Twin Valley Conservation Association	Powells Creek and Armstrong Creeks
Clark Creek Watershed Preservation Association	Clark Creek
Manada Conservancy	No Specific Watershed
Capital Area Greenbelt Association	Spring Creek, Paxton Creek

2. SCHEDULE

The schedule of activities is included in the BMP tables. In general, plan reviews and posting to the DCCD website will occur annually. The plan review will be conducted near the end of the permit year (currently June 30) 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 is normally 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.

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 CONTROL MEASURE 2 – PUBLIC PARTICIPATION

IMPLEMENTATION SCHEDULE - JULY 1 2024 THROUGH JUNE 30 2025

BMP	TASK	DOCUMENTATION	SCHEDULE
1. DEVELOP AND IMPLEMENT A WRITTEN PUBLIC INVOLVEMENT PLAN	A	REVIEW AND UPDATE PLAN AS NEEDED	COPY OF PLAN JUNE 2025
	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 2025
	C	ROUTINE COMMUNICATION WITH ENVIRONMENTAL ORGANIZATIONS	COPY OF NEWSLETTER MARCH 2025
	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 JUNE 2025
	B	COORDINATE WITH CONSERVATION DISTRICT MEETING ANNUALLY AND ADVERTISE MS4 CONTENT OF MEETING.	ATTENDANCE SHEETS MEETING MINUTES PUBLIC AD JUNE 2025
	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 (Required)	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 2025		
Measurable Goal	Review of plan		
Documentation	Revised plan		

BMP 2 (Required)	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 (Required)	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 (Required)	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 (Required)	Enact an ordinance or SOP prohibiting illicit discharges		
Task A	Ordinance adopted in 2021.		
Date	NA		
Measurable Goal	NA		
Documentation	NA		

BMP 6 (Required)	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 2025		
Measurable Goal	Distribution of newsletter		
Documentation	Distribution list	Education Sheet	
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 Educational Newspaper ad annually		
Date	October 2025		
Measurable Goal	Placement of add		
Documentation	Copy of add		
Task D	Distribute an education poster to schools annually		
Date	October 2025		
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 2025		
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 – JULY 1 2024 THROUGH JUNE 30 2025

BMP	TASK		DOCUMENTATION	SCHEDULE
1. DEVELOP A WRITTEN IDDE PLAN	A	REVIEW AND REVISE EXISTING PLAN	COPY OF PLAN	JUNE 2025
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 2024
	B	OBSERVATIONS AND ANALYSIS OF DISCHARGES.	SCREENING FORM ANALYTICAL DOCUMENTS	AS NEEDED
	C	MAINTAIN RECORDS OF OUTFALL SCREENINGS	APPROPRIATE RECORDS	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 ADOPTED IN 2021.	NA	NA
6. INFORM TARGET AUDIENCES OF HAZARDS OF ILLICIT DISCHARGES	A	DISTRIBUTE EMPLOYEE EDUCATION SHEET	EDUCATION SHEET	OCTOBER 2024
	B	INCORPORATE ILLICIT DISCHARGE ELEMENT INTO ANNUAL STAFF TRAINING	ATTENDANCE SHEETS MATERIALS	ONGOING
	C	PLACE NEWSPAPER AD	COPY OF AD	OCTOBER 2024
	D	DISTRIBUTE POSTER TO SCHOOLS	POSTER DISTRIBUTION LIST	OCTOBER 2024
	E	PLACE ID INFORMATION ON WEBSITE INCLUDING WHAT AN ID IS AND HOW TO REPORT - REVIEW ANNUALLY	SCREEN SHOT	OCTOBER 2024
	F	ESTABLISH AND PROMOTE A STORMWATER POLLUTION REPORTING MECHANISM	PLAN	ONGOING

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

BMP 1 (Required)	DO NOT ISSUE PERMITS OR APPROVALS UNTIL NPDES PERMITS, IF NEEDED ARE OBTAINED	
	NA – SOP adopted in 2021	
Date	NA	
Measurable Goal	NA	
Documentation	NA	

BMP 2 (Required)	NOTIFY DEP OR DCCD WITHIN 5 DAYS OF RECEIPT OF APPLICATIONS PROPOSING ONE ACRE OR MORE OF EARTH DIST	
	NA – SOP adopted in 2021	
Date	NA	
Measurable Goal	NA	
Documentation	NA	

