Municipal Separate Storm Sewer System Program Plan & Annual Report

For

General Permit No. VAR040118

And

Annual Reporting

July 1, 2017 through June 30, 2018

This plan and annual report is submitted in accordance with 9VAC25-890-30 and 9VAC25-890-40 as part of registration statement for permit coverage to discharge stormwater to surface waters of the Commonwealth of Virginia consistent with the VAR04 General Permit, effective July 1, 2013.

Submitted: September 28, 2018

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CERTIFICATION

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

Printed Name: _____ Title: _____

Signature: _____ Date: _____

DEFINITIONS

"Best management practice" or "BMP" means schedules of activities, prohibitions of practices, including both structural and nonstructural practices, maintenance procedures, and other management practices to prevent or reduce the pollution of surface waters and groundwater systems from the impacts of land-disturbing activities.

"Chesapeake Bay Preservation Act land-disturbing activity" means a land-disturbing activity including clearing, grading, or excavation that results in a land disturbance equal to or greater than 2,500 square feet and less than one acre in all areas of jurisdictions designated as subject to the Chesapeake Bay Preservation Area Designation and Management Regulations (9VAC25-830) adopted pursuant to the Chesapeake Bay Preservation Act.

"Chesapeake Bay Watershed" means all land areas draining to the following Virginia river basins: Potomac River Basin, James River Basin, Rappahannock River Basin, Chesapeake Bay and its small coastal basins, and York River Basin.

"Construction activity" means any clearing, grading or excavation associated with large construction activity or associated with small construction activity.

"DEQ" means the Virginia Department of Environmental Quality.

"Discharge," when used without qualification, means the discharge of a pollutant.

"Drainage area" means a land area, water area, or both from which runoff flows to a common point.

"Hydrologic Unit Code" or "HUC" means a watershed unit established in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset.

"Illicit discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except the following (unless identified by the MS4 operator as significant contributors of pollutants): water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water.

"Impervious cover" means a surface composed of material that significantly impedes or prevents natural infiltration of water into soil.

"Land disturbance" or "land-disturbing activity" means a manmade change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation, except that the term shall not include the following potential activities:

- Campus land-disturbing activities that disturb less than 2,500 square feet;
- Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance; and

- Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, DEQ shall be advised of the disturbance within seven days of commencing the land-disturbing activity.

"Municipal separate storm sewer" or “MS4” means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains.

“MS4 Program Plan” means the completed registration statement and all approved additions, changes and modifications detailing the comprehensive program implemented by the operator under this state permit to reduce the pollutants in the stormwater discharged from its municipal separate storm sewer system (MS4) that has been submitted and accepted by DEQ.

"Outfall" means, when used in reference to municipal separate storm sewers, a point source at the point where a municipal separate storm sewer discharges to surface waters and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other surface waters and are used to convey surface waters.

“Public” means, for the purpose of this Program Plan, the students, faculty, and staff population attending or employed by Central Virginia Community College campuses.

"State waters" means all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.

"Stormwater" means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

"Stormwater management plan" means a document(s) containing material for describing methods for complying with the requirements of the Virginia Stormwater Management Program.

"Total maximum daily load" or "TMDL" means the sum of the individual wasteload allocations for point sources, load allocations (LAs) for nonpoint sources, natural background loading and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.

"Virginia Stormwater Management Handbook" means a collection of pertinent information that provides general guidance for compliance with the Act and associated regulations and is developed by DEQ with advice from a stakeholder advisory committee.

"Wasteload allocation" or "wasteload" or "WLA" means the portion of receiving surface water's loading or assimilative capacity allocated to one of its existing or future point sources of pollution. WLAs are a type of water quality-based effluent limitation.

"Watershed" means a defined land area drained by a river or stream, karst system, or system of connecting rivers or streams such that all surface water within the area flows through a single outlet.

1.0 PROGRAM PLAN STRUCTURE

The Program Plan is structured to serve as a stand-alone document that, when implemented, meets the requirements of the VAR04 *General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s)*, referred to in the remainder of this Plan as the General Permit. However, the MS4 Program is intended to be subject to modifications throughout the 5-year permit cycle as part of an iterative process that seeks to improve the effectiveness of best management practices (BMPs). To facilitate the iterative process, measure(s) of effectiveness are incorporated in each BMP and annual reporting form in Section 3.0.

1.1 Minimum Control Measures

The General Permit requires the Central Virginia Community College (CVCC) Program Plan to include BMPs to address the requirements of six minimum control measures (MCMs) described in Section II of the General Permit. The MCMs are summarized as:

- MCM 1: Public Education and Outreach on Stormwater Impacts
- MCM 2: Public Involvement and Participation
- MCM 3: Illicit Discharge Detection and Elimination
- MCM 4: Construction Site Stormwater Runoff Control
- MCM 5: Post-construction Stormwater Management
- MCM 6: Pollution Prevention/Good Housekeeping for Operations

Section 3.0 of this Program Plan includes BMPs developed to explicitly address the General Permit requirements for each MCM. The title of each BMP is followed with a reference to the corresponding permit section. Each BMP included in the Program Plan includes the following information:

- A description of the BMP.
- A list of the necessary documentation to implement the BMP. This information is considered part of the Program and is readily available and updated, as necessary, and developed consistent with the BMP's implementation schedule.
- The identification of the individual(s) responsible for implementation of the BMP.
- The objective of the BMP and the result expected from implementation of the BMP.
- An implementation schedule consistent with the General Permit.
- A description of the method(s) to be used to assess the effectiveness of the BMP.

1.2 Special Conditions for TMDLs

CVCC is subject to the Special Conditions for the Chesapeake Bay TMDL that requires the development and submission to the Virginia Department of Environmental Quality (DEQ), for its review and acceptance, an approvable TMDL Action Plan. BMPs are provided in this Program Plan for development and implementation of TMDL Action Plan(s). CVCC anticipates notification from DEQ in the case of any new TMDLs being developed that may result in an additional WLA. If a new WLA is assigned, CVCC will provide the CVCC public opportunity for participation in development of new TMDLs.

1.3 Annual Reporting

CVCC will submit an Annual Report to DEQ by October 1st of each year with the reporting period spanning from July 1st through June 30th. This Program Plan includes annual reporting forms in "fillable form" format. The annual completion of these forms provides all of the reporting requirements to satisfy the General Permit and include the:

- Cover sheet updated with the specific reporting year;
- Certification following the Table of Contents;
- "Annual Reporting – General Information" form on the following page; and
- The annual reporting form following each BMP in Section 3.0 completed annually.

Information compiled for the effectiveness of each BMP in Section 3.0 is utilized to evaluate and, if necessary, modify the corresponding BMP. Any modifications will be reported in the "Annual Reporting – General Information" form. Modification(s) to the Program made by CVCC will be done in accordance with the General Permit requirements described in Section 1.5.

The General Permit requires certification of the annual report and is provided immediately after the Table of Contents of this document. Certification is required by a principle executive officer or a duly authorized representative. The duly authorized representative must have overall responsibility of the campus operations and written authorization must be provided to DEQ.

1.4 Annual Reporting – General Information Form			
• The BMPs described in Section 3.0 are the stormwater activities that CVCC plans to undertake during the next reporting cycle. • CVCC relies on the Virginia Community College System (VCCS) for implementation of BMPs 4.1, 4.3, and 4.4 through the DEQ approved VCCS Annual Standards and Specifications for Erosion and Sediment Control and the VCCS Construction and Professional Services Manual. • Completed Annual Reporting Forms for each BMP in Section 3.0 provide an assessment of the appropriateness of each BMP, progress towards achieving each measurable goal, and results of collected information analyzed for appropriate assessments and effectiveness of the BMP.			
Did any modifications to the responsible individual of any program role or responsibility or specific BMP included in the Program occur during the reporting year? (yes/no)			☒Yes ☐No
If yes, modifications are listed below (provide BMP # in Section 3.0 to reference modification rationale): CVCC changed the method of implementation of the Chesapeake Bay TMDL Action Plan. See BMP CB-SC-1. CVCC updated the Public Education and Outreach Plan (included in Appendix A) to more accurately reflect the number of trained staff they have currently. CVCC added an existing Point of Discharge to the Outfall and SWPPP maps (not included in this document) and outfall inventory included in Appendix C.			
Number of new MS4 outfalls at campus:	0	Associated acreage by HUC6 for the campus outfalls added during the permit year:	0
Based on a review of the reporting forms completed for the reporting year within Section 3.0 of this Program Plan, CVCC finds the college compliant with the permit conditions (yes/no):			☒Yes ☐No
If no, listed below are additional BMPs and/or changes made to BMPs or measurable goals for any of the MCMs, including steps to address any deficiencies: _____			
* For Program modifications listed above, follow the guidance in Section 1.5 *			
Does CVCC's MS4 directly discharge to waters that are identified as impaired in the 2010 § 305(b)/303(d) Water Quality Assessment Integrated Report? (yes/no)			☒Yes ☐No
If yes, list the impaired waters and pollutant impairment: Unamed Tributary to Burton Creek. E. coli.			
Based on the water quality issues identified in BMP 1.2 and impairments identified above, does a review of the effectiveness of the BMPs listed in the Program Plan indicate they are appropriate? (yes/no)			☒Yes ☐No
Explain why they are effective for the impairments or identify potential modifications if not effective: BMPs address potential pollutants into the system; and therefore, are considered appropriate and effective based on the measure of effectiveness for each BMP provide in Section 3.0.			

1.5 Program Modifications

Modifications to the MS4 Program may occur throughout the life of this Program Plan as part of an iterative process to reduce the pollutant loadings and to protect water quality. Modifications will most often be made when a BMP is deemed ineffective, based on reporting for the "Measure of Effectiveness Forms" for each BMP in Section 3.0. When a BMP is determined ineffective, updates and modifications to the MS4 Program must be made in accordance with the following procedures:

- Adding (but not eliminating or replacing) BMPs may be made by CVCC at any time. Additions shall be reported as part of the annual report in the "Annual Reporting – General Information" form in Section 1.4.
- Updates and modifications to specific standards and specifications, schedules, operating procedures, manuals, checklists, and other documents routinely evaluated and modified are permitted provided that the updates and modifications are done in a manner that:
    - Is consistent with the conditions of the General Permit;
    - Follow any public notice and participation requirements established in the General Permit; and
    - Are documented in the annual report in the "Annual Reporting – General Information" form in Section 1.4.
- Replacing, or eliminating without replacement, any ineffective or infeasible strategies, policies, and BMPs with alternate strategies, policies, and BMPs may be requested at any time. Such requests must include the following:
    - An analysis of how or why the BMPs, strategies, or policies are ineffective or infeasible, including cost prohibitive;
    - Expectations on the effectiveness of the replacement BMPs, strategies, or policies;
    - An analysis of how the replacement BMPs are expected to achieve the goals of the BMPs to be replaced;
    - A schedule for implementing the replacement BMPs, strategies, and policies;
    - An analysis of how the replacement strategies and policies are expected to improve CVCC's ability to meet the goals of the strategies and policies being replaced; and
    - Requests or notifications must be made in writing to DEQ and signed by a principle executive officer or a duly authorized representative. The duly authorized representative must have overall responsibility of the campus operations and written authorization must be provided to DEQ.
    - CVCC follows the public involvement requirements identified in the General Permit.

2.0 SCHEDULE

As discussed in Section 1.0, each BMP described in Section 3.0 of the Program Plan includes an implementation schedule. Some of the BMPs require program documents or actions to address permit requirements. Table 1 lists some of these documents and actions with dates critical for assuring compliance with the General Permit. The Table is not intended to provide schedules for BMP implementation described for each BMP in Section 3.0; but only to assist with Program Plan implementation.

Table 1. Summary of critical items and deadlines for program implementation.

BMP	Necessary Action	Due date
1.1, 1.2	Provide for public participation for education and outreach plan	**Complete**
1.2	Public Education/Outreach Plan (PEOP)	**Complete**
1.2, 2.1, 3.5, 4.2	Website postings (see BMPs for details)	Update annually
2.1	Post Annual Report on website	30 days after submittal annually
2.2	Public participation activities	4x annually
3.1	Notification of MS4 Interconnections	**Complete**
3.1	Storm sewer mapping/information table	**Complete**
3.3	Develop IDDE Program Procedures	**Complete**
3.3, 6.1, 6.3a	Written Training Program (see IDDE and Good Housekeeping/Pollution Prevention Manuals)	**Complete**
3.4, 6.1	Develop Good Housekeeping/Pollution Prevention SOPs	**Complete**
5.3	Develop Post-construction SWM Inspection/Maintenance SOPs	**Complete**
6.2	Identify high priority areas	**Complete**
6.2	Campus-Specific SWPPP	**Complete**
6.3a	Staff training on pollution prevention	Annually (see PEOP)
6.3b	Pesticides/herbicides contract language	**Complete**
6.5	Develop improved contract language for contractors	**Complete**
CB-SC.1	Chesapeake Bay TMDL Action Plan	**Complete**

3.0 PROGRAM PLAN BEST MANAGEMENT PRACTICES

This Section includes the BMPs that CVCC will implement to meet the requirements for each MCM and the applicable Special Conditions described in the General Permit.

3.1 Minimum Control Measures

BMP 1.1 Public Participation for Public Education and Outreach Plan Development (Section II B.1.c.4)
Description: Provide for public participation during public education and outreach program development through a survey distributed to students, faculty, and staff. The survey will be developed to assess the CVCC's public knowledge regarding stormwater with the intent of assisting with the selection of high priority water quality issues. Opportunity to provide written comment will also be available with the survey. **Necessary documentation for implementation:** (1) Survey and survey results. **Responsible individual for implementation:** CVCC Facilities Manager **Objectives and expected results in meeting measurable goals:** The objective is to include the public in the selection of water quality issues selected for the Public Education and Outreach Plan. **Implementation schedule**: An opportunity for public participation was provided in the fall of 2015 via a public survey. Survey results were incorporated into the Public Education and Outreach Plan (described in BMP 1.2). A public survey will be distributed again in the fall of 2017 and the Public Education and Outreach Plan revised as necessary. **Method to determine effectiveness:** Effectiveness will be measured by the number of individuals responding to the survey and the incorporation of survey results into the Public Education and Outreach Plan. See measure of effectiveness section under BMP 1.2

BMP 1.1 Annual Reporting Form (Completed once during the development of the Public Education and Outreach Plan)	
Dates that survey was distributed:	04/13/2017
Number of surveys completed:	192
Description of how survey results and responses were incorporated into the Program: Survey responses were used to gauge the CVCC student, faculty, and staff's knowledge of stormwater impacts. Results were used to demonstate an increase of awareness over time.	

BMP 1.2 Develop Public Education and Outreach Program (Section II B.1.c.1-6)

Description: Identify three (3) high priority water quality issues contributed to by the discharge of stormwater. For each issue identified, provide:

- Rationale for the selection of each issue;
- An identification and estimate of population size of the target audience who is most likely to have significant impacts on the water quality issue; and
- A relevant message and educational and outreach materials to convey the message for distribution to the target audience.

