Stormwater Management Program Plan

for

Horace Greeley High School
70 Roaring Brook Road
Chappaqua, NY 10514p

Prepared For:

Chappaqua Central School District
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i. PREAMBLE

This Stormwater Management Program Plan (SWMP) is updated iteratively in accordance with the compliance milestone dates outlined in the New York State SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer System, permit number GP-0-24-001.

A record shall be kept below of SWMP evaluations, versions, and associated changes in the table below and will be updated in accordance with the MS4 GP requirements. These logs will be attached to any newly published versions of the SWMP.

TABLE 1. SWMP VERSION AND UPDATE LOG

Version	Date of Implementation	Notes
V-1.0	January 3rd, 2025	Six-month compliance report and items for submission to NYSDEC and initial SWMP implementation.
V-1.1	April 1st, 2025	One-year Annual Report and subsequent updates

TABLE 2. SWMP EVALUATION LOG

Date of Evaluation	Notes
April 27th, 2025	Update content for Annual Report

I. INTRODUCTION

The following Stormwater Management Program (SWMP) Plan describes how Horace Greeley High School, a part of the public Chappaqua Central School District (Chappaqua CSD), will comply with the New York State SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer System, permit number GP-0-24-001 (henceforth, MS4 CGP) and all other applicable local and federal requirements. This SWMP and the six Minimum Control Measures (MCMs) described herein aim to manage, minimize, and mitigate the discharge of pollutants into stormwater and surface waters of the State.

The MS4 GP requires eligible MS4 Operators to gain discharge coverage and follow the requirements and timelines prescribed in the MS4 GP. The requirements and timelines of the MS4 GP have been summarized within this Plan to outline the criteria that Chappaqua Central School District (the MS4 Operator) attests to upholding and adhering to. The final MS4 GP language is available on the New York State Department of Environmental Conservation (NYS DEC) web page. This plan calls out specific references where content should be referred to in its original form.

This plan shall be regularly updated in accordance with NYSDEC SWMP compliance requirements to reflect the current state of the MS4, including an inventory of facilities, construction activities, and newly implemented stormwater control measures. Chappaqua CSD previously obtained coverage under MS4 GP (GP-0-15-003), which was in effect between May 1st, 2015, and January 3rd, 2024, when the current MS4 GP-0-24-001 was issued.

II. FACILITY DESCRIPTION

Horace Greeley High School (Facility) is in Chappaqua NY, with the Hudson River to the West and Long Island Sound to the East. Chappaqua is a hamlet of New Castle Municipality and, therefore, shares governance with the Municipality. The High School hosts a daytime population of 220 staff-persons and 1,140 student and operates from August through June, hosting limited summer activities. See SWMP Section D for site details.

III. NOTICE OF INTENT

Chappaqua Central School District filed an MS4 Notice of Intent (NOI) to NYS DEC on April 10th, 2024, certifying that Chappaqua CSD would be continuing its coverage from the previous MS4 GP (GP-0-15-003). A copy of the NOI and the eNOI Acknowledgement provided by NYS DEC on April 18th, 2024, can be found in **Attachment 1**.

IV. SWMP REQUIREMENTS

This Section addresses Chappaqua CSD staffing and organization, availability, enforcement, and general requirement components of its SWMP to comply with the provisions and timelines laid out in Part IV of the MS4 GP.

A. ADMINISTRATIVE

The MS4 Operator identified below may utilize other entities or the resources of those entities to assist with any portion of the SWMP development, implementation, or enforcement (e.g., other MS4 Operators, an RSE,[1] a Coalition of MS4 Operators, other public entities (e.g., non-MS4 Operators), or a private third-party contractor).

Chappaqua Central School District Contact
Mario Martinez – Director of Facilities
MaMartinez@chappaquaschools.org
Office: 914-238-7210 ex. 1201
Cell: 914-469-2187

If the MS4 Operator replies on assistance from another entity for any part of the MS4 GP, the following information shall be retained and attached to this SWMP:

- Legally binding document in writing, signed and dated by all parties including a certification statement that explains that the MS4 Operator is responsible for compliance with the SPDES permit.
- Identifies activities for which each entity is responsible for including the MCM, location, and type of work.
- Includes the name, addresses, and telephone numbers of the contact representing the entities.