BMP 3 (Required)	Adopt an SOP for implementation and maintenance of ESPC BMPs	
Task A	NA – SOP adopted in 2021	
Date	NA	
Measurable Goal	NA	
Documentation	NA	

BMP 4 (Optional)	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 2024	
Measurable Goal	Distribute an educational sheet to developers	
Documentation	Distribution list	Educational Sheet

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 an 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 ordinances 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 ORDINANCES

Dauphin County does not receive or approve building or other permits. Therefore, both BMP1 and BMP 2 are not applicable. Dauphin County adopted Standard Operating Procedures for ESPC planning for county construction projects in 2021.

4. STANDARD OPERATING PROCEDURES

In lieu of BMP 1 and 2, Dauphin County has adopted 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 CONTROLL

IMPLEMENTATION SCHEDULE – JULY 1 2024 THROUGH JUNE 30 2025

BMP	TASK		DOCUMENTATION	SCHEDULE
1. DO NOT ISSUE PERMITS OR APPROVALS UNTIL NPDES PERMITS, IF NEEDED, ARE OBTAINED.	NA	NA	NA	NA
2. NOTIFY DEP OR DCCD WITHIN 5 DAYS OF RECEIPT OF APPLICATIONS PROPOSING ONE ACRE OR MORE OF EARTH DISTURBANCE	NA	NA	NA	NA
3. ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF ESPC BMPS	A	SOP ADOPTED IN 2021	NA	NA
4. PROVIDE OUTREACH TO TARGET AUDIENCES	A	DISTRIBUTE AN EDUCATIONAL SHEET TO DEVELOPERS	COPY OF SHEET DISTRIBUTION LIST	OCTOBER 2023
5. IMPLEMENT CHAPTER 102 AND NPDES PERMITTING 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 (Required)	Adopt an SOP for implementation and maintenance of PCSM BMPs		
Task A	SOP adopted in 2021		
Date	NA		
Measurable Goal	NA		
Documentation	NA		

BMP 2 (Required)	Encourage Low Impact Development principles		
Task A	Mail one educational sheet annually to municipal governing bodies.		
Date	March 2024		
Measurable Goal	Distribution of educational sheet		
Documentation	Distribution list	Educational sheet	

BMP 3 (Required)	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 Chapter 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, O/M 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 (Optional)	Provide education and outreach regarding PCSM		
Task A	DCCD website will be maintained and updated at a minimum.		
Date	Ongoing		
Measurable Goal	Website review in December		
Documentation	Distribution lists	Web pages	Copies of materials
	Other		

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 has adopted 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 5 – POST CONSTRUCTION STORMWATER MANAGEMENT
IMPLEMENTATION SCHEDULE - JULY 1 2024 THROUGH JUNE 30 2025**

BMP	TASK		DOCUMENTATION	SCHEDULE
1. ADOPT AN SOP FOR IMPLEMENTATION AND MAINTENANCE OF ESPC BMPS	A	SOP ADOPTED IN 2021	NA	NA
2. ENCOURAGE LID PRINCIPLES	A	DISTRIBUTE EDUCATIONAL SHEET TO MUNICIPALITIES	EDUCATIONAL SHEET DISTRIBUTION LIST	MARCH 2025
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	PERIODICALLY
4. PROVIDE EDUCATION AND OUTREACH REGARDING PCSM	A	REVIEW AND MAINTAIN WEBSITE	WEBSITE SCREEN S	ONGOING

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

BMP 1 (Required)	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 (Required)	Develop an Operation and Maintenance plan for each regulated facility		
Task A	The plan has been developed. Review plan annually.		
Date	June 2025		
Measurable Goal	Review of plan		
Documentation	Revised Plan		
Task B	Inspect all systems annually		
Date	November 2024		
Measurable Goal	All systems inspected in November		
Documentation	Inspection forms	Maintenance forms for BMPs	
NOTE: Due to Covid 19, inspections may be conducted by facility staff.			
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 (Required)	Develop and implement an employee training program		
Task A	Review training program annually		
Date	June 2025		
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/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 or maintenance
- Proper waste disposal procedures
- Operation and maintenance recommendations for BMPs

3. INSPECTION SCHEDULE

Based on the history of inspections, the inspection schedule for all facilities will be reduced to one inspection per year. The inspections will be scheduled for November.