Necessary documentation for implementation: (1) Survey results from BMP 1.1; (2) Written plan describing the rationale of the selection of each water quality issue, identification of target audience and estimated population, and relevant message; (3) Materials described in the written plan.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: Objectives are to convey relevant information to target audiences regarding water quality issues. The expected result is that the target audiences will have an increased knowledge of the water quality issues over time.

Implementation schedule: Outreach will be conducted a minimum of once a year to at least 20% of each target audience for each water quality issue identified in the written plan. A public survey to measure knowledge on the identified issues was conducted in the fall of 2015 and will be distributed again in the fall of 2017 to measure effectiveness.

Method to determine effectiveness: Two public surveys will be distributed via email to assess the effectiveness of the message delivered for each water quality issue, as noted in the implementation schedule. The first survey will occur near the start of implementation of the outreach program and the second in the final year of the permit cycle. Effectiveness will be measured by using a scoring system to compare results of the two surveys to determine if public knowledge regarding each water quality issue has increased.

BMP 1.2 Annual Reporting Form				
Has a written Public Education and Outreach Plan been developed?				☒ Yes ☐ No
If no, explain, is yes, summarize below: N/A				
Water quality issue #	List of educational and outreach activities identified in Public Education and Outreach Plan Update	Target audience	# people reached	% of target audience reached
1	PEOP Survey and brochure distributed via email	Students, faculty, and staff	4,750	100
2	Staff training for Chesapeake Bay TMDLs and Nutrient Management	Facilities Staff	11	69
3	Staff training for good housekeeping and pollution prevention and illicit discharge detection and elimination	Facilities Staff	11	69
Water quality issue #	List of educational and outreach activities that will be conducted during the ***next*** reporting year	Target audience	# people to be reached	Minimum % of target audience to be reached
1	Brochure distrubuted via email	Students, faculty, and staff	950	At least 20
2	Staff training for Chesapeake Bay TMDLs and Nutrient Management	Facilities Staff	±10	100
3	Staff training for good housekeeping and pollution prevention and illicit discharge detection and elimination	Facilities Staff	±10	100

Necessary documents for implementation are not provided in the annual report, but will be retained for a minimum of 3 years and are available upon request.

Measure of Effectiveness	
Average "knowledge" score from previous survey:	38%
Average "knowledge" score from latest survey:	32%
Has the "knowledge" score gone up over the permit cycle?	☐ Yes (BMP effective) ☒ No (See below) ☐ N/A
If no, discuss potential ineffectiveness of the BMP (outreach materials, student retention time, etc.). Community Colleges have a greater challenge then many other MS4's because the public tends to change significantly from one semester and one year to the next.	
If no, Suggest BMP modifications to the Program Plan with rationale to increase effectiveness: N/A	

BMP 2.1 Public Involvement through web posting of MS4 Program information (Section II B.2.a.1-2)

Description: The following documentation will be maintained on the CVCC stormwater website:

- The latest version of this MS4 Program Plan; and
- Each of the annual reports developed within the permit cycle.

Public education and outreach materials developed for BMP 1.2 will include links to the Program Plan and Annual Reports.

Necessary documentation for implementation: (1) CVCC MS4 Program Plan; (2) CVCC MS4 Annual Reports; (3) Web address of posted materials; (4) Educational and outreach materials from BMP 1.2.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: Objectives are to provide opportunity for the public to review CVCC MS4 Program documentation. Expected results are an increase in public knowledge of the BMPs implemented by CVCC to improve water quality from stormwater runoff.

Implementation schedule: The Program Plan will be posted on the CVCC website 30 days after approval from DEQ. Within 30 days of any modification(s) to the Program Plan, the latest version will be posted. Annual reports will be posted on the web page within 30 days of submittal to DEQ, or by November 1st of each year.

Method to determine effectiveness: See method to determine effectiveness for BMP 1.2.

BMP 2.1 Annual Reporting Form	
Web links to posted program material are provided below	
Program Plan Link:	https://centralvirginia.edu/Campus-Life/Locations-Facilities/Facilities-Management
Annual Report Link:	https://centralvirginia.edu/Campus-Life/Locations-Facilities/Facilities-Management

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

BMP 2.2 Public participation (Section II B.2.b.)

Description: CVCC will participate, through promotion, sponsorship, or other involvement, in a minimum of four local activities annually.

Necessary documentation for implementation: (1) A list of public participation opportunities; (2) Documentation of participation.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to increase public participation to reduce stormwater pollutant loads; improve water quality; and support local restoration and clean-up projects, programs, groups, meetings, or other opportunities for public involvement. Measurable goals will include a measure or estimation of the number of people that participate in each local activity.

Implementation schedule: Public participation will be conducted a minimum of four times a year.

Method to determine effectiveness: Effectiveness will be determined by successful public turn-out to each event. Selection of specific events may be modified from year to year based on public turn-out.

BMP 2.2 Annual Reporting Form			
Local activity	Type of CVCC MS4 Program participation (e.g., promotion, sponsorship, other)	Estimated # people reached	Summary of documentation* that demonstrates participation
Student Appreciation Picnic (4/27/2018)	Resource Table (Promotion)	400	Event Schedule Report
Virginia Cooperative Extension Sharp Loggers Event (2/16/18)	Resource Table (Promotion)	50	Event Schedule Report
Welcome Back Picnic (8/24/2018)	Resource Table (Promotion)	500	Event Schedule Report
VA Cooperative Extension Spring Venture Outdoor Event (5/17/18)	Resource Table (Promotion)	25	Event Schedule Report
Lynchburg Cooperative Extension Event (2/23/2018)	Resource Table (Promotion)	36	Event Schedule Report
VA Cooperative Extension Spring Venture Outdoor Event (5/24/18)	Resource Table (Promotion)	25	Event Schedule Report

* Documentation is attached in Appendix B

Measure of Effectiveness	
Local Activity (same as above)	Rationalization of effectiveness or ineffectiveness
Student Appreciation Picnic (4/27/2018)	Effective due to the number of people reached.
Virginia Cooperative Extension Sharp Loggers Event (2/16/18)	Effective due to the number of people reached.
Welcome Back Picnic (8/24/2018)	Effective due to the number of people reached.
VA Cooperative Extension Spring Venture Outdoor Event (5/17/18)	Effective due to the number of people reached.
Lynchburg Cooperative Extension Event (2/23/2018)	Effective due to the number of people reached.
VA Cooperative Extension Spring Venture Outdoor Event (5/24/18)	Effective due to the number of people reached.
For an ineffective activity identified above, describe modifications to be made for next reporting year (e.g., different activity or different approach): _____	

BMP 3.1 Storm Sewer Map and Outfall Information Table (Section II B.3.a.1-5)

Description: CVCC will maintain an accurate storm sewer system map and information table. The map, at a minimum, will:

- Include the mapped location of all MS4 outfalls with a unique identifier that corresponds to the information table;
- Include the name and location of all waters receiving discharges from CVCC's MS4 outfalls and the associated sixth order hydrologic unit code (HUC) from Virginia's 6th Order National Watershed Boundary Dataset; and
- Be updated in the case of installation of new storm sewer or outfalls.

The information table, at a minimum, will include for each outfall the:

- Unique identifier;
- Estimated campus acreage served;
- Name of the receiving surface water and indication as to whether the receiving water is listed as impaired on the Virginia 2010 303(d)/305(b) list; and
- Name of any applicable TMDL or TMDLs.

The information table will be updated as new outfalls come on-line. CVCC will notify the City of Lynchburg and/or VDOT, where applicable, in writing, of any known physical connection to their MS4 regulated area or new interconnections that occur with new development.

Necessary documentation for implementation: (1) Storm sewer system map; (2) Outfall information table; (3) List of construction/development activity on campus; (4) Written notification of physical interconnections to the downstream MS4.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to maintain an up-to-date map of the storm sewer that provides a tool for IDDE procedures (see BMP 3.3). Expected results are that the mapping and the information table serves as a useful tool for tracking illicit discharges.

Implementation schedule: The storm sewer mapping and information table has been completed with the CVCC IDDE Program Manual. Subsequently, the map and information table will be updated annually at the end of each reporting year.

Method to determine effectiveness: Effectiveness will be determined based on its use as a tool for identifying illicit discharges.

BMP 3.1 Annual Reporting Form
Storm Sewer System Information Table
See Appendix C for outfall inventory.
If interconnected MS4s, have the downstream MS4 been notified of the outfall? ☒ Yes ☐ No If no, please explain why: N/A

Necessary documents for implementation are not provided in the annual report, but will be retained for a minimum of 3 years and are available upon request.

Measure of Effectiveness
If any potential illicit discharges were identified or reported (refer to reporting for BMPs 3.2 and 3.3), was outfall mapping used to address the issue: N/A

BMP 3.2 Prohibit non-stormwater discharges (Section II B.3.b)

Description: CVCC will prohibit non-stormwater discharges into the storm sewer system through language provided within the Standards of Conduct for employees and the Student Handbook for students, each of which provide methods and procedures for reporting and corrective and disciplinary action. Students, faculty, and staff will be made aware of the methods and procedures for reporting and corrective and disciplinary action as part of the Public Education and Outreach Program described in BMP 1.2.

For effective prohibition of non-stormwater discharges from contractors operating on campus, refer to BMP 6.5.

Necessary documentation for implementation: (1) Standards of Conduct for employees; (2) Student Handbook; (3) A list of any instances of violation and summary of actions taken by CVCC.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to effectively prohibit non-stormwater discharges to the extent allowable under federal, state, or local law, regulation, or ordinance. Expected result is an effective deterrent for students, faculty, and staff from willingly introducing non-stormwater discharges to the MS4.

Implementation schedule: Implementation of the Standards of Conduct for employees and the Student Handbook for students will continue. The Public Education and Outreach Program will be implemented with the schedule described in BMP 1.2.

Method to determine effectiveness: Effectiveness will be determined based on the elimination or reduction in the number of reported or observed non-stormwater discharges committed by students, faculty, or staff. Effectiveness will also be based on implementation of methods and procedures in the Standards of Conduct for employees and the Student Handbook for students in response to reports.

BMP 3.2 Annual Reporting Form				
Non-stormwater discharge violations				
Total number of **potential** violations for reporting year:				0
Violation #	Date of violation	Location of violation	Description of violation	Corrective or Disciplinary Action taken
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Necessary documents for implementation are not provided in the annual report, but will be retained for a minimum of 3 years and are available upon request.

Measure of Effectiveness	
Non-stormwater discharge violations committed by students, faculty, or staff	
Total number of violations for reporting year 1:	0
Total number of violations for reporting year 2:	0
Total number of violations for reporting year 3:	0
Total number of violations for reporting year 4:	0
Total number of violations for reporting year 5:	N/A
Has the # of violations trended downward year to year or stayed at zero?	☒ Yes (BMP effective) ☐ No (See below)
If no, discuss potential cause of observed trend and determination if the BMP is ineffective. In deemed ineffective, suggest BMP modifications with rationale: N/A	
Were methods and procedures in the Standards of Conduct for employees and the Student Handbook for students used where violations were determined to have occurred?	☐ Yes ☐ No (See below) ☒ N/A (No violations)
If no, explain why and if modifications are necessary to the BMP to improve effectiveness: N/A	

BMP 3.3 Develop Illicit Discharge Detection and Elimination Procedures (Section II B.3.c)

Description: CVCC will develop and implement an Illicit Discharge Detection and Elimination (IDDE) Program Manual that includes written procedures to detect, identify, and address non-stormwater discharges, including illegal dumping, to the small MS4. Procedures will include written dry weather field screening methodologies that include field observations and field screening monitoring and that provide:

- A schedule of field screening activities to ensure all outfalls are screened annually;
- Methodologies to collect information such as time since the last rain, the quantity of the last rain, site descriptions (e.g., conveyance type and dominant watershed land uses), estimated discharge, and visual observations (e.g., order, color, clarity, floatables, deposits or stains, vegetation condition, structural condition, and biology);
- A time frame upon which to conduct an investigation to identify and locate the source of any observed continuous or intermittent non-stormwater discharges prioritized based on potential hazard to human health;
- Methodologies to determine the source of all illicit discharges shall be conducted with the required minimum investigations and timeframes per the college's General Permit;
- Mechanisms to eliminate identified sources of illicit discharges including a description of the policies and procedures for when and how to use legal authorities;
- Methods for conducting a follow-up investigation in order to verify that the discharge has been eliminated; and
- A mechanism to track all investigations to document, at a minimum, the date(s) that the illicit discharge was observed and reported; the results of the investigation; any follow-up of the investigation; resolution of the investigation; and the date that the investigation was closed.

Necessary documentation for implementation: (1) Illicit Discharge Detection and Elimination (IDDE) Manual; (2) Outfall information table; (3) Outfall screening schedule and field forms.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to establish effective methods and procedures for detecting, identifying, and addressing non-stormwater discharges, including illegal dumping, into the storm sewer. Expected results are effective response to reports of illicit discharge and detection of non-stormwater discharges during outfall screenings.

Implementation schedule: Annual outfall screening, as described in CVCC's IDDE Program Manual that includes the schedules, mechanisms, and procedures described in this BMP and the General Permit.

Method to determine effectiveness: Effectiveness will be determined based on the percentage of the reported and identified non-stormwater discharges that are eliminated.

BMP 3.3 Annual Reporting Form	
Outfall Screening Record	
Total # of outfalls (refer to BMP 3.1):	15
Total # of outfalls screened during the reporting year:	15
If 100% of outfalls were not screened during the reporting year, explain why: N/A	
See Appendix C for outfall inventory and required reporting information.	

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness
Percentage of identified non-stormwater discharges during screening that are eliminated: N/A
Please provide rationale that describes if the percentage listed indicates the BMP is effective. If not, describe modifications to increase effectiveness: N/A

BMP 3.4 Eliminate or minimize discharge of hazardous substances or oil (Section II B.3.e)

Description: CVCC will eliminate or minimize the potential for hazardous substance or oil in stormwater runoff through:

- The implementation of the methods, inspection schedules, and procedures in the CVCC Good Housekeeping/Pollution Prevention Program Manual described in BMP 6.1 and the Stormwater Pollution Prevention Plan described in BMP 6.2; and
- The expected measurable goals of the training component provided in BMP 6.3a for spill response, good housekeeping and pollution prevention for maintenance workers, and reporting illicit discharges.

Necessary documentation for implementation: (1) Good Housekeeping/Pollution Prevention Program Manual; (2) Training documentation; (3) Completed Comprehensive Campus Compliance Evaluation Forms provided in the Good Housekeeping and Pollution Prevention Manual

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective of the Good Housekeeping/Pollution Prevention Program Manual and associated training is to provide reference procedures, schedules, resource material and education to campus staff that result in daily operations that eliminate or prevent potential introduction of hazardous substances and oil to stormwater runoff. The expected result is the elimination of hazardous substances and oil spills and exposure.

Implementation schedule: The CVCC Good Housekeeping/Pollution Prevention Program Manual and incorporated training program are complete. Training will be performed annually, per the Public Education & Outreach Plan.