ALTERNATIVE IMPLEMENTATION OPTIONS:
Update If Requirement Becomes Applicable
Last Updated On: March 27th, 2025

If Chappaqua CSD chooses to retain the assistance of additional entities as listed above, they shall be recorded, and the required documentation shall be attached to this SWMP Plan.

[1] RSE - Regional Stormwater Entity

STAFFING PLAN/ORGANIZATIONAL CHART:
To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

The MS4 Operator shall keep an updated Staffing Plan/Organizational Chart which describes the job titles, roles, and responsibilities of MS4 Staff and assisting Entities as related to this SWMP and how information shall be communicated amongst the staff. This updated Staffing Plan/Organizational Chart is included in the SWMP as **Attachment 2**.

B. SWMP PLAN

This SWMP Plan references materials and websites originally published to comply with requirements of the previous General Permit followed by Chappaqua CSD. All referenced materials will be noticed as such and attached to this SWMP. Any changes to the materials or web links shall be updated within this Plan.

STORMWATER PROGRAM COORDINATOR:
To Be Completed By: July 3rd, 2024
Last Updated On: March 27th, 2025

The Stormwater Program Coordinator shall be **Mario Martinez**. See Staffing Plan for Additional details and responsibilities (**Attachment 2**).

AVAILABILITY OF SWMP PLAN:
To Be Completed By: July 3rd, 2024
Last Updated On: March 27th, 2025

The current SWMP Plan and all documentation associated with its implementation shall be made available to the Chappaqua CSD management, staff, NYSDEC, and the US EPA during normal operating business hours. Chappaqua CSD shall always keep a current physical copy of the SWMP at Horace Greeley High School and at the Director of Facilities' office. An accompanying update log will be maintained and kept with both copies.

The public shall have access to these physical copies of the SWMP in addition to a digital copy published on Chappaqua CSD's "Storm Water Management Program" webpage.

TIMEFRAMES FOR SWMP PLAN DEVELOPMENT OR UPDATES:

To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

Annually at the end of the reporting year (January 2nd), and before April 1st, Chappaqua CSD will update the SWMP and record such updates in each section/attachments' update tracking sheet.

A compliance calendar will be kept with the SWMP Plan and calendar reminders will be set to alert of upcoming compliance deadlines including annual updates and reporting requirements (**Attachment 3**).

C. MINIMUM CONTROL MEASURES

Chappaqua CSD is classified as a non-traditional operator and is, therefore, required to develop and implement the Minimum Control Measures (MCMs) in Part VII of the MS4 GP. Chappaqua CSD maintains MS4 discharges to the municipal MS4 system via interconnection rather than directly to any water body. To our knowledge, the municipal MS4 system does not ultimately discharge to any impaired waters so this SWMP is not applicable to the requirements of MS4 GP Part VIII (Enhanced Requirements for Impaired Waters). However, Chappaqua CSD is located within the New York City East of Hudson watershed, otherwise known as the Croton watershed, which has an EPA-approved Total Maximum Daily Load (TMDL) for phosphorus. Therefore, Chappaqua CSD must follow the requirements in Part IX (Watershed Improvement Strategy Requirements for TMDL Implementation) of the MS4 GP.

The MCMs required for non-traditional operators are documented in Section VII of this SWMP.

D. MAPPING

Chappaqua CSD has developed and continuously updates a comprehensive mapping system of Horace Greeley High School MS4. Significant updates or scheduled compliance updates will be recorded and documented within this SWMP. Printouts of the mapped assets will be kept current and made available in **Attachment 4** of this SWMP.

After the Mapping System phase/stage is complete, the MS4 will annually review the Map, updating and prioritizing information related to monitoring locations, construction sites, and municipal facilities as noted in their respective inventories (see SWMP sections C.1., D.4., and F.2, respectively).

<u>PHASE I – STAGE I - Mapping Assets:</u>
To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

The following assets shall be added to the MS4 Mapping and noted where applicable in their respective inventories:

- Outfalls and interconnections,
- Preliminary storm-sewershed boundaries,
- MS4 Infrastructure (conveyance, culvert crossings, stormwater structures), and

- Basemap information (automatic or additional designation, surface waters of the State, land use, roads, topography).