**DAUPHIN COUNTY MS4 PERMIT
 MINIMUM CONTROL MEASURE 6 – POLLUTION PREVENTION AND GOOD HOUSEKEEPING
 IMPLEMENTATION SCHEDULE - JULY 1 2023 THROUGH JUNE 30 2024**

BMP		TASK	DOCUMENTATION	SCHEDULE
1. IDENTIFY FACILITIES GENERATING RUNOFF	A	REVIEW FACILITIES, REVISE LIST AS NEEDED	FACILITY LIST	ONGOING
	A	REVIEW AND UPDATE EACH PLAN BY FACILITY AS NEEDED	COPY OF PLAN	JUNE 2025
2. DEVELOP OPERATION AND MAINTENANCE PROGRAM FOR EACH FACILITY	B	CONDUCT STORM SEWER SYSTEM INSPECTIONS	INSPECTION REPORTS BMP MAINTENANCE REPORTS	NOVEMBER 2024
	C	ENSURE PROPER DISPOSAL OF COLLECTED WASTES	APPROPRIATE DOCUMENTATION	ONGOING
	A	REVIEW TRAINING PROGRAM	UPDATED TRAINING ROGRAM	JUNE 2025
3. IMPLEMENT EMPLOYEE TRAINING PROGRAM	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.

Following are summaries of target groups, training objectives, modules and training methods. Training method (meeting or mailing) will be determined based on status of covid 19 restrictions.

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 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	ELECTRONIC	ANNUALLY
ADULT PROBATION MAINTENANCE STAFF	A-B-C-D-F-G-H-I-J-K-L-M	ELECTRONIC	ANNUALLY
ADULT PROBATION OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
BULK STORAGE WAREHOUSE STAFF	A-B-C-D-E-L-M	ELECTRONIC	ANNUALLY
BULK STORAGE CORONERS STAFF	A-B-D-E	ELECTRONIC	ANNUALLY
BULK STORAGE VOTER REGISTRATION	A-B-D-E	ELECTRONIC	ANNUALLY
COUNTY PRISON MAINTENANCE STAFF	A-B-C-D-E-F-G-H-I-K-L-M	ELECTRONIC	ANNUALLY
COUNTY PRISON OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
JUDICIAL CENTER OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ BRETZ DRIVE OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ LOCUST LANE OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ PAXTON CHURCH ROAD OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ ROLLESTON STREET OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ TWENTY EIGHTH STREET OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DJ TWENTY NINTH STREET OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DRUG AND ALCOHOL COUNTY STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DRUG AND ALCOHOL CMU STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
DRUG AND ALCOHOL NHS STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
FORT HUNTER MAINTENANCE STAFF	A-B-C-D-F-G-K-L-M	ELECTRONIC	ANNUALLY
FORT HUNTER OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
RECYCLING CENTER OFFICE STAFF	A-B-C-D-E-F-G-K-L-M	ELECTRONIC	ANNUALLY
SCHAFFNER ARC OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY
SCHAFFNER EMA OFFICE STAFF	A-B-C-D-E-L-M	ELECTRONIC	ANNUALLY
WILDWOOD PARK OFFICE STAFF	A-B-D-E-L	ELECTRONIC	ANNUALLY

NOTES:

1. IF POSSIBLE, TRAININGS WILL BE CONDUCTED IN PERSON AT LEAST ONCE PER PERMIT TERM

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 on 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).