Method to determine effectiveness: Effectiveness will be determined by each of the following:

1) Effectiveness will be measured by recurring issues related to campus staff activities identified during the annual comprehensive campus compliance evaluation beginning in the spring of 2015, as described in BMP 6.2. The Comprehensive Campus Compliance Evaluation Form provided in the Good Housekeeping and Pollution Prevention Manual will be completed and include physical field inspection of:
   - Locations where hazardous chemicals or oil are used or stored;
   - Locations were equipment or vehicles are stored or where vehicle or equipment maintenance occurs; and
   - Other areas with potential for hazardous substances or oil to be exposed to precipitation.
2) The number of hazardous substances or oils related to illicit discharges reported or identified in the reporting forms for BMPs 3.2 and 3.3, respectively, that are found to originate from campus staff activities.

BMP 3.4 Annual Reporting Form
No additional reporting necessary.

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Were any illicit discharges reported or identified in the reporting forms for BMPs 3.2 and 3.3 found to originate from staff activities?	☐ Yes (See below) ☒ No (BMP effective)
If yes, describe how the BMP can be modified to improve effectiveness to specifically address the cause of the illicit discharge(s) or describe why modification is not necessary: N/A	

BMP 3.5 Facilitate public reporting of illicit discharges and provide response (Section II B.3.d)

Description: CVCC will promote, publicize, and facilitate public reporting of illicit discharges into or from MS4s with information describing an illicit discharge and contact information on the CVCC stormwater website. CVCC will investigate all reports using methods and procedures described in the CVCC IDDE Manual described in BMP 3.3. Tracking of reports will be recorded in the IDDE Tracking Form in Appendix D of the CVCC IDDE Program Manual.

Necessary documentation for implementation: (1) Web address of posted material; (2) Completed IDDE Tracking Form for each incident.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to first educate the public to recognize an illicit discharge and provide contact information that allows for the reporting of an observed illicit discharge. The ultimate objective is to track and eliminate reported illicit discharges.

Implementation schedule: Illicit discharge material and contact information will be placed on the website. Response to illicit discharge reports will be on-going, occurring in response to reports per the IDDE Manual.

Method to determine effectiveness: Effectiveness will be measured as a percentage of illicit discharge reports closed (as will be documented in the IDDE Tracking Forms).

BMP 3.5 Annual Reporting Form				
Illicit Discharge Reports				
Total # of illicit discharge reports for the reporting year:				0
Description of reported illicit discharge	Date observed and/or reported	Description of how the investigation was addressed	Resolution of the investigation	Close date
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness
Percentage of reported illicit discharge instances that have been closed: N/A
If not all reports have been closed, please provide the reason and any necessary modification to the BMP: N/A

BMP 4.1 ESC compliance for land disturbance activities (Section II B.4.a-c3, c5-c6, e1-6)

Description: Regulated land disturbance activity on the CVCC campus is managed by the latest edition of the DEQ approved Virginia Community College System's (VCCS) "Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management." Regulated land disturbance activities are those that disturb greater than 2,500 square feet except for the exceptions listed in the definition for "land disturbance activity" provided in the Definitions section of this document. The VCCS Annual Standards and Specifications provide for the following:

- Erosion and Sediment (ESC) plan approval by VCCS through recommendation of a VCCS contracted consultant. An approved plan is required prior to commencement of a regulated land disturbance activity and shall be compliant with the minimum standards listed in 9VAC25-840-40 of the Erosion and Sediment Control Regulations and the approved Annual Standards and Specifications.
- ESC inspection of land disturbance activities for compliance to the ESC Plan at least once every two weeks, within 48 hours of a runoff-producing event; and at project completion. Inspections shall be conducted by an individual with a current ESC Inspector's Certification from DEQ.
- Documentation for plan review and inspection procedures, by reference to laws, regulations, and the Virginia Erosion and Sediment Control Handbook (VESCH).
- A description of circumstances that allow the *VCCS Annual Standards and Specifications Project Manager* (VCCS AS&S Project Manager) to make changes to an approved plan when found inadequate to address ESC.

Necessary documentation for implementation: (1) VCCS Annual Standards and Specifications for Erosion and Sediment Control; (2) ESC Plan(s) approved by VCCS; (3) Documentation of ESC Inspector Certification; (4) Completed ESC Inspection Forms for each regulated project; (5) Notice to Comply and/or Stop Work Orders documentation and documentation of follow-up actions.

Responsible individual for implementation: VCCS AS&S Project Manager (ESC Plan approval and inspections); CVCC Facilities Manager (Coordination with VCCS and obtaining information to determine effectiveness as described in this BMP).

Objectives and expected results in meeting measurable goals: The objective is to ensure ESC plans are prepared according to ESC Laws and Regulations, that ESC inspections are performed as specified in the regulations, and that correction or enforcement, when appropriate, occurs when inspections find deficiencies. The expected result is that all regulated land disturbances have an approved ESC plan, the appropriate number of inspections are performed, and a minimization of the number of recurring violations such as issued Notices to Comply and Stop Work Orders.

Implementation schedule: The implementation of this BMP will be on-going with all regulated land disturbance activities on campus.

Method to determine effectiveness: Effectiveness will be measured by the percentage of regulated land disturbance activities that have an approved ESC Plan, and the implementation of the required inspection schedule.

BMP 4.1 Annual Reporting Form					
Annual Land Disturbance Activity Record					
Total # of regulated land disturbing activities that commenced or occurred during the reporting year:					0
Construction Site Plans			VCCS Contracted Inspector		
Regulated land disturbance activity description	Approved plan (yes/no)	Total disturbed acreage	Number of inspections	# and type of enforcement actions taken	Description of enforcement actions
N/A	☐ Yes ☐ No	N/A	N/A	N/A	N/A
N/A	☐ Yes ☐ No	N/A	N/A	N/A	N/A
N/A	☐ Yes ☐ No	N/A	N/A	N/A	N/A

Necessary documents for implementation are not provided in the annual report, but will be retained for a minimum of 3 years and are available upon request.

Measure of Effectiveness	
Do inspections appear to have been conducted every 2 weeks and within 48 hours of a runoff producing event?	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A (No activities)
Describe program modifications to ensure inspections are conducted as required: N/A, no land disturbing activities during the reporting year	

BMP 4.2 Receive and respond to complaints regarding land disturbing activity (Section II B.4.c4)

Description: CVCC will promote to the public through the stormwater webpage information on land disturbance erosion and sediment controls and provide a contact number for reporting complaints regarding regulated land disturbing activities. CVCC will initiate investigation of all reports within 72-hours and address the issue with the construction site operator by requiring maintenance to ESC controls, or plan modifications, as necessary, in accordance with the Virginia Community College System's "Annual Standards and Specifications for Erosion and Sediment Control."

Necessary documentation for implementation: (1) Web address of posted material; (2) Land disturbance complaint/report tracking record with date, description, and resolution for each complaint.

Responsible individual for implementation: CVCC Facilities Manager (Receiving and recording complaint); Certified ESC Construction Inspector (Assuring contractor implements ESC Plan); VCCS AS&S Project Manager (Approves ESC Plan modifications).

Objectives and expected results in meeting measurable goals: The objective is to educate the public to understand the purpose of ESC controls on a land disturbance activity, recognize the off-site impacts resulting from potential failure of ESC controls, and provide contact information that allows for the reporting of an off-site impact and ultimately the resolution of a reported issue.

Implementation schedule: Information regarding ESC controls for land disturbance activities and for reporting complaints will be placed on the website.

Method to determine effectiveness: Effectiveness will be measured by the percentage of resolved complaints that are reported by the public.

BMP 4.2 Annual Reporting Form			
The # of complaints from the public related to land disturbance activity during the reporting year:			0
Complaint #	Date of complaint	Description of complaint	Resolution of the investigation
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Were all complaints resolved?	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A (no complaints)
Describe the reason for any unresolved complaint and any necessary program modifications to ensure complaints are resolved in the future. If no modifications are needed, provide rationale: N/A	

BMP 4.3 Ensure land disturbance activities secure VSMP General Permit (Section II B.4.c.7, d)

Description: Regulated land disturbance activity for stormwater management on the CVCC campus is managed by the latest edition of the DEQ approved Virginia Community College System's "Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management." Regulated land disturbance activities are those that disturb greater than 2,500 square feet except for the exceptions listed in the definition for "land disturbance activity" provided in the Definitions section of this document. In addition to the above, the Virginia Construction and Professional Services Manual (CPSM) and The Annual Standards and Specifications require a Stormwater Pollution Prevention Plan (SWPPP) be developed prior to submission of the VSMP General Permit Registration Statement for Construction Activity Stormwater Discharges (VAR10) prior to land disturbances over one acre. Through the development of the SWPPP, consistent with the VSMP General Permit, a pollution prevention plan will ensure implementation of appropriate controls to prevent non-stormwater discharges such as wastewater, concrete washout, fuels and oils, and other illicit discharges.

Necessary documentation for implementation: (1) VCCS Annual Standards and Specifications (Plan approval, VAR10 verification and SWPPP verification at the preconstruction meeting through VCCS Form LD-03); (2) Project-specific SWPPPs; (3) Project-specific General Permits for Construction Activity (VAR10).

Responsible individual for implementation: VCCS AS&S Project Manager; CVCC Facilities Manager (Tracking required information for reporting)

Objectives and expected results in meeting measurable goals: The objectives are: (1) To provide a mechanism for assuring that VSMP General Permit coverage is obtained for all land disturbances exceeding 1 acre. The expected result is that coverage is obtained for all applicable land disturbances prior to commencement; (2) Ensure development and implementation of SWPPPs through the contractor's requirement to develop and implement the plan.

Implementation schedule: All regulated land disturbance activities that disturb greater than 1 acre will continue to obtain a VAR10 General Permit.

Method to determine effectiveness: Effectiveness will be determined based on: (1) all regulated land disturbance activities operating under VSMP General Permit coverage and a SWPPP, (2) the number of violations related to pollution prevention from a construction site identified in the reporting for BMPs 3.2, 3.3, 3.5, 4.1, and 4.2.

BMP 4.3 Annual Reporting Form			
The # of regulated land disturbance activities during the reporting year:			0
1	2	3	4
Regulated land disturbance activity description (should match 4.1 reporting column)	If greater than 1-acre, was VSMP General Permit coverage obtained? (yes/no)	If permit coverage is required, is a site-specific SWPPP available on site for the project? (yes/no)	Any illicit discharge reports from construction activities (see reporting for BMPs 3.2, 3.3, 3.5, 4.1, and 4.2? (yes/no)
N/A	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
N/A	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
N/A	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
If no is answered in columns 2 or 3 above, explain why and actions taken to address the issue. Include rationale that describes if the BMP is ineffective, and if so, modification to the BMP to improve effectiveness: N/A	
Is yes answered in column 4? (yes/no)	☐ Yes (See below) ☐ No (Effective BMP) ☒ N/A (No activity)
If yes, described the instance(s) and provide rationale if BMP modification is necessary, or not necessary, to improve the effectiveness of the BMP? N/A	

BMP 5.1 Compliance to post-construction stormwater management regulation (Section II B.5.a, b., d.1,2)

Description: CVCC will ensure post-construction stormwater management (SWM) for all regulated land disturbance activities over 2,500 square feet through VCCS plan approval in accordance with the VCCS Annual Standards and Specifications for Erosion and Sediment Control and Stormwater Management. Approval from VCCS will ensure the SWM plan has been prepared per the VSMP Regulations that, in part, require that stormwater runoff controls:

- are designed and installed in accordance with the appropriate water quality and water quantity design criteria as required in Part II (9VAC25-870-40 et seq.) of 9VAC25-870; and
- Have an inspection and maintenance plan.

Implementation of this BMP will be accomplished through the verification of a VCCS approved stormwater management plan by the Associate Vice Chancellor prior to providing written approval that allows the start of the land disturbance.

CVCC will extract and retain a copy of SWM facility inspection and maintenance plans from the approved stormwater management plan for proposed stormwater management facilities to be used with the implementation of BMP 5.3.

Necessary documentation for implementation: (1) VCCS approved SWM Plans and Calculations; (2) SWM Facility Inspection and Maintenance Plan.

Responsible individual for implementation: VCCS AS&S Project Manager (verification of approved plan prior to approval to start land disturbance); CVCC Facilities Manager (Tracking required information for reporting and obtaining inspection and maintenance plans for stormwater facilities).

Objectives and expected results in meeting measurable goals: The objective is to ensure regulated projects are in compliance with the VSMP Stormwater Management Regulations. The expected goal is that all regulated projects have VCCS approved SWM Plans with SWM facility inspection and maintenance plans.

Implementation schedule: The implementation of this BMP will be on-going with all regulated land disturbance activities on campus.

Method to determine effectiveness: Effectiveness will be measured by: (1) all regulated land disturbance activities having a VCCS approved SWM Plan; and (2) all stormwater management facilities having inspection and maintenance plans.

BMP 5.1 Annual Reporting Form			
The # of regulated land disturbance activities during the reporting year:			0
1	2	3	4
Regulated land disturbance activity description (Same as BMP 4.1)	If greater than 2,500 square feet, does it have an approved SWM plan? (yes/no)	If SWM Plan includes a SWM facility, does it have an inspection and maintenance plan? (yes/no/no facility required)	If it has an inspection and maintenance plan, has CVCC retained it on file? (yes/no/no facility)
N/A	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Facility	☐ Yes ☐ No ☐ No Facility
N/A	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Facility	☐ Yes ☐ No ☐ No Facility
N/A	☐ Yes ☐ No	☐ Yes ☐ No ☐ No Facility	☐ Yes ☐ No ☐ No Facility

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Was yes answered for all activities in Column 2 above?	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A (No activity)
Describe the reason that an activity does not have an approved SWM plan and any necessary program modifications to the BMP to ensure an approved plan is obtained. If no modifications are needed, provide rationale: N/A	
Was yes answered for all activities in Column 3 above?	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A (No activity)
Describe the reason that an activity does not have an approved inspection and maintenance plan and any necessary program modifications to the BMP to ensure a plan is obtained. If no modifications are needed, provide rationale: N/A	

BMP 5.2 Stormwater management facility tracking and reporting (Section II B.5.e)

Description: CVCC will maintain an updated electronic database in Excel format of all known stormwater management (SWM) facilities that discharge into the MS4. The database will include:

- The SWM facility ID #;
- The stormwater management facility type;
- A general description of the facility's location, including the address or latitude and longitude;
- The acres treated by the facility, including total acres, as well as the breakdown of pervious and impervious acres;
- The date the facility was brought online (MM/YYYY);
- The sixth order hydrologic unit code (HUC) in which the stormwater management facility is located;
- The name of any impaired water segments within each HUC listed in the 2010 § 305(b)/303(d) Water Quality Assessment Integrated Report to which the stormwater management facility discharges;
- Whether the stormwater management facility is operator-owned or privately-owned;
- The date of the last inspection.

Upon final inspection of a newly constructed stormwater management facility, the facility will be included within the database.