PHASE I – STAGE II - Mapping Assets:
To Be Completed By: January 3rd, 2027

By January 3rd, 2027, the following assets shall be added to the Map and noted where applicable in their respective inventories:

Standard Assets
- Discharge monitoring locations,
- Preliminary storm-sewershed boundaries,
- MS4 "Focus Areas" (Part VII.A.1.a.),
- Publicly owned/operated post-construction stormwater management practices (SMPs), and
- Municipal facilities and their prioritization per the Municipal Facilities Inventory.

MS4 GP Part IX Assets
- Areas with the potential to contribute phosphorus to the TMDL Watershed
  - Retail and wholesale plant nurseries including big box stores,
  - Commercial lawn care facilities,
  - Golf courses,
  - Commercial or industrial yard waste storage areas, and
  - Chappaqua CSD infrastructure with a history of issues (e.g., clogs, infiltration, and inflow).
- Identify post-construction SMP types and ownership[2].

PHASE II –Mapping Assets:
To Be Completed By: January 3rd, 2029

Within five years of EDC, the following assets shall be added to the Map and noted where applicable in their respective inventories:

- MS4 Infrastructure (conveyance, stormwater structures), and
- Privately owned/operated post-construction SMPs that discharge to the MS4.

E. LEGAL AUTHORITY

Chappaqua CSD is not enabled by the State of New York to adopt local laws or ordinances due to its non-traditional MS4 operator status. However, Chappaqua CSD will utilize its

[2] Post-construction SMP types are defined in the New York State Department of Environmental Conservation Maintenance Guidance: Stormwater Management Practices, March 31, 2017 (NYS DEC Maintenance Guidance 2017).

authority to create or modify existing regulatory mechanisms, such as contracts and other legally binding agreements, to implement the SWMP.

All new contracts proposed by Chappaqua CSD shall outline legal stipulations and conditions that are in accordance with the requirements of the MS4 GP, including Part IX.A.6, which will satisfy the post-construction stormwater management requirements applicable to the Croton Watershed.

F. ENFORCEMENT MEASURES & TRACKING

ENFORCEMENT RESPONSE PLAN AND ENFORCEMENT TRACKING:
To Be Completed By: July 3rd, 2024
Last Updated On: March 27th, 2025

Violations of the plans, procedures, and policies developed and implemented for the Minimum Control Measures listed below will be managed through the Enforcement Response Plan (ERP) located in **Attachment 5** of this SWMP. The ERP was developed to prescribe the enforcement actions taken by Chappaqua CSD to address repeat and continuing violations through progressively stricter responses as needed to achieve compliance.

MCM 3: Illicit Discharge Detection & Elimination (Part VII.C.)
MCM 4: Construction Site Storm Water Management (Part VII.D.)
MCM 5: Post-Construction Site Storm Water Management (Part VII.E.)

All violations resulting in enforcement (formal or information) shall be recorded in the Report and Enforcement Log and updates to the ERP shall be recorded in the update log.

V. RECORD KEEPING, REPORTING, AND SWMP EVALUATION

Chappaqua CSD is required to keep records required by this MS4 GP for five years after they are generated and submit them electronically within a reasonable timeframe upon the request of NYS DEC or in accordance with MS4 GP compliance deadlines. At a minimum, the most recent version of the SWMP and the eNOI must be made available to the public during business hours through a digital or physical copy.

Chappaqua will submit eReports through the NYS DEC reporting platform for electronic submission and the MS4 Operator Certification Form that must be submitted alongside eReports is available in **Attachment 6**. If Chappaqua CSD appoints a Duly Authorized Representative other than itself to submit Annual Reports or Interim Progress Certifications on its behalf, the Duly Authorized Representative Form must also be submitted with the report.

ANNUAL REPORTS:

To Be Completed Annually By: April 1st

Chappaqua CSD is continuing coverage from the previous MS4 GP, therefore shall submit annual reports for the prior reporting year to NYS DEC by April 1st of the following year.