FACILITY	CODE	COMMENTS	PRIORITY	FREQUENCY
ADULT PROBATION	SC-DD-AP	LARGE IMPERVIOUS AREA ONSITE MAINTENANCE STAFF LIMITED PUBLIC USE 24 HOUR SURVEILLANCE	LOW	1 PER PERMIT TERM
BULK STORAGE / VOTER REGISTRATION	SC-SS-BS	DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
COUNTY PRISON	SC-DD-CP	LARGE IMPERVIOUS AREA ONSITE MAINTENANCE STAFF LIMITED PUBLIC ACCESS 24 HOUR SURVEILLANCE	LOW	1 PER PERMIT TERM
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	BC-LP-LL	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
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 TWENTY EIGHTH STREET	SC-ST-TE	SMALL AREA LIMITED CHANCE OF ACCIDENTAL SPILL LIMITED PUBLIC USE LIMITED ACTIVITY AND SUBSTANCE USE DISCHARGE TO OFFSITE MS4	NOT SCREENED	NA
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
DRUG AND ALCOHOL BLDG	PC-DD-DA	LIMITED PUBLIC USE	LOW	1 PER PERMIT TERM
FORT HUNTER	SR-DD-FH	READILY ACCESSIBLE TO PUBLIC ONSITE MAINTENANCE STAFF LACK OF SURVEILLANCE	HIGH	2 PER PERMIT TERM VARYING CONDITIONS
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 SURVEILLANCE	LOW	1 PER PERMIT TERM
WILDWOOD LAKE	PC-DD-WW	EXTREMELY SMALL DRAINAGE AREA ACCESSIBLE TO PUBLIC	LOW	1 PER PERMIT TERM

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	2023-2024
ADULT PROBATION	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED
COUNTY PRISON	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED
DJ OFFICE BRETZ DRIVE	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED
DJ OFFICE PAXTON CHURCH ROAD	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED
DRUG AND ALCOHOL BUILDING	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED
FORT HUNTER	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	SCREENED	NOT SCREENED
SCHAFFNER	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED	SCREENED
WILDWOOD LAKE	NOT SCREENED	NOT SCREENED	SCREENED	NOT SCREENED	NOT SCREENED	NOT SCREENED

NOTE: BEGINNING IN 2024-2025, SCREENINGS WILL FOLLOW THE SEQUENCE BEGUN IN 2018-2019

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
- 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.
- 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 sewage 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 AND VOTER REGISTRATION	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
	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
DJ TWENTY EIGHTH STREET	SNOUT	SC-ST-TE-1-WQ-1
	SNOUT	SC-ST-TE-1-WQ-2
	SUBSURFACE INFILTRATION	SC-ST-TE-1-SI-1
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 once per year.
3. Specifics of the OM for each BMP will be included in the PPGH Plan for the facility where the BMP is located.

APPENDIX D
PRIMARY
PROGRAM FORMS

DAUPHIN COUNTY MS4 FACILITY OPERATIONS REVIEW

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.

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

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		

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

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

DAUPHIN COUNTY MS4 ACTIVITY RECORD FORM

PERMIT YEAR:

1. ACTIVITY DESCRIPTION						
MCM						
BMP						
TASK						
DESCRIPTION OF ACTIVITY						
LOCATION		DATE		TIME		
GEOGRAPHIC AREA		ATTENDANCE/DISTRIBUTION				
WATERSHED						
COOPERATING ENTITIES						
2. CONTACT INFORMATION						
COUNTY CONTACT INFORMATION						
NAME		TITLE				
PHONE		EMAIL				
DEPARTMENT						
OTHER CONTACT INFORMATION						
NAME		TITLE				
PHONE		EMAIL				
AGENCY						
OTHER CONTACT INFORMATION						
NAME		TITLE				
PHONE		EMAIL				
AGENCY						
3. DOCUMENTATION						
INVITATION OR ANNOUNCEMENT OR COVER LETTER		MS4 IMPLEMENTATION OR PPGH PLANS				
DISTRIBUTION LIST OR ATTENDANCE SHEET		MAPS				
AGENDA		WEBSITE SCREENS				
POWERPOINT		PHOTOGRAPHS				
HANDOUTS		INSPECTION REPORTS OR SCREENING FORMS				
PUBLICATIONS		OTHER				
PUBLIC NOTICE		OTHER				
MEETING SUMMARY OR MINUTES		OTHER				
PUBLIC COMMENTS		OTHER				
4. TARGET AUDIENCE						
TARGET AUDIENCE						
COMMUNICATION CHANNELS						
6. ACTIVITY CONDUCTED FOR						
COUNTY		ALL DAUPHIN COUNTY MS4 MUNICIPALITIES		SPECIFIC MS4 MUNICIPALITIES (LIST BELOW)		
7. COMMENTS						