Necessary documentation for implementation: (1) Updated SWM Tracking and Reporting Excel database; (2) Completed inspection checklist forms (see BMP 5.3).

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to maintain an updated record of all of the SWM facilities. The expected result is that the list will be utilized to assist with implementation of BMP 5.3 and will be maintained as new SWM facilities come online.

Implementation schedule: The implementation of this BMP will be on-going as inspections are performed as specified for each BMP in the BMP database.

Method to determine effectiveness: Effectiveness will be measured by the completeness of the annually reported database.

BMP 5.2 Annual Reporting Form	
Stormwater Management Facility Tracking and Reporting*	
Did any new SWM facilities come on-line during the reporting year? (yes/no)	☐ Yes ☒ No
If yes, was the electronic database updated? (yes/no)	☐ Yes ☐ No ☒ N/A (No new facilities)
If no, explain why the database was not updated: N/A	

* Provided as electronic database with annual report in Excel format and hard copy as Appendix D.

Measure of Effectiveness	
Is the database complete to include all of the attributes for each new SWM facility described above in this BMP?	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A (No facilities)
Describe the reason that the database is incomplete and provide rationale that determines whether or not the BMP needs to be modified to ensure completion of the database: N/A	

BMP 5.3 Inspection, operation, and maintenance verification of SWM facilities (Section II B.5.c, d.3, 5)

Description: CVCC will perform long-term operations and maintenance of all stormwater management facilities on campus utilizing the inspection and maintenance plans obtained from implementation of BMP 5.1. Where inspection and maintenance plans are not available from approved SWM plans, CVCC will utilize BMP-specific inspection and maintenance instructions from the Virginia Stormwater Management Handbook or the CVCC Post-construction Stormwater Manual. Inspections will be performed either:

- As dictated on the schedule provided on the inspection and maintenance plans; or
- A minimum of once annually, whichever are the more frequent criteria.

Inspections will be performed using the BMP inspection and maintenance checklist, corresponding with the type of BMP, as provided in either the CVCC Post-construction Stormwater Manual or the latest edition of the Virginia Stormwater Management Handbook. The checklists provide lists of potential issues and methods to address the issue. Necessary maintenance identified during inspections will be conducted in a timely manner as indicated on the checklist or no later than the next scheduled inspection.

Necessary documentation for implementation: (1) BMP Database described in BMP 5.2; (2) BMP-specific Inspection and Maintenance Plan; (3) Completed BMP Specific inspection and maintenance checklist from the CVCC Post-construction Stormwater Manual or the Virginia Stormwater Management Handbook.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to ensure the intended function of all SWM facilities through long-term maintenance. The expected result is completed inspection forms in accordance with the schedule described in the description above.

Implementation schedule: The implementation of this BMP will be on-going as inspections, operations, and maintenance are performed for each facility.

Method to determine effectiveness: Effectiveness will be measured by: (1) Completion of required inspections, as scheduled, and (2) timely maintenance once a maintenance issue is identified during inspections.

BMP 5.3 Annual Reporting Form
Stormwater Management Facility Inspection Record*
The following information is provided in SWM Facility database described in BMP 5.2: • SWM Facility ID # • Inspection Schedule (e.g., monthly, quarterly, annually) • Date(s) of inspection(s) for the reporting year • If inspected, any identified necessary maintenance per inspection form • If maintenance is necessary, type and date the maintenance was performed

* Provided as electronic database with annual report in Excel format and hard copy as Appendix D.

Measure of Effectiveness	
Do dates in the database indicate that inspections were performed as required for each BMP for the reporting year?	☒ Yes (BMP effective) ☐ No (See below)
Describe the reason for inspections that were not performed and provide rationale that determines whether or not the BMP needs to be modified to ensure completion of inspections: N/A	
Do dates in the database indicate that maintenance was performed, where necessary, in a timely manner?	☐ Yes (BMP effective) ☒ No (See below) ☐ N/A (No Maint. Reqd.)
Describe the reason that maintenance was not performed in a timely manner (e.g., minor repair needed that does not affect function of the facility) and provide rationale that determines whether or not the BMP needs to be modified to ensure completion of inspections: CVCC will work towards securing funding for a maintenance plan and to remove vegetation from the stormwater facility embankment in subsequent permit years.	

BMP 6.1 Pollution Prevention Procedures for Operations & Maintenance Activities (Section II B.6.a)

Description: CVCC will develop and implement comprehensive written procedures for good housekeeping and pollution prevention for daily operations and equipment maintenance within the CVCC Good Housekeeping/Pollution Prevention Program Manual. At a minimum the written procedures will include procedures that include the following goals:

- Prevent illicit discharges;
- Ensure the proper disposal of waste materials, including landscape waste;
- Prevent discharge of vehicle wash water to the storm sewer;
- Prevent the discharge of wastewater to the storm sewer;
- Require best management practices to filter water pumped from maintenance activities;
- Require best management practices to prevent pollutants in runoff from stored and stockpiled materials (e.g., soil stockpiles and salt storage);
- Prevent pollutant discharges from leaking college automobiles and equipment; and
- Ensure application of materials, such as pesticides, is conducted in accordance with manufacturer's specifications.

Effective implementation will be supported with a campus-specific Stormwater Pollution Prevention Plan (SWPPP) as described in BMP 6.2, evaluated with a campus compliance evaluation as described for the measure of effectiveness for BMP 3.4, and the Pollution Prevention training described in BMP 6.3a.

Necessary documentation for implementation: (1) CVCC Good Housekeeping/Pollution Prevention Program Manual; (2) Campus-specific SWPPP; (3) Training documentation; (4) Completed Comprehensive Campus Evaluation form. All documentation is incorporated into the CVCC Good Housekeeping/Pollution Prevention Program Manual.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to minimize or prevent pollutant discharges from campus operations and maintenance activities. The expected result is campus staff adherence to the CVCC Good Housekeeping/Pollution Prevention Program Manual during daily activities.

Implementation schedule: The Good Housekeeping/Pollution Prevention Program Manual is complete. Training will be provided annually, with the initial training performed by July 1, 2015. Campus evaluations will be performed with the schedule described in BMP 6.2.

Method to determine effectiveness: Effectiveness will be measured by the results of the annual comprehensive campus compliance evaluation, with the initial evaluation performed in the spring of 2015, as described in BMP 6.2. Measure of effectiveness for this BMP will be the same as described for BMP 3.4.

BMP 6.1 Annual Reporting Form	
Good Housekeeping/Pollution Prevention Program Manual	
Has a Good Housekeeping/Pollution Prevention Program Manual been developed? (yes/no)	☒Yes ☐No
If no, explain why: N/A	

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness
See measure of effectiveness for BMP 3.4 and BMP 6.2.

BMP 6.2 Campus Stormwater Pollution Prevention Plan (Section II B.6.b)

Description: CVCC will develop and implement a campus-specific Stormwater Pollution Prevention Plan (SWPPP) that identifies areas on campus having a potential for the discharge of chemicals and other materials to stormwater. The SWPPP will include:

- Mapping that identifies all outfalls, direction of flows, existing source controls, and receiving water bodies;
- A discussion and checklist of potential pollutants and pollutant sources;
- A discussion of all potential non-stormwater discharges;
- Written procedures, or reference to written procedures, designed to reduce and prevent pollutant discharge;
- A description of the applicable training described in BMP 6.3;
- Procedures to conduct an annual comprehensive campus compliance evaluation; and
- An inspection and maintenance schedule for site specific source controls. The date of each inspection and associated findings and follow-up shall be logged in each SWPPP.

The SWPPP will provide instruction for updates, as necessary, to reflect changes on campus, modifications to operations and maintenance procedures, or short-comings resulting in a reportable spill. Inspection forms will be completed in accordance with the prescribed schedule within the SWPPP and maintained on file with the Facilities Manager.

Necessary documentation for implementation: (1) CVCC Good Housekeeping/Pollution Prevention Program Manual; (2) Campus Specific SWPPP; (3) Completed annual comprehensive site compliance evaluation forms. All documentation is incorporated into the CVCC Good Housekeeping/Pollution Prevention Program Manual.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective and expected result is to minimize or prevent pollutant discharges from campus facilities through adherence to the campus specific SWPPP.

Implementation schedule: CVCC has incorporated areas of each campus with potential for the discharge of chemicals and other materials into stormwater in a campus-wide SWPPP. The annual comprehensive campus compliance evaluation will be completed in the spring of each year beginning in 2015.

Method to determine effectiveness: Effectiveness will be measured by: the results of the annual comprehensive campus compliance evaluation; measure of effectiveness for this BMP will be the same as described for BMP 3.4.

BMP 6.2 Annual Reporting Form	
Stormwater Pollution Prevention Plan	
Has a SWPPP been completed for each high priority facility identified in the BMP?	☒Yes ☐No
If no, explain: N/A.	
Did any changes on high priority facilities that could potentially affect stormwater runoff occur during the reporting year (e.g., new outfalls, facilities)? (yes/no)	☐Yes ☒No
If yes, are the changes reflected in the SWPPP? (yes/no)	☐Yes ☐No ☒N/A
If the changes were not reflected, explain why: N/A	

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness Form	
Results from Comprehensive High Priority Site Compliance Evaluations	
Total number of recurring items originating from site-specific activities identified in year 2 of SWPPP evaluation*:	0
Total number of recurring items originating from site-specific activities identified in year 3 of SWPPP evaluation:	0
Total number of recurring items originating from site-specific activities identified in year 4 of SWPPP evaluation:	0
Has the # of recurring items trended downward or remained at zero from year to year?	☒ Yes (BMP effective) ☐ No (See below) ☐N/A
If no, discuss the specific recurring items and describe how the BMP can be modified to improve effectiveness to specifically address recurring items (e.g., improved training, improved inspection form) or describe why modification is not necessary: N/A	
* Note that measure of effectiveness begins in year 2 after performing evaluations since recurring items would not be available until the 2nd year.	
Were any illicit discharges reported or identified in the reporting forms for BMPs 3.2 and 3.3 found to originate from high-priority facility activities?	☐ Yes (See below) ☒ No (BMP effective) ☐N/A
If yes, describe how the BMP can be modified to improve effectiveness to specifically address the cause of the illicit discharge(s) or describe why modification is not necessary: N/A	

BMP 6.3a Employee Good Housekeeping/Pollution Prevention Training Plan (Section II B.6.d)

Description: CVCC Good Housekeeping/Pollution Prevention and IDDE Program Manuals incorporate written training plans, including a schedule of training events. The Program Manuals will serve as the training material and forms will be used to document training and list relevant staff for the following specific training:

- Annual training to relevant field personnel in the recognition and reporting of illicit discharges. Training will utilize the IDDE Manual described in BMP 3.3; and
- Annual training to relevant employees in good housekeeping and pollution prevention practices that are to be employed during road and parking lot maintenance and around maintenance and operations facilities. Training will utilize the CVCC Good Housekeeping/Pollution Prevention Program Manual described in BMP 6.1.

The plan will also require the following:

- Training or certification in spill response for emergency response employees; and
- Training or certification for applying pesticides and herbicides in accordance with the Virginian Pesticide Control Act (§ 3.2-3900 et seq. of the Code of Virginia) for employees performing applications.

Training required by the General Permit that is not applicable to CVCC includes the following:

- Training to employees in and around recreational facilities; and
- Certifications as required under the Virginia Erosion & Sediment Control Law (See BMPs 4.1 and 4.3).

Necessary documentation for implementation: (1) Training documentation or appropriate certifications for employees; (2) CVCC IDDE Manual; (3) CVCC Good Housekeeping/Pollution Prevention Program Manual.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to ensure effective training on the procedures provided in the Good Housekeeping/Pollution Prevention and IDDE Program Manuals and to have them carried out during employee daily operations. The expected result is well-trained employees that minimize pollutant discharges through good housekeeping practices and IDDE screening and source identification and elimination.

Implementation schedule: The written training plan is complete and incorporated in the CVCC Good Housekeeping/Pollution Prevention and IDDE Program Manuals. Training and certification requirements will occur annually.

Method to determine effectiveness: Effectiveness will be measured by the results of a “Knowledge Check” quiz that will be taken by each employee that takes the training. The “Knowledge Check” quiz in provided in the Appendix of the Good Housekeeping/Pollution Prevention Program Manual.

BMP 6.3a Annual Reporting Form	
Training Plan	
Has the CVCC annual written training plan been developed? (yes/no)	☒Yes ☐No
Training & Certifications	
Has employee training been provided? (yes/no)	☒Yes ☐No
If no, explain: N/A	
Date of latest training to relevant field personnel in the recognition and reporting of illicit discharges:	06/6/2018
Number of employees that participated in the latest training in the recognition and reporting of illicit discharges:	11
Date of last training to relevant employees in good housekeeping and pollution prevention practices:	06/6/2018
Number of employees that participated in the latest training in good housekeeping and pollution prevention practices:	11
Do the number of individuals reported above that participated in training represent all employees that conduct daily activities that could potentially affect stormwater runoff? (yes/no)	☐Yes ☒No
If no, explain: A few of the people were absent and could not attend the scheduled training.	
Did any employees apply pesticides and herbicides? (yes/no)	☐Yes ☒No
If yes, identify the employee and their certification: N/A	
Provide a summary of the training or certification program provided to emergency response employees that includes training in spill response: Emergency and spill response training is included in the training program. The fire department is notified in the case of need for a major spill response.	

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Did scores from the "Knowledge Check" quiz improve from the previous training? (yes/no)	☒ Yes (BMP effective) ☐ No (See below) ☐ N/A
If no, describe modifications to the BMP to increase effectiveness (e.g., training frequency, training material, etc.): The 2017-2018 reporting year's scores were compared to the last documented scores resulting from the 2015-2016 training and exam.	

BMP 6.3b Contractor Certification for Pollution Prevention (Section II B.6.d.4)
Description: CVCC will require, through contract language, the certification for contractors applying pesticides and herbicides in accordance with the Virginia Pesticide Control Act (§ 3.2-3900 et seq. of the Code of Virginia). Contract language will require contractors to provide proof of the appropriate certification prior to contract execution. **Necessary documentation for implementation:** (1) Contract language; (2) Proof of certifications. **Responsible individual for implementation:** CVCC Facilities Manager **Objectives and expected results in meeting measurable goals:** The objectives are to ensure the proper application of pesticides and herbicides. The expected result is that contractors used by the college will have appropriate certifications for application of pesticides and herbicides. **Implementation schedule**: CVCC will develop and begin implementation of contract language. **Method to determine effectiveness:** Effectiveness will be measured by evaluation of trends in confirmed reports of illicit discharge related to herbicides and pesticides.