INTERIM PROGRESS CERTIFICATION:

To Be Completed Semiannually By: April 1st and October 1st

An Interim Progress Certification shall be submitted twice a year by April 1st and October 1st certifying that the required compliance items of the MS4 GP have been met in a timely and satisfactory manner and documentation of this submittal shall be recorded in this SWMP.

Chappaqua CSD is located within the Croton Watershed, and therefore shall submit additional documentation demonstrating progress towards completion of phosphorus reduction requirements identified in Part IX of the MS4 GP.

SWMP EVALUATION:

To Be Completed Initially By: January 3rd, 2029

Annually, Chappaqua CSD will conduct a thorough and comprehensive re-review of this SWMP in accordance with Part IV.B.3. of the MS4 GP. This shall be recorded in the **Preamble** section at the beginning of this SWMP.

VI. STORMWATER CONTROL MEASURES (TRADITIONAL OPERATORS)

This section is not applicable to Chappaqua CSD.

VII. MINIMUM CONTROL MEASURES (NON-TRADITIONAL OPERATORS)

Section VII of this SWMP contains the development of the Minimum Control Measures in accordance with Part VII of the MS4 GP, which together aim to minimize and reduce pollutants in the stormwater runoff.

Sections shaded in grey are currently under development to meet the compliance milestones outlined in the MS4 GP.

A. MCM1: PUBLIC EDUCATION AND OUTREACH PROGRAM

Public Education and Outreach is accomplished by annual distribution of educational materials to increase public awareness of pollutant generating activities and behaviors. This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and steps the general public can take to reduce pollutants in stormwater runoff.

A.1. Development

FOCUS AREAS:
To Be Completed By: January 3rd, 2027
Last Updated On: March 26th, 2025

Since Chappaqua's jurisdiction is minimal, the focus area is to encompass all MS4-applicable areas falling into the below categories:

- Areas discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB,
- TMDL Watersheds
- Areas with construction activities, and
- Areas with Illicit Discharges.

TARGET AUDIENCES AND ASSOCIATED POLLUTANT GENERATING ACTIVITIES:
To Be Completed By: January 3rd, 2027
Last Updated On: March 26th, 2025

Chappaqua has identified the following target audiences for their Public Education and Outreach program based on the population of the academic facilities:

- Institutions (managers, staff, and students),
- Construction (developers, contractors, and design professionals), and
- MS4 Operator staff.

Educational materials will be distributed to institution and MS4 Operator audiences by electronic means and will be distributed to construction personnel ahead of construction activity occurring.

EDUCATION AND OUTREACH TOPICS:
To Be Completed By: January 3rd, 2027
Last Updated On: March 26th, 2025

Chappaqua CSD regularly shares educational materials through its Stormwater Webpage, posting materials in service areas, libraries, lobbies, and other frequently accessed locations within the MS4. Chappaqua CSD maintains its previous outreach materials online where the Public may access them.

TABLE 3. EDUCATIONAL TOPICS AND JUSTIFICATION

Topic	Impact
Illicit Discharge Prevention and General Good Housekeeping Practices	Reduce public and municipal risk of illicit discharges within MS4
Croton Watershed Phosphorus TMDL	Inform public of Croton Watershed phosphorus TMDL and awareness of activities with potential to contribute phosphorus.
Chappaqua Stormwater Program	Publicize efforts being made by Chappaqua's Stormwater Program to continue maintaining and improving the MS4 and the environment.

ILLICIT DISCHARGE EDUCATION:
To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

Chappaqua CSD has currently made available on their Stormwater Webpage two fact sheets to educate the public on preventing illicit discharges (**Attachment 7**):

- Stormwater Program Fact Sheet #1: BMPs for Car Washing (July 2017)
- Stormwater Program Fact Sheet #4: Protection of Your Watershed (April 2027)

If at any point these materials are added to, updated, or replaced those changes shall be reflected here within this SWMP.