BMP 6.3b Annual Reporting	
Pesticides and Herbicides	
Number of contracts executed during the reporting year that includes application of pesticides and herbicides?	0
Was proof of certification provided for each contract that includes the application of pesticides and herbicides? (yes/no or N/A)	☐ Yes ☐ No ☒ N/A
If no, explain:	N/A

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Were any illicit discharges related to herbicides and pesticides application by contractors reported or identified in the reporting forms for BMPs 3.2 and 3.3?	☐ Yes (See below) ☒ No (BMP effective)
If yes, describe how the BMP can be modified to improve effectiveness to specifically address the cause of the illicit discharge(s) or describe why modification is not necessary: N/A	

BMP 6.4 Turf and Landscape Management (Section II B.6.c)
Description: CVCC is regulated under §10.1-104.4 of the Code of Virginia and therefore will continue to implement the DEQ approved and campus-specific Nutrient Management Plan (NMP) prepared by a Certified Nutrient Management Planner. Fertilizer application records will be maintained with each application using the application record provided in the NMP. In addition, CVCC will not apply any deicing agent containing urea or other forms of nitrogen or phosphorus to parking lots, roadways, and sidewalks, or other paved surfaces. **Necessary documentation for implementation:** (1) CVCC Nutrient Management Plan; (2) Completed Fertilizer Application Record; (3) Ingredients of deicers used on campus. **Responsible individual for implementation:** CVCC Facilities Manager **Objectives and expected results in meeting measurable goals:** The objective is to avoid excessive application of nutrients where applied on campus. The expected results are reduction of downstream impacts from nutrient loads. **Implementation schedule**: The NMP will continue to be implemented. **Method to determine effectiveness:** Effectiveness will be measured by the implementation of the NMP through completion of the application record and periodic updates to the NMP to make necessary adjustments based on soil conditions.

BMP 6.4 Annual Reporting Form		
Nutrient Management Plans		
Were nutrients used during the reporting year?	☐ Yes ☒ No	If no, no further reporting necessary for this BMP
Total acreage of lands where nutrient management plans are required:		19.41
Acreage of lands upon which nutrient management plans have been implemented:		19.41
Date of last NMP update:		December 2015

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Was the NMP's fertilizer application record maintained and in adherence to the NMP? (yes/no)	☐ Yes (BMP effective) ☐ No (See below) ☒ N/A
If no, describe how the BMP can be modified to improve effectiveness. Provide rationalization for modification or if modification is deemed unnecessary. N/A	

BMP 6.5 Contractor Safeguards to Ensure Program Consistent Measures and Procedures (Section II B.6.e)

Description: CVCC will use contract language that references sections within the CVCC Good Housekeeping/Pollution Prevention Program Manual to require campus contractors to use appropriate control measures and procedures for stormwater discharges, when applicable. Oversight will be provided through periodic inspections using a contractor inspection form provided in the Manual. Contract language will require contractors to address items identified during inspections within a time period appropriate to prevent the potential of non-stormwater discharges. The contract language will also allow the college to stop-work, address the problem, and recoup cost for the remedy from the contractor.

Contract language described in this BMP is not intended for regulated land disturbance activity addressed with BMPs 4.1, 4.2, and 4.3.

Necessary documentation for implementation: (1) CVCC Good Housekeeping/Pollution Prevention Program Manual; (2) Completed inspection forms; (3) Contract language.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective and expected result is to minimize or prevent pollutant discharges from contractor activities.

Implementation schedule: CVCC will develop and implement contract language to require contractors to use appropriate control measures and procedures for stormwater discharges.

Method to determine effectiveness: Effectiveness will be measured by the inspection results specific to work performed by contractors, the responsiveness of contractors to address observed issues, and reported illicit discharges originating from contracted work on campus.

BMP 6.5 Annual Reporting Form	
Contractor Safeguards	
Has contract language, as described above, been included in contracts with all contractors where the work performed could require appropriate control measures and procedures for stormwater discharges? This does not include regulated land disturbance activity addressed with BMPs 4.1, 4.2, and 4.3 (yes/no)	☒Yes ☐No
If no, explain: N/A	
Were periodic inspections performed to ensure oversight? (yes/no)	☒Yes ☐No ☐N/A (no contracts)
If no, explain: N/A	

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

Measure of Effectiveness	
Were any illicit discharges related to contracted work on campus (other than regulated land disturbance activity) reported or identified in the reporting forms for BMPs 3.2 and 3.3?	☐ Yes (See below) ☒ No (BMP effective)
If yes, describe how the BMP can be modified to improve effectiveness to specifically address the cause of the illicit discharge(s) or describe why modification is not necessary: N/A	

3.2 Special Conditions for the Chesapeake Bay TMDL

BMP CB-SC.1 Chesapeake Bay TMDL Action Plan (Section I C.2)

Description: CVCC will develop a phased Chesapeake Bay TMDL Action Plan that incorporates public comment and includes:

- A review of the Program Plan BMPs described in Section 3.1 for consistency with the TMDL and for the purpose of identifying necessary modifications;
- An estimate of the annual POC loads discharged from the existing sources as of June 30, 2009, based on the 2009 progress run;
- An estimate of the total reductions necessary to reduce the annual POC loads from existing sources to the L2 implementation level;
- The means and methods that will be utilized to implement sufficient reductions from existing sources equal to 5.0% of the estimated total reductions necessary;
- Mechanism to address any modification to the TMDL or watershed implementation plan that occurs during the term of this state permit as part of its permit reapplication and not during the term of this state permit;
- An estimate of the expected costs to implement the requirements of this special condition during the state permit cycle;
- An opportunity for receipt and consideration of public comment regarding the draft Chesapeake Bay TMDL Action Plan; and
- A draft second phase Chesapeake Bay TMDL Action Plan designed to reduce the existing pollutant load by an additional 35%.

The TMDL Action Plan development will consider DEQ's Chesapeake Bay TMDL Action Plan Guidance. Additional BMPs will be included in this Section of the Program Plan to include the identified means and methods.

Necessary documentation for implementation: (1) Chesapeake Bay TMDL Action Plan; (2) Documentation of public participation; (3) CVCC Program Plan updates, as necessary.

Responsible individual for implementation: CVCC Facilities Manager

Objectives and expected results in meeting measurable goals: The objective is to achieve reductions required by the Chesapeake Bay TMDL for sediment, phosphorus, and nitrogen. The expected result is the development of a TMDL Action Plan.

Implementation schedule: The Chesapeake Bay TMDL Action Plan was developed by July 1, 2015. The schedule developed in the TMDL Action Plan will be implemented thereafter.

Method to determine effectiveness: Effectiveness will be determined by the selection of cost effective BMPs supported by model quantification to achieve the required pollutant reductions.

BMP CB-SC.1 Annual Reporting Form	
Chesapeake Bay TMDL Action Plan	
Has the CVCC Chesapeake Bay TMDL Action Plan been developed? *	☒ Yes ☐ No
If no, please explain and provide expected date of completion: N/A	
Method to receive and consider public comment, including dates: The Action Plan was posted on CVCC's stormwater webpage for approximately 14 days. An email was sent to students, faculty, and staff with a link to where comments could be provided.	
Date of TMDL Action Plan submittal to DEQ: The Action Plan was submitted to DEQ on October 1, 2015.	
Does quantification demonstrate the selected means and methods in the completed TMDL Action Plan can achieve the required reductions?	☒ Yes ☐ No

Necessary documents for implementation are not provided in the annual report, but will be retained on file for 3 years.

*Note: The draft 2019-2023 Chesapeake Bay Action Plan was submitted in June of 2018 with the registration statement.

Implementation	
On an annual basis, CVCC will report progress on the implementation of the Chesapeake Bay TMDL Action Plan. CVCC plans to employ street sweeping to satisfy the required Pollutants of Concerns (POC) reductions. CVCC must collect a minimum of 743 pounds of material to meet the POC reduction requirements by the end of the permit cycle in 2018.	
Has CVCC met the required POC reduction requirements this reporting year?	☒ Yes ☐ No ☐ N/A (Not required this reporting year)
If no, explain how the Action Plan can be modified to achieve the required reductions in the required time frames: N/A	

Measure of Effectiveness	
Does quantification demonstrate the selected means and methods in the completed TMDL Action Plan can achieve the required reductions in the required time frames?	☒ Yes ☐ No
If no, explain how the TMDL Action Plan can be modified to achieve the required reductions in the required time frames: N/A	

Appendix A – BMP 1.2 Documentation of Public Education and Outreach Activities

Public Education and Outreach Plan

Effective September 2015
(Revised September 2018)

Central Virginia Community College (CVCC) operates a Stormwater Management Program in compliance with the Virginia General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit). In accordance with Section II.B.1 of the permit, CVCC implements a Public Education and Outreach Program (PEOP) on stormwater impacts.

Consistent with the MS4 General Permit, the PEOP considers the following goals:

- Increase the knowledge of CVCC's students, faculty, and staff about steps that can be taken to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns;
- Increase CVCC's student, faculty, and staff knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications; and
- Implement a diverse program with strategies that target audiences most likely to have significant stormwater impacts.

These goals are intended to be met as part of an iterative program that will measure effectiveness of the Program by assessing the level of knowledge, over time, of the college's public that is defined as the CVCC students, faculty, and staff. The Program is designed consistent with the MS4 General Permit to:

- Identify three high-priority water quality issues and provide rationale for the selection of each issue;
- Identify and estimate the population size of the target audience who is most likely to have significant impacts on each water quality issue; and
- Identify the relevant message and associated educational and outreach materials for distribution to the target audiences.

Public participation during the development of the PEOP included the distribution of a survey through email that incorporated questions regarding stormwater runoff and surface water quality (Attachment A). The survey was intended to gage CVCC students, faculty, and staff on their knowledge of stormwater impacts. Response to the survey included feedback from 1 student, 38 faculty, and 38 staff. Insightful results from the survey found:

- 71% of respondents are not aware CVCC has a stormwater program in place
- 84% felt they had somewhat, very little, or no knowledge of steps to take to reduce stormwater pollution
- 83% are interested in improving surface water quality
- 90% are not aware of any CVCC projects to improve surface water quality
- 88% do not know where storm inlets on the campus drain

Selection of high-priority water quality issues was based on feedback derived from the survey results, applicable Total Maximum Daily Loads (TMDLs) for the Chesapeake Bay and general knowledge of campus operations. CVCC's high-priority water quality issues for the PEOP are provided below. Based on measures of effectiveness for each, any may be replaced or refined with approval of the Department of Environmental Quality (DEQ) as part of an iterative stormwater program.

Water Quality Issue No. 1: Public education on stormwater impacts

Rationale: This issue was selected based on the results of the public survey that indicate a strong need for improved public education. This rationale is supported with the survey results in Attachment A.

Target Audience: Survey results indicate that the majority of CVCC's public audience needs general stormwater education since over 88% do not know that stormwater is discharged to surface water and all could have an impact in the improvement of stormwater runoff with knowledge of steps to reduce stormwater pollution. This audience includes:

- ±4,300 students,
- ±450 faculty and staff.

Relevant Message: To address goals of the Program and concerns stemming from the survey results, the relevant message will include:

- General information about stormwater runoff (why it's important, where it drains, pollutants, etc.)
- Steps that can be taken to reduce stormwater pollution
- Knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications
- Information for reporting a potential illicit discharge (what are pollutants of significance, who to contact if an illicit discharge is observed, how to reduce community impact)
- Information regarding CVCC's Stormwater Program

Outreach Materials to Convey the Relevant Message: An email sent to the entire target audience that includes a brochure with the relevant message and a link to the CVCC stormwater webpage. Email was selected as the appropriate distribution mechanism based on 78% of survey respondents identifying it as the most effective way to reach them with educational material.

Schedule: Outreach material will be distributed a minimum of once a year to at least 20% of each target audience.

Method to Determine Effectiveness: As deemed appropriate for a community college, the public survey described above will be distributed every two years. New results will be compared to prior surveys to determine if the public's knowledge of stormwater runoff and its impacts have increased.

Water Quality Issue No. 2: Education on special water quality concerns (Chesapeake Bay TMDLs)

Rationale: The CVCC campus is located in the Chesapeake Bay TMDL watershed where the pollutants of concern are nitrogen, phosphorous and sediment.

Target Audience: Grounds staff responsible for nutrient management and areas of land disturbance. This audience includes:

- ±11 staff

Relevant Message: Information regarding the implementation of CVCC's Nutrient Management Plan and stabilization, prevention, and perimeter controls for sediment.

Outreach Materials to Convey the Relevant Message: The message will be conveyed using the CVCC Good Housekeeping/Pollution Prevention Program Manual and Nutrient Management Plan during annual training of the target audience.

Schedule: Training will be provided to the target audience annually.

Method to Determine Effectiveness: A water knowledge quiz assessing the audiences' knowledge of the training material will be given at the conclusion of each training session. Results from the quiz will be analyzed and compared to quiz results of previous training throughout the permit cycle. The comparison will determine if the audiences' knowledge of the CVCC Nutrient Management Plan and methods for reducing the discharge of sediment is satisfactory or increasing over time.

Water Quality Issue No. 3: Good Housekeeping and Pollution Prevention Practices on the CVCC campus

Rationale: Based on field inspections, the potential for pollutants to be exposed to precipitation on the CVCC campus is most likely to occur from day-to-day operational activities. The top three pollution concerns identified in the CVCC public survey were pesticides and insecticides, motor oil, and fertilizer. The most likely sources of these top pollutants are CVCC grounds operations.

Target Audience: Grounds staff performing day-to-day activities that include materials that could be exposed to precipitation if improperly managed, handled, or stored. This audience includes:

- ±11 staff

Relevant Message: Daily implementation of proper management, handling, and storage of potential pollutants and best management practices for activities incorporated into CVCC's Good Housekeeping/Pollution Prevention Program Manual.

Outreach Materials to Convey the Relevant Message: The message will be conveyed using the CVCC Good Housekeeping/Pollution Prevention and Illicit Discharge Detection and Elimination Program Manuals during annual training of the target audience.

Schedule: Training will be provided to the target audience annually.

Method to Determine Effectiveness: CVCC will measure effectiveness based on the number of recurring self-inspection issues identified during the annual comprehensive campus evaluation (see BMP 3.4 of the CVCC Program Plan). Effectiveness will also be based on the illicit discharges reported or observed that are related to day-to-day staff activities (see BMP 3.2 and 3.3 of the CVCC Program Plan.)

EEE Consulting, Inc.
Environmental, Engineering and Educational Solutions

Memo

To: Ronald Parker

From: Sara Rilveria

CC: Chris Schrinel, Lewis Bryant

Date: 6/8/2017

Re: CVCC PEOP 2017 Survey Results – Addendum 1

Consistent with Central Virginia Community College's (CVCC) Public Education and Outreach Plan (PEOP), a survey was conducted in April of 2017 as part of the iterative program that measures effectiveness of CVCC's PEOP by assessing the level of knowledge over time of the college's target audience (public) which is defined as the CVCC students, faculty and staff. The survey included questions regarding stormwater runoff and surface water quality; and is intended to gage the public's knowledge of stormwater impacts.

The desired outcome from the survey is for the results to show an overall increase in awareness over time. For instance, when results from year to year have slight or significant increases it can be deduced that the program is effective. Similarly, slight or significant decreases may indicate the need for adjustments to the PEOP.

Attached is a summary comparison between the first survey conducted in September 2015 and the recent survey conducted in April 2017. Questions #2, #3, #7, #8 & #11 in the attached are the most pertinent questions; and the comparison of their average scores from survey to survey are used to measure the PEOP's percentage of effectiveness that is reported on CVCC's MS4 Annual Report. Table 1 below demonstrates the overall end results related to program effectiveness. Based on the results, EEE recommends CVCC explore and implement alternative methods for public education and outreach on the impacts of stormwater pollution.

Table 1: Average PEOP Scores

2015 Survey	2017 Survey
38%	**32%**

8525 Bell Creek Road, Mechanicsville, Virginia 23116 • (804) 442-3330 • (804) 442-3334 (fax)
201 Church Street, Suite C, Blacksburg, Virginia 24060 • (540) 953-0170 • (540) 953-0171 (fax)
Virginia Beach, Virginia • Field Office • (757) 645-7379
601 Cascade Pointe, Suite 101, Cary, North Carolina 27513 • (919) 650-2463

In general, community colleges have a greater challenge then many other MS4's because the public tends to change significantly from one year to the next. Despite this fact, the survey results are also useful in identifying trends over time, potential weaknesses and new ways to focus efforts for CVCC's PEOP.

Regards,
EEE Consulting, Inc.

Sara Rilveria, CLA
Senior Landscape Architect

Attachment: 2017 PEOP Survey Data Comparison
2017 PEOP Survey Data

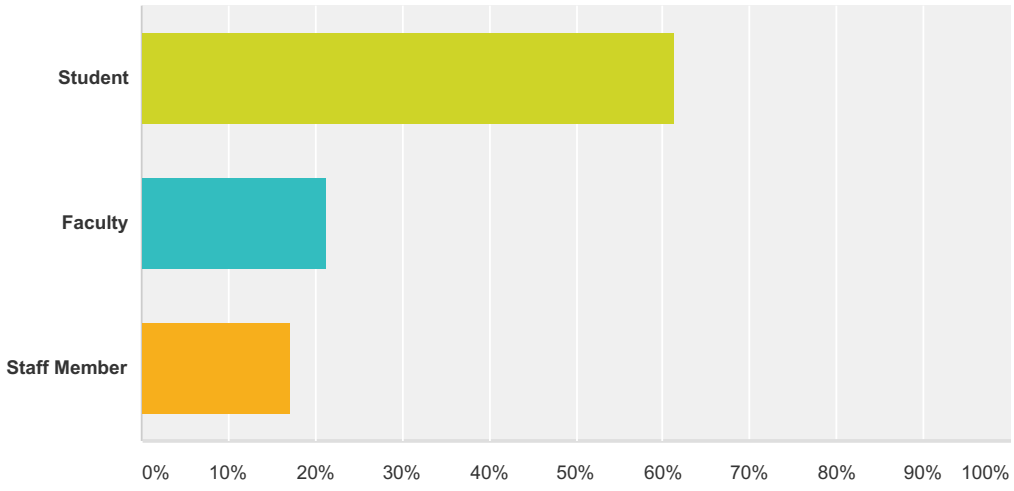
CVCC PEOP Key Questions	2015	2017
Are you aware that CVCC has a stormwater program in place to protect surface waters and posts the stormwater Program Plan and Annual Reports online regarding the progress and accomplishments? (Yes)	29%	29%
How much do you feel you know about the steps you can take to reduce stormwater pollution (1 being the least and 5 being the most)? (Quite a bit + Expert)	15%	10%
If you observed an issue that is negatively impacting environmental water quality on campus who would you contact? (Facilities Management)	63%	58%
Do you know where stormwater inlets on the CVCC campus drain? (Straight to waterways)	13%	7%
Are there any legal/disciplinary implications for either directly or indirectly contributing pollutants to surface waters (lakes, streams, river, etc.)? (Yes)	69%	57%
Average Score	**38%**	**32%**

GCC 2017 PEOP Survey Data Comparison

Question	Description	2015	2017
1	Student, Faculty or Staff?	1%, 49%, 50%	62%, 21%, 17%
2	Aware CVCC has a Stormwater Program? (Yes)	29%	29%
3	Know how to reduce stormwater pollution? (Quite a bit + Expert)	15%	10%
4	Interested in improving water quality? (Yes)	84%	66%
5	Interested in volunteering? (2 Yes answers + maybe)	59%	60%
6	Aware of stormwater projects at CVCC? (Yes)	10%	12%
7	Aware who to report negative impacts to water quality? (Facilities Management)	63%	58%
8	Aware where Stormwater Inlets Drain? (Straight to waterways)	13%	7%
9	Most effective method of outreach?	79% (Email) 11% (Brochures) 8% (TV Monitors)	72% (Email) 13% (TV Monitors) 4% (Brochures)
10	Rank pollutants of concern	1)Pesticides/Insecticides 2) Bacteria in waterways 3) Motor Oil from Cars	1)Pesticides/Insecticides 2) Motor oil from cars 3) Bacteria in waterways
11	Aware of legal/ disciplinary implications for polluting? (Yes)	69% (Yes)	57% (Yes)
12	Top 3 pollutants impact surface water?	26% Oil/Gas, 26% Fertilizer, 25% Pesticides/Insecticides, Bacteria & Trash	49% Oil/Gas, 48% Pesticides/Insecticides, 46% Trash
13	Comments		

Q1 Are you a Student, Faculty, or Staff Member?

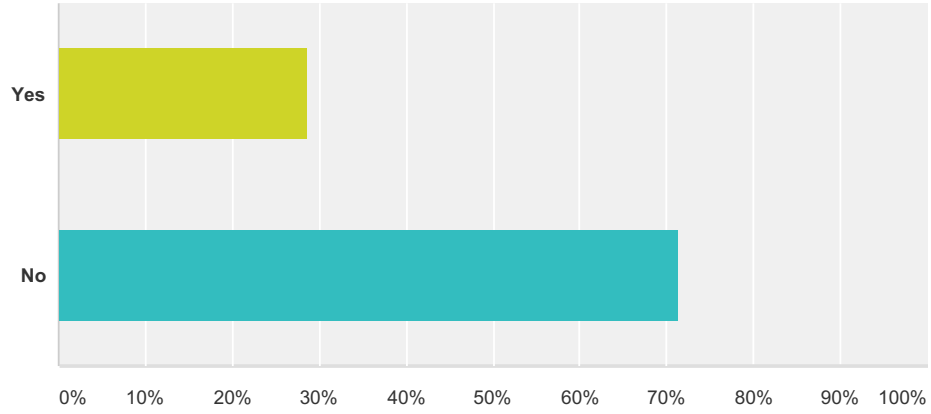
Answered: 192 Skipped: 0



Answer Choices	Responses	
Student	**61.46%**	118
Faculty	**21.35%**	41
Staff Member	**17.19%**	33
Total		**192**

Q2 Are you aware that CVCC has a stormwater program in place to protect surface waters and posts the stormwater Program Plan and Annual Reports online regarding the progress and accomplishments?

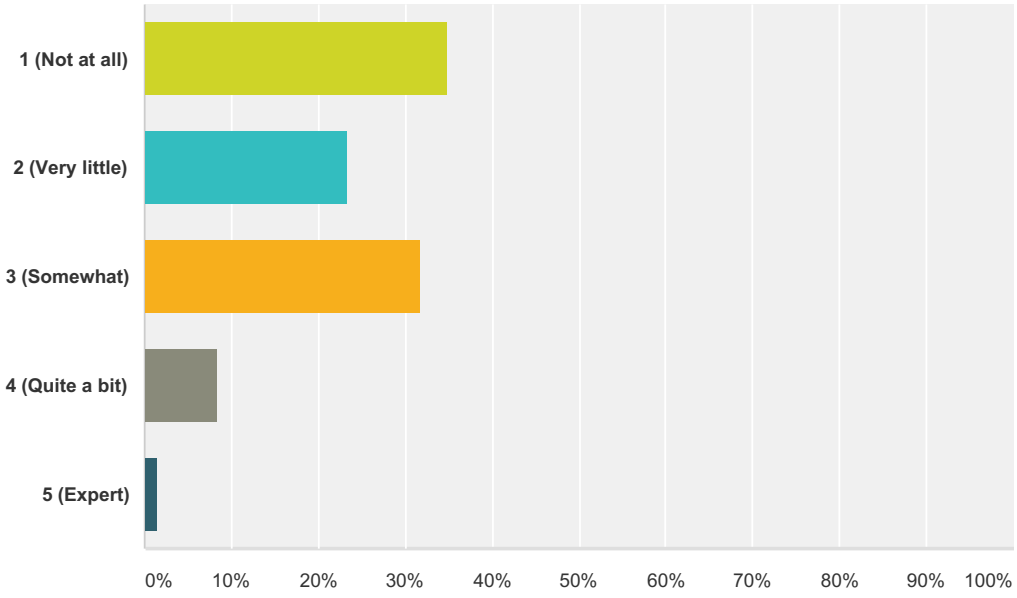
Answered: 192 Skipped: 0



Answer Choices	Responses	
Yes	**28.65%**	55
No	**71.35%**	137
Total		**192**

Q3 How much do you feel you know about the steps you can take to reduce stormwater pollution (1 being the least and 5 being the most)?

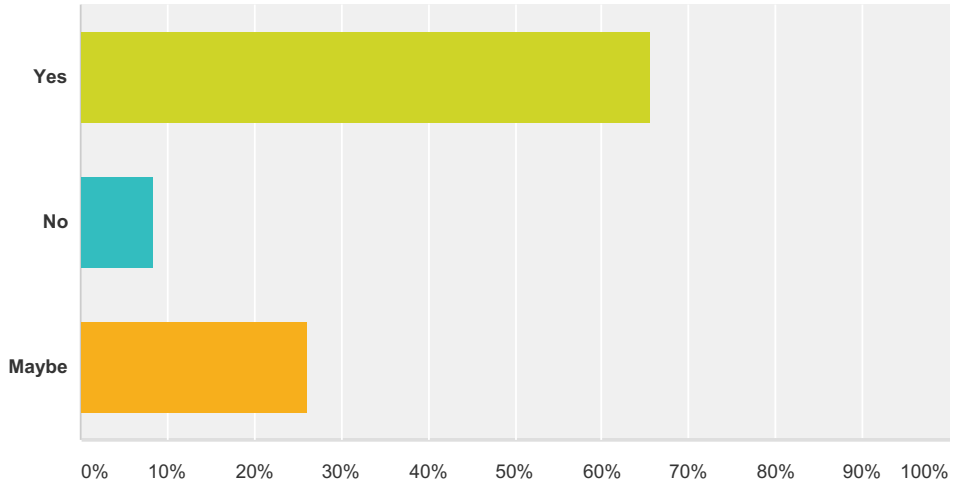
Answered: 192 Skipped: 0



Answer Choices	Responses	
1 (Not at all)	**34.90%**	67
2 (Very little)	**23.44%**	45
3 (Somewhat)	**31.77%**	61
4 (Quite a bit)	**8.33%**	16
5 (Expert)	**1.56%**	3
Total		**192**

Q4 Are you interested in improving environmental water quality (Creeks, Lakes, Bays, etc.)?

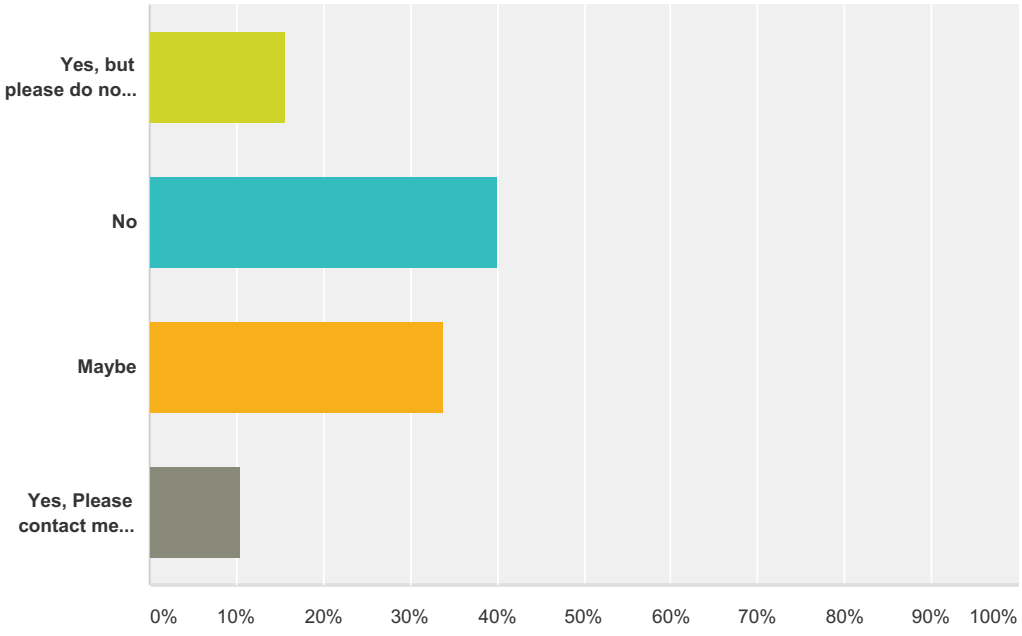
Answered: 192 Skipped: 0



Answer Choices	Responses	
Yes	**65.63%**	126
No	**8.33%**	16
Maybe	**26.04%**	50
Total		**192**

Q5 Are you interested in volunteering with local projects to improve environmental water quality?

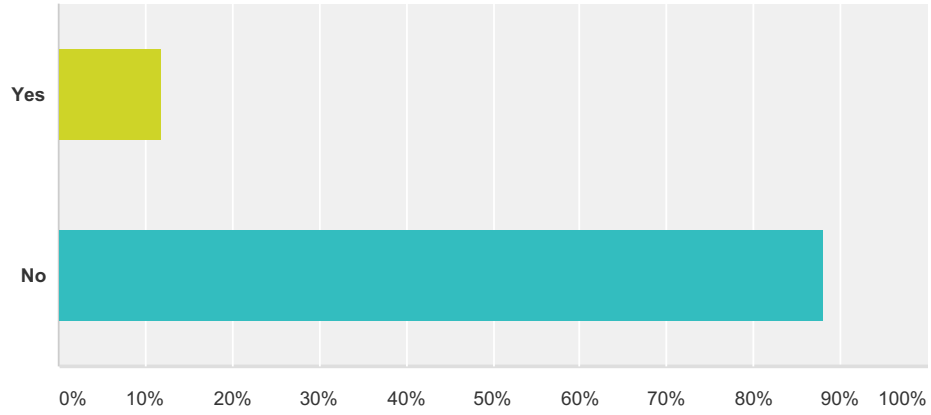
Answered: 192 Skipped: 0



Answer Choices	Responses	
Yes, but please do not contact me regarding opportunities.	**15.63%**	30
No	**40.10%**	77
Maybe	**33.85%**	65
Yes, Please contact me about opportunities (Please provide contact information below).	**10.42%**	20
Total		**192**

Q6 Are you aware of any CVCC projects to improve environmental water quality?