A.2 Implementation and Frequency

DISTRIBUTION METHOD OF EDUCATIONAL MESSAGES:
To Be Completed By: January 3rd, 2029
Last Updated On: March 26th, 2025

Education Materials used during Chappaqua CSD's prior MS4 GP coverage is attached to this SWMP as **Attachment 7**. Materials are primarily distributed electronically with notification of availability in school community newsletters, and occasional posting of flyers in spaces frequented by the target audiences.

FREQUENCY:

Following the completion of Part VII.A.1.a, Part VII.A.1.b, and Part VII.A.1.c, within five (5) years of the EDC, and once every five (5) years, thereafter, the MS4 Operator must: - Deliver an educational message to each target audience(s) (Part VII.A.1.b.) for each focus area(s) (Part VII.A.1.a.) based on the defined education and outreach topic(s) (Part VII.A.1.c.), and - Document the completion of this requirement in the SWMP Plan.

UPDATES TO THE PUBLIC EDUCATION AND OUTREACH PROGRAM:
Last Updated On: March 26th, 2025

Annually, prior to submitting their Annual Report to NYSDEC, Chappaqua CSD reviews and updates their educational materials as necessary.

B. MCM2: PUBLIC INVOLVEMENT/PARTICIPATION

Chappaqua CSD provides the public opportunities to be involved in the development and implementation of the SPDES program through review of the SWMP and associated materials.

B.1. Public Involvement and Participation
Last Updated On: March 26th, 2025

Annually, Chappaqua CSD notifies the public electronically that their participation in the development and implementation of the SWMP is welcome through the following channels:

- Citizen can organize an advisory group on stormwater management,
- Hold public hearings or meetings,
- Volunteer to educate other individuals about the SWMP,
- Report concerns about activities or behaviors observed, or
- Engage in stewardship activities.

Chappaqua CSD notifies the public when an updated SWMP, associated documents, or a Draft Annual Report have been published online and are open for comment via the Public Liaison Contact. Instructions for how to submit comments are included in this outreach.

PUBLIC LIAISON CONTACT INFORMATION:
To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

Mario Martinez
MaMartinez@chappaquaschools.org
Office: 914-238-7210 ex. 1201
Cell: 914-469-2187

B.2. Public Notice and Input Requirements

PUBLIC NOTICE AND INPUT REQUIREMENTS FOR SWMP PLAN:
Last Updated On: March 26th, 2025

See Part VII.B.1.

PUBLIC NOTICE AND INPUT REQUIREMENTS FOR DRAFT ANNUAL REPORT:
Last Updated On: March 26th, 2025

See Part VII.B.1.

CONSIDERATION OF PUBLIC INPUT:
Last Updated On: March 26th, 2025

If Chappaqua CSD receives comments on the SWMP or Draft Annual Report, they will be recorded alongside Chappaqua CSD's response and resolution within this SWMP.

C. MCM3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

The MS4 Operator must develop, implement, and enforce a program which systematically detects, tracks down, and eliminates illicit discharges to the MS4. This MCM is designed to manage the MS4 so it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff.

C.1. Illicit Discharge Detection

PUBLIC REPORTING OF ILLICIT DISCHARGES:
To Be Completed By: July 3rd, 2024
Last Updated On: March 26th, 2025

The MS4 Operator must provide an email or phone number with message recording capabilities to the public to report illicit discharges to. The operator must check for messages frequently and ensure that the contact is able to continue receiving messages (e.g., empty the message mailbox to allow for additional entries).

The public may report an illicit discharge via:

Mario Martinez
MaMartinez@chappaquaschools.org
Office: 914-238-7210 ex. 1201

Within 30 days of an illicit discharge report, Chappaqua CSD must document the report and any enforcement, and corrective actions taken in response within the SWMP. An Illicit Discharge Report Form can be found in **Attachment 5**.

MONITORING LOCATIONS:

Monitoring locations are classified as:
- *MS4 Outfalls*
- *Interconnections*
- *Municipal Facility Interconnections*

MONITORING LOCATIONS INVENTORY:
To Be Completed By: January 3rd, 2027
Last Updated On: March 26th, 2025

Within three years from EDC, Chappaqua CSD must complete an inventory of all monitoring locations in the System by location type. Inventory Forms can be found in **Attachment 8**. The Inventory must be updated annually if monitoring locations are created or discovered.

PART IX - MONITORING LOCATIONS INVENTORY:
To Be Completed By: January 3rd, 2029
Last Updated On: March 26th, 2025

Within five years from EDC, the MS4 Operator must identify and include the number of areas with potential to contribute phosphorus (plant nurseries, lawn care facilities, golf courses, yard waste storage areas, etc.) for each Chappaqua CSD Outfall included in the MS4 Outfall Inventory.

Chappaqua is currently developing an inventory of potential phosphorus contributing activities and areas and will incorporate them into the comprehensive mapping system when complete.

MONITORING LOCATIONS PRIORITIZATION:
To Be Completed By: January 3rd, 2027

Within three years from EDC, the MS4 Operator must prioritize each monitoring location as defined by the following criteria:

High Priority:
- At a high priority municipal facility (per MS4 GP Part VII.F.2.c),
- Discharging to impaired waters,
- Discharging within a TMDL watershed,
- Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB, and/or
- Confirmed citizen complaints on three or more occasions within the last 12 months.

Low Priority:
- All other locations

If a monitoring location is created or discovered, the MS4 Operator must prioritize the monitoring location withing 30 days of adding it to the inventory.

After initial prioritization, the MS4 Operator must update the monitoring location prioritization in the inventory based on information gathered through the monitoring location inspection and sampling program. The updated prioritized list must be kept with the SWMP.

MONITORING LOCATIONS INSPECTION AND SAMPLING PROGRAM:
To Be Completed By: January 3rd, 2026

The MS4 Operator must develop and implement a Monitoring Locations Inspection and Sampling Program within two years of the EDC. The Program must be updated annually based on monitoring location inspection results and document completion of this requirement within the SWMP. A copy of the most recent program plan and update log must be kept with the SWMP (**Attachment 8**).

General: Per the MS4 GP Part VII.C.1.e., the Monitoring Locations Inspection and Sampling Program must adhere to the following procedures:

a. During dry weather, one (1) inspection of each monitoring location identified in the inventory every five years following the most recent inspection,

b. Documentation of all monitoring location inspections, including any sampling results, using the Monitoring Locations Inspection and Sampling Field Sheet or an equivalent form containing the same information and include the completed monitoring location inspections and sampling results in the SWMP Plan,
c. Provisions to sample all monitoring locations which had inspections which resulted in a suspect or obvious illicit discharge characterization. The sampling requirement is based on the number and severity of physical indicators present in the flow to better inform track down procedures. If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary,
d. Sampling may be done with field test kits or field instrumentation that are sufficiently sensitive to detect the parameter below the sampling action level used46 and are not subject to 40 CFR Part 136 requirements for approved methods and certified laboratories,
e. Provisions to initiate, or cause to initiate, track down procedures, in accordance with the timeframes specified in Part VII.C.2.a.iii, for monitoring locations with an overall characterization48 as suspect illicit discharge or obvious illicit discharge or that exceed any sampling action level used, and
f. Provisions to re-inspect the monitoring location within thirty (30) days of initial inspection if there is a physical indicator not related to flow, potentially indicative of intermittent or transitory discharges, utilizing techniques described in Chapter 12.6 of the Center for Watershed Protection Illicit Discharge Detection and Elimination: A Guidance Manual for Program Development and Technical Assistance, October 2004 (CWP 2004) or equivalent.
    - If those same physical indicators persist, the MS4 Operator must initiate illicit discharge track down procedures.

<u>Training:</u> A record of individuals who have received monitoring locations inspection and sampling procedures training must also be kept with the SWMP. A training record form can be found in **Attachment 8**.

a. If new staff are added, training on the Chappaqua CSD's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling procedures,
b. For existing staff, training on the Chappaqua CSD's monitoring locations inspection and sampling procedures must be given prior to conducting monitoring locations inspections and sampling and once every five (5) years, thereafter, and
c. If the monitoring locations inspection and sampling are updated, training on the updates must be given to all staff prior to conducting monitoring locations inspections and sampling.