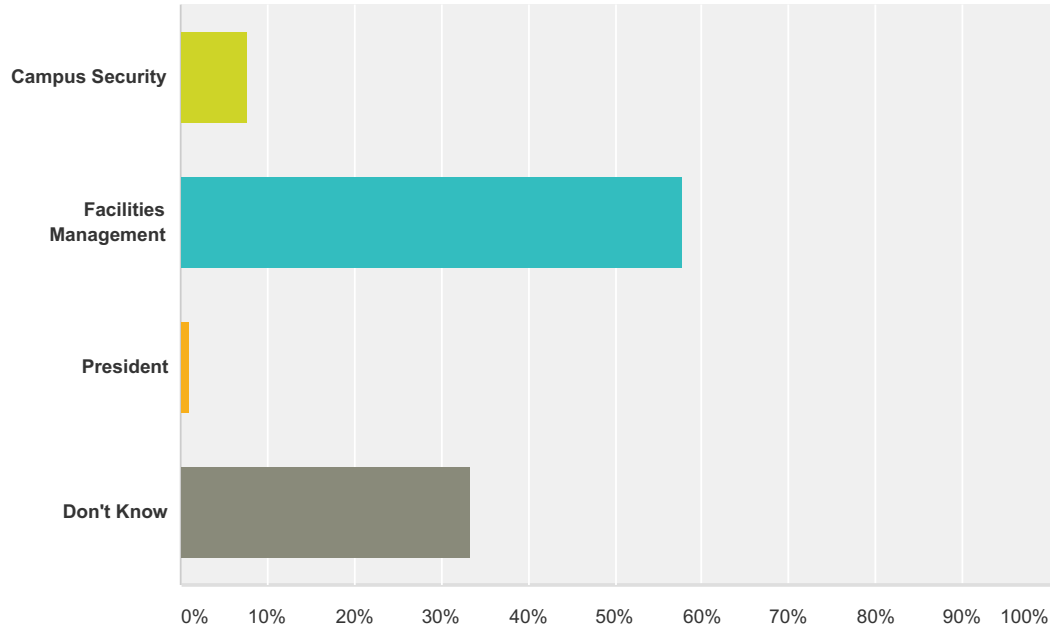
Answered: 192 Skipped: 0



Answer Choices	Responses	
Yes	**11.98%**	23
No	**88.02%**	169
Total		**192**

Q7 If you observed an issue that is negatively impacting environmental water quality on campus who would you contact?

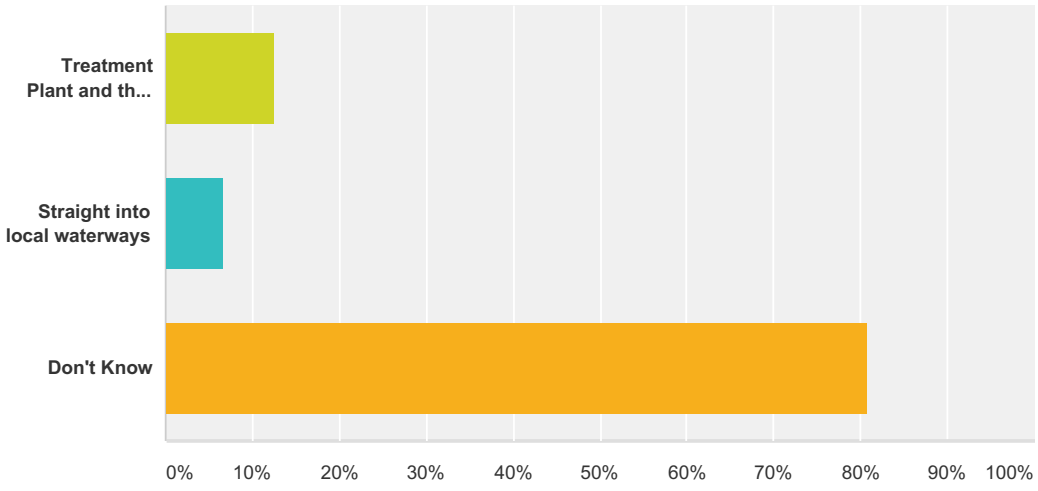
Answered: 192 Skipped: 0



Answer Choices	Responses	
Campus Security	**7.81%**	15
Facilities Management	**57.81%**	111
President	**1.04%**	2
Don't Know	**33.33%**	64
Total		**192**

Q8 Do you know where stormwater inlets on the CVCC campus drain?

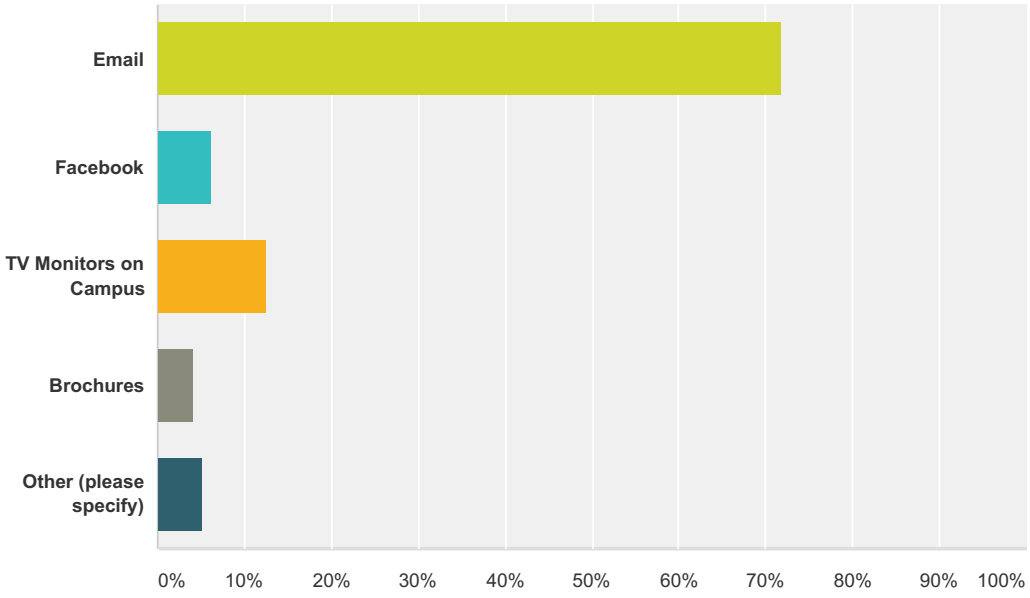
Answered: 192 Skipped: 0



Answer Choices	Responses	
Treatment Plant and then into the waterway	**12.50%**	24
Straight into local waterways	**6.77%**	13
Don't Know	**80.73%**	155
Total		**192**

Q9 Which of the following would be the most effective method to reach you regarding water quality education?

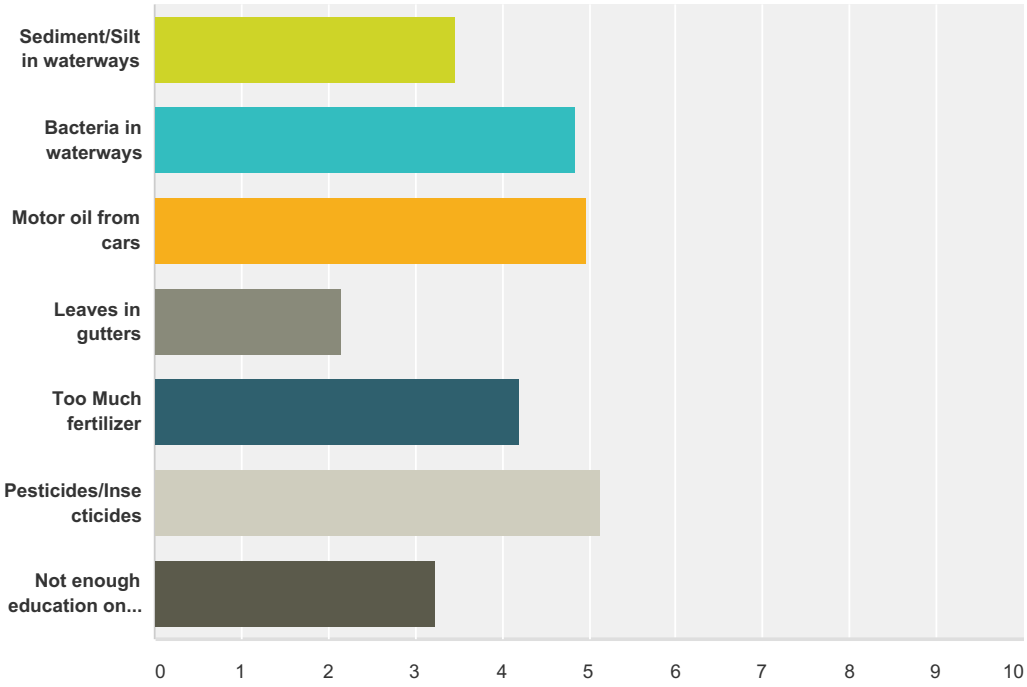
Answered: 192 Skipped: 0



Answer Choices	Responses	
Email	**71.88%**	138
Facebook	**6.25%**	12
TV Monitors on Campus	**12.50%**	24
Brochures	**4.17%**	8
Other (please specify)	**5.21%**	10
Total		**192**

Q10 Please rank the following stormwater pollution concerns in order of importance with 1 being the most important and 7 being the least important (Note: each concern must have a unique ranking number):

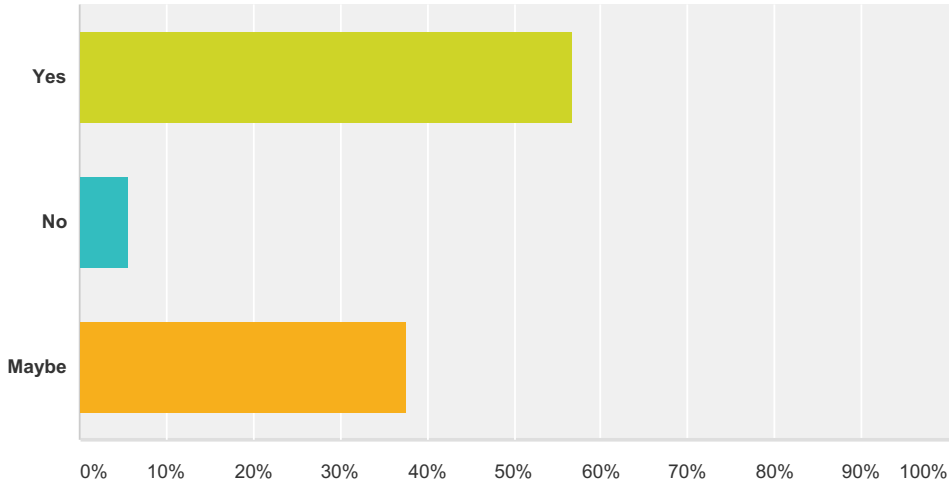
Answered: 192 Skipped: 0



	1	2	3	4	5	6	7	Total	Score
Sediment/Silt in waterways	7.81% 15	9.90% 19	7.81% 15	11.98% 23	28.13% 54	27.60% 53	6.77% 13	192	3.47
Bacteria in waterways	22.92% 44	17.19% 33	16.15% 31	20.83% 40	14.06% 27	5.21% 10	3.65% 7	192	4.84
Motor oil from cars	22.92% 44	18.23% 35	22.40% 43	17.19% 33	10.42% 20	6.25% 12	2.60% 5	192	4.97
Leaves in gutters	3.13% 6	3.13% 6	3.13% 6	6.25% 12	9.38% 18	31.25% 60	43.75% 84	192	2.16
Too Much fertilizer	4.69% 9	17.19% 33	22.92% 44	22.92% 44	15.10% 29	14.06% 27	3.13% 6	192	4.19
Pesticides/Insecticides	21.88% 42	30.73% 59	19.79% 38	10.94% 21	6.25% 12	4.69% 9	5.73% 11	192	5.14
Not enough education on stormwater	16.67% 32	3.65% 7	7.81% 15	9.90% 19	16.67% 32	10.94% 21	34.38% 66	192	3.23

Q11 Are there any legal/disciplinary implications for either directly or indirectly contributing pollutants to surface waters (lakes, streams, river, etc.)?

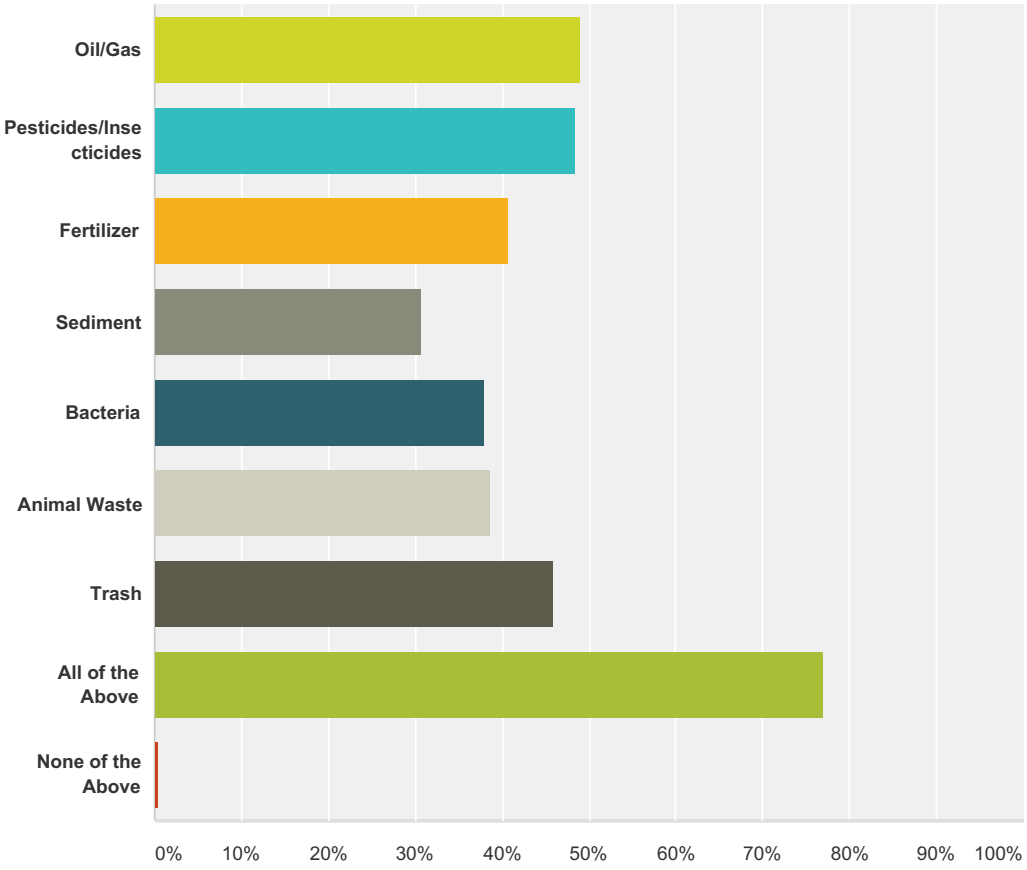
Answered: 192 Skipped: 0



Answer Choices	Responses	
Yes	**56.77%**	109
No	**5.73%**	11
Maybe	**37.50%**	72
Total		**192**

Q12 Which of the following would you classify as pollutants that can negatively impact surface waters?