C.2. Illicit Discharge Track Down Program

To Be Completed By: January 3rd, 2026

The MS4 Operator must develop and implement an Illicit Discharges Track Down Program within two years of the EDC. The Program must be updated annually, and a copy of the most recent program plan and update log must be kept with the SWMP (**Attachment 9**).

General: Per the MS4 GP Part VII.C.2.a., the Illicit Discharges Track Down Program must adhere to the following procedures:

a. Procedures as described in Chapter 13 of CWP 2004 or equivalent,
b. Steps taken for illicit discharge track down procedures,
c. The following timeframes to initiate illicit discharge track down:
    - Within twenty-four (24) hours of discovery, the MS4 Operator must initiate track down procedures for flowing MS4 monitoring locations with obvious illicit discharge,
    - Within two (2) hours of discovery, the MS4 Operator must initiate track down procedures for obvious illicit discharges of sanitary wastewater that would affect bathing areas during bathing season, shell fishing areas or public water intakes and report orally or electronically to the Regional Water Engineer and local health department, and
    - Within five (5) days of discovery, the MS4 Operator must initiate track down procedures for suspect illicit discharges.

Training: A record of individuals who have received illicit discharge track down procedures training must also be kept with the SWMP. A training record form can be found in **Attachment 9**.

a. If new staff are added, training on the Chappaqua CSD's illicit discharge track down procedures must be given prior to conducting illicit discharge track downs,
b. For existing staff, training on the Chappaqua CSD's illicit discharge track down procedures (Part VII.C.3.a.) must be given prior to conducting illicit discharge track downs and once every five (5) years, thereafter, and
c. If the illicit discharge track-down procedures are updated, training on the updates must be given to all staff prior to conducting illicit discharge track downs.

C.3. Illicit Discharge Elimination Program

To Be Completed By: January 3rd, 2026

The MS4 Operator must develop and implement an Illicit Discharges Elimination Program within two years of the EDC. The Program must be updated annually, and a copy of the most recent program plan and update log must be kept with the SWMP (**Attachment 10**).

General: Per the MS4 GP Part VII.C.2.a., the Illicit Discharges Track Down Program must adhere to the following procedures:

a. Provisions for escalating enforcement and tracking, both consistent with the ERP required in Part IV.F. of the SPDES general permit,
b. Provisions to confirm the corrective actions have been taken,
c. Steps taken for illicit discharge elimination procedures, and
d. The following timeframes for illicit discharge elimination:
    - Within twenty-four (24) hours of identification of an illicit discharge that has a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge,
    - Within five (5) days of identification of an illicit discharge that does not have a reasonable likelihood of adversely affecting human health or the environment, the MS4 Operator must eliminate the illicit discharge, and
    - Where elimination of an illicit discharge within the specified timeframes is not possible, the MS4 Operator must notify the Regional Water Engineer.

Training: A record of individuals who have received monitoring locations inspection and sampling procedures training must also be kept with the SWMP. A training record form can be found in **Attachment 10**.

a. If new staff are added, training on the Chappaqua CSD's illicit discharge elimination procedures must be given prior to conducting illicit discharge elimination,
b. For existing staff, training on the Chappaqua CSD's illicit discharge elimination procedures must be given prior to conducting illicit discharge eliminations and once every five (5) years, thereafter, and
c. If the illicit discharge elimination procedures are updated, training on the updates must be given to all staff prior to conducting illicit discharge eliminations.

ON-SITE WASTEWATER SYSTEMS PROGRAM:

To Be Completed By: January 3rd, 2029
Last Updated On: March 26th, 2025

Chappaqua CSD does not own or operate on-site wastewater systems.

D. MCM4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

The MS4 Operator must develop, implement, and enforce a program to ensure construction sites are effectively controlled. This MCM is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction SMPs.

D.1. Applicable Construction Activities/Projects/Sites

If the construction activities occur where ethe MS4 Operator is listed as the owner/operator on the Notice of Intent for coverage under the CGP:

a. The MS4 Operator must ensure compliance with the CGP, and
b. The additional requirements for construction oversight described in CGP Part VII.D.6 through Part VII.D.9 are not required.

A Construction Site Stormwater Runoff Control Program must be developed, implemented, and kept with the SWMP (**Attachment 11**).

Per the MS4 GP Part VII.D.1.a., the Construction Site Stormwater Runoff Control Program must address stormwater runoff to the MS4 from sites with construction activities permitted, approved, funded, or owned/operated by the MS4 Operator that:

a. Result in a total land disturbance of greater than or equal to one acre, or
b. Disturb less than one acre if part of a larger common plan of development or sale.

D.2 Public Reporting of Construction Site Complaints

To Be Completed By: July 3rd, 2024
Last Updated On: March 31st, 2025

The MS4 Operator must provide an email or phone number with message recording capabilities to the public to report complaints related to construction stormwater activity. The operator must check for messages frequently and ensure that the contact is able to continue receiving messages (e.g., empty the message mailbox to allow for additional entries).

The public may submit construction stormwater complaints via:

Mario Martinez
MaMartinez@chappaquaschools.org
Office: 914-238-7210 ex. 1201

The MS4 Operator must document the report and any enforcement, and corrective actions taken in response within the SWMP. A Construction Stormwater Complaint Log Form can be found in **Attachment 5**.

D.3. Construction Oversight Program

To Be Completed By: January 3rd, 2025
Last Updated On: March 31st, 2025

The MS4 Operator must develop and implement a Construction Oversight Program within one year of the EDC. Additionally, those involved in the construction activity itself (e.g., contractor, subcontractor, qualified inspector, Stormwater Pollution Prevention Plan (SWPPP) reviewers) must have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity and obtained a certificate of completion. The Program must be updated annually, and a copy of the most recent program plan, update log, and Certifications must be kept with the SWMP.

The Construction Oversight Program is incorporated into the Combined Construction Oversight and Post-Construction Stormwater Management Practices Inspection and maintenance Program (**Attachment 11**).

General: Per the MS4 GP Part VII.C.3.a., the Construction Oversight Program must adhere to the following procedures:

a. When the construction site stormwater control program applies,
b. What types of construction activity require a SWPPP,
c. The procedures for submission of SWPPPs, and
d. SWPPP review requirements,
e. Pre-construction oversight requirements,
f. Construction site inspection requirements,
g. Construction site close-out requirements
h. Enforcement process/expectations for compliance, and
i. Other procedures associated with the control of stormwater runoff from
j. applicable construction activities

Training: A record of individuals who have received construction oversight procedures training must also be kept with the SWMP. A training record form can be found in **Attachment 11**.

a. If new staff are added, training on the Chappaqua CSD's construction oversight procedures must be given prior to conducting construction oversight activities,
b. For existing staff, training on the Chappaqua CSD's construction oversight procedures must be given prior to conducting construction oversight activities and once every five (5) years, thereafter, and
c. If the construction oversight procedures are updated, training on the updates must be given to all staff prior to conducting construction oversight activities.

D.4. Construction Site Inventory & Inspection Tracking

To Be Completed By: July 3rd, 2024
Last Updated On: March 31st, 2025

The MS4 Operator must develop and maintain an inventory of all applicable construction sites in the SWMP within six months of the EDC. A Construction Site Inventory Form can be found in **Attachment 11**. The inventory must be updated annually *if* construction projects are approved or completed.

D.5. Construction Site Prioritization

To Be Completed By: January 3rd, 2025
Last Updated On: March 31st, 2025

Chappaqua prioritizes construction activities based on the following criteria:

<u>High Priority:</u>

- With a direct conveyance (e.g., channel, ditch, storm sewer) to a surface water of the State that is:
  - Listed in MS4 GP Appendix C with silt/sediment, phosphorus, or nitrogen as the pollutant of concern,
  - Classified as AA-S, AA, or A, or
  - Classified with a trout (T) or trout spawning (TS) designation.

- With greater than five (5) acres of disturbed earth at any one time,
- With earth disturbance within one hundred (100) feet of any lake or pond, and/or
- Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB, and/or
- Within fifty (50) feet of any rivers or streams.

<u>Low Priority:</u>

- All other locations

If a construction site becomes active, Chappaqua CSD will prioritize that construction site in the inventory within 30 days.

After initial inventory, Chappaqua CSD must update the construction site prioritization in