Answered: 192 Skipped: 0



Answer Choices	Responses	
Oil/Gas	**48.96%**	94
Pesticides/Insecticides	**48.44%**	93
Fertilizer	**40.63%**	78
Sediment	**30.73%**	59
Bacteria	**38.02%**	73
Animal Waste	**38.54%**	74
Trash	**45.83%**	88
All of the Above	**77.08%**	148
None of the Above	**0.52%**	1
Total Respondents: 192		

Q13 Please use the below space to write any other comments or concerns you have about CVCC's stormwater program. Otherwise, please click on the button labeled "Done" below to submit your answers.

Answered: 19 Skipped: 173

#	Responses	Date
1	I honestly know nothing about this	4/23/2017 10:31 AM
2	Hope this project get the job done well.	4/19/2017 11:23 AM
3	Done	4/18/2017 9:52 PM
4	I never knew about this.	4/17/2017 4:16 PM
5	we shouldn't be using pesticides/insecticides. but we do.	4/17/2017 9:21 AM
6	I have never heard any thing about water quality before. The only reason I now know some of the importance of keeping our water clean is because of my environmental class I am takening.	4/15/2017 8:35 AM
7	Not familiar with it.	4/14/2017 8:53 PM
8	Animal waste has always been in our streams and lakes so I hesitated to check that.	4/14/2017 11:13 AM
9	HOw can we improve this issue?	4/13/2017 7:00 PM
10	Thank you for the opportunity to learn more.	4/13/2017 5:46 PM
11	CVCC's stormwater program has, in my experience, been effective. The conditions on and around campus are much better than the surrounding area-as seen through the lack of trash and erosion that is present in other area's of Lynchburg. I would not mind lending this program my aid should a project arise.	4/13/2017 4:05 PM
12	I feel as if efforts should be made to reduce or completely eradicate the amount of human/animal waste and fertilizers entering local waterways. No one can enjoy the James River in Lynchburg because people's s*** gets dumped in there whenever it rains. Being honest.	4/13/2017 2:01 PM
13	I don't know much about this, but I'm glad people are doing something to stop the pollution.	4/13/2017 1:12 PM
14	thank you.	4/13/2017 1:04 PM
15	Thanks for doing the survey to help people educate people	4/13/2017 11:25 AM
16	A water leak can contribute to waste water too	4/13/2017 11:15 AM
17	Good deal glad to see they are reaching out to public to educate people about this issue.	4/13/2017 11:02 AM
18	I am committed to making CVCC a more environmental-friendly place and hope to see more opportunities to make this a reality, in the future.	4/13/2017 10:35 AM
19	I have a Master's in Environmental Science and have taught Stormwater Mgmt classes for years	4/13/2017 10:04 AM

Sara Rilveria

Subject: FW: Required Distribution of Pamphlet - MS4
Attachments: CVCC PEOP Emailable Brochure.pdf

From: Bryant, Lewis
Sent: Friday, September 15, 2017 2:43 PM
To: CV-Students@lists.vccs.edu; everyone <everyone@centralvirginia.edu>
Cc: Sara Rilveria <srilveria@eee-consulting.com>; Bryant, Lewis <BryantL@centralvirginia.edu>; Parker, Ronald <parkerr@centralvirginia.edu>
Subject: Required Distribution of Pamphlet - MS4

I am contacting you to furnish you with a copy of the attached public information that we are required to provide to the college community. This is for your information. Thank you & please review.

Lewis Bryant

Vice President of Financial & Administrative Services
Central Va. Community College
3506 Wards Road
Lynchburg Va. 24502
434-832-7615

CVCC Annual Good Housekeeping and Pollution Prevention Training Documentation Form

Trainer: Jennifer Jones 10 AM **Date:** 6/6/2018 **Location:** _____

	Print Name	Position	Signature
1	RON PARKER	FACILITIES	
2	Kyle Hafner	Trades Tech	
3	Patricia Davis	Facilities	
4	Clearnce Banks	Facilities	
5	Kathy Hendrix	Facilities	
6	Jennifer Dowdy	Facilities	
7	MARK COLES	FACILITIES	
8	Jay Sterenbory		
9	Glover Marlin	Facilities	
10	Paul Campbell	Facilities	
11	Thomas Alexander	Facilities	
12			
13			
14			
15			
16			
17			
18			
19			

CVCC Annual Training Documentation		
Training Event Date	**# of Attendees**	**Average Exam Scores**
6/6/2018	11	89.9
6/14/2017	8	N/A
7/19/2016	11	81.3

Appendix B - BMP 2.2 Documentation of Public Involvement/Participation Activities

Schedule Detail Report

Central Virginia Community College

Schedule ID	**22843**	**Creation Date**	10/11/17 12:27:58 PM
Title	Student Appreciation Picnic	**Schedule State**	Activated
Organization	Student Activities	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending	400		
Declined Reason			
Contact Name	Deanne McDaniel	**Evening Phone**	
Address		**Day-Time Phone**	7654
Email	Mcdanield@centralvirginia.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing

* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Campus Lawn | Campus Lawn		

Event Date 04/27/18 11:00 AM - 2:00 PM **Setup Begin Time** 11:00 AM **Breakdown End Time** 2:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Event Setup (Maintenance Service)	New	All picnic tables, rectangular tables, fan, coolers, grill, trash cans, tent for MadLad. Facilites has stormwater brochures for display table that need to be picked up.		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. indicates no insurance coverage

Schedule Detail Report

Central Virginia Community College

Schedule ID	**23434**	**Creation Date**	01/18/18 06:43:24 AM
Title	VA Cooperative Ext./Sharp Loggers	**Schedule State**	Activated
Organization	Virginia Co-Op Ext.	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending	50		
Declined Reason			
Contact Name	Jason Fisher	**Evening Phone**	
Address		**Day-Time Phone**	434-222-0889
Email	jasonf@vt.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing
* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Merritt Hall | 5145		
Merritt Hall | 5146		

Event Date 02/16/18 12:00 PM - 5:00 PM **Setup Begin Time** 12:00 PM **Breakdown End Time** 5:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Audio / Visual (IT Service)	New	PP presentation,Overhead projector, info needs to show on both screens		
Event Setup (Maintenance Service)	New	set up sign in table , please deliver pak of Storm water Runoff brochures, Kathye's Office.		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. ▣ indicates no insurance coverage

Schedule Detail Report

Central Virginia Community College

Schedule ID	**24124**	**Creation Date**	04/12/18 01:36:47 PM
Title	Welcome Back Picnic	**Schedule State**	Activated
Organization	Student Activities	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending	500		
Declined Reason			
Contact Name	Deanne McDaniel	**Evening Phone**	
Address		**Day-Time Phone**	7654
Email	Mcdanield@centralvirginia.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing

* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Campus Lawn | Campus Lawn		

Event Date 08/24/18 11:00 AM - 2:00 PM **Setup Begin Time** 11:00 AM **Breakdown End Time** 2:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Event Setup (Maintenance Service)	New	Picnic tables, grill, fan, tents, folding tables, trash cans, all coolers, Facilities has stormwater brochures for handout display table.		
Security (Maintenance Service)	New	FYI		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. indicates no insurance coverage

Schedule Detail Report

Schedule ID	23899	**Creation Date**	03/15/18 08:34:36 AM
Title	Spring Venture Outdoor/J Fisher VA Co-op	**Schedule State**	Activated
Organization	Virginia Co-Op Ext.	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending	25		
Declined Reason			
Contact Name	Jason Fisher	**Evening Phone**	
Address		**Day-Time Phone**	434-222-0889
Email	jasonf@vt.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing
* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Merritt Hall | 5122-5125 Multi-Purpose Room		

Event Date 05/17/18 10:00 AM - 3:30 PM **Setup Begin Time** 10:00 AM **Breakdown End Time** 3:30 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Event Setup (Maintenance Service)	New	set p sign in table, please deliver one pak of stormwater brochures, they are in Kathyes office.		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. indicates no insurance coverage

Schedule Detail Report

Schedule ID	23333	**Creation Date**	01/03/18 04:27:29 PM
Title	Lynchburg Cooperative Extension	**Schedule State**	Activated
Organization	Lynchburg Extension Office	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending			
Declined Reason			
Contact Name	Kevin Camm	**Evening Phone**	
Address		**Day-Time Phone**	434-455-3740
Email	kecamm@vt.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing
* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Merritt Hall | 5146		

Event Date 02/23/18 8:00 AM - 5:00 PM **Setup Begin Time** 8:00 AM **Breakdown End Time** 5:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Event Setup (Maintenance Service)	New	1 table inside room, Please deliver one pak of storm water brochures each date for this event, brochures are in Kathyes office***5-25-18 event will be back in 5146 Merritt Hall***Please pull Wall at 8a on 5-25-18		
Audio / Visual (IT Service)	New	Projector-Kevin Camm 434-455-3740		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. ▩ indicates no insurance coverage

Schedule Detail Report

Central Virginia Community College

Event Date 03/30/18 8:00 AM - 5:00 PM **Setup Begin Time** 8:00 AM **Breakdown End Time** 5:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Event Setup (Maintenance Service)	New	1 table inside room, Please deliver one pak of storm water brochures each date for this event, brochures are in Kathyes office***5-25-18 event will be back in 5146 Merritt Hall***Please pull Wall at 8a on 5-25-18		
Audio / Visual (IT Service)	New	Projector-Kevin Camm 434-455-3740		

* **Event Date** 04/27/18 8:00 AM - 5:00 PM **Setup Begin Time** 8:00 AM **Breakdown End Time** 5:00 PM **Location** Main Campus

Room	Zone	Room Contact Name
Amherst Hall | 2404		

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Event Setup (Maintenance Service)	New	1 table inside room, Please deliver one pak of storm water brochures each date for this event, brochures are in Kathyes office***5-25-18 event will be back in 5146 Merritt Hall***Please pull Wall at 8a on 5-25-18		
Audio / Visual (IT Service)	New	Projector-Kevin Camm 434-455-3740		

Event Date 05/25/18 8:00 AM - 5:00 PM **Setup Begin Time** 8:00 AM **Breakdown End Time** 5:00 PM **Location** Main Campus

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Event Setup (Maintenance Service)	New	1 table inside room, Please deliver one pak of storm water brochures each date for this event, brochures are in Kathyes office***5-25-18 event will be back in 5146 Merritt Hall***Please pull Wall at 8a on 5-25-18		
Audio / Visual (IT Service)	New	Projector-Kevin Camm 434-455-3740		

Note: * indicates Alternate Event . "C" indicates canceled, declined, or unavailable event. ☒ indicates no insurance coverage

Schedule Detail Report

Central Virginia Community College

Schedule ID	23907	**Creation Date**	03/15/18 10:57:23 AM
Title	Spring Venture Outdoor/J FIsher VA Co-op	**Schedule State**	Activated
Organization	Virginia Co-Op Ext.	**Facility Use Fees**	$0.00
Status	Approved	**# of Parking Spaces**	
Approval Note		**Other Needs**	
Number Attending	25		
Declined Reason			
Contact Name	Jason Fisher	**Evening Phone**	
Address		**Day-Time Phone**	434-222-0889
Email	jasonf@vt.edu	**Cellular Phone**	
Insurance Company		**Policy No**	
Coverage			
Coverage Dates			

Responsible For Billing
* No Invoices or Usage Fees have been generated for this Schedule.

Building | Room	Room Contact Name	Zone
Merritt Hall | 5145		

* **Event Date** 05/24/18 9:30 AM - 3:30 PM **Setup Begin Time** 9:30 AM **Breakdown End Time** 3:30 PM **Location** Main Campus

Room	Zone	Room Contact Name
Merritt Hall | 5146		

Craft/Problem Type	Task Status	Task Description	WO/Incident ID	WO/Incident Status
Security (Maintenance Service)	New	FYI		
Audio / Visual (IT Service)	New	Contact Jason Fisher 434-222-0889		
Event Setup (Maintenance Service)	New	2 Tables set up (1) for registration and (1) for display. Please deliver one pak of Storm Water Brochures to display table, brochures are in kathyes office.		

Note: * indicates Alternate Event "C" indicates canceled, declined, or unavailable event. ☒ indicates no insurance coverage

Appendix C - BMP 3.1 Outfall Inventory

Central Virginia Community College Outfall Inventory and Illicit Discharge Detection Inspection

Outfall ID	Area Draining to Outfall (Acres)	Estimated Impervious Area (Acres)	Receiving Water	Receiving Water Impaired (2010 303(d)/305(b))	HUC	Applicable TMDL(s)	Applicable POC(s)	Date of Last Screening	Summary of Screening Results	Details of Any Necessary Follow-up	Date of Follow-up Resolution
CVCC-1	1.69	1.6	Unnamed Tributary to Burton Creek	Not Assessed	JM10	Chesapeake Bay	Nitrogen, Phosphorous, and Sediment	5/30/2018	No IDDEs	N/A	N/A
CVCC-2*	3.07	2.6	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-3	3.07	0.3	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-4	5.9	2.9	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-5	2.29	1.5	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-6	0.63	0.5	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-7	0.81	0.7	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-8	1.67	0.8	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-9	2.35	2	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-10	3.13	2.8	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-11	3.13	2.8	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-12	1.23	1.1	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-13	0.47	0.3	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-14	0.47	0.3	Unnamed Tributary to Burton Creek	Yes (E.coli)	JM10	Chesapeake Bay	Nitrogen, Phosphorous, Sediment and E.coli	5/30/2018	No IDDEs	N/A	N/A
CVCC-15	1.89	1	Unnamed Tributary to Burton Creek	Not Assessed	JM10	Chesapeake Bay	Nitrogen, Phosphorous, and Sediment	5/30/2018	No IDDEs	N/A	N/A

*CVCC-2 is a point of discharge and not a MS4 outfall.

Appendix D – BMP 5.2 SWM Facility Tracking Database

(Electronic Database also provided as Enclosure)

Central Virginia Community College Stormwater Facility Inventory

Facility #	Latitude	Longitude	Type or Facility	Total Acres Treated	Pervious Area	Impervious Area	Date Facility Brought Online	HUC	Receiving Water Impaired (2010 303(d)/305(b))	Publically or Privately Owned?	Does a Maintenace Agreement Exist?	Date of last Inspection	Was maintenance required?	If maintenace required, was it performed in a timely manner?	# Inspections Completed During Reporting Year
CVCC-SWM-1	37°21'27.9"N	79°11'07.2"W	Dry Detention Basin	1.89	0.89	1	6/30/2005	JM10	No	Public	No	5/30/2018	Yes	No*	1

*Note: CVCC will work towards completing the maintenance in future reporting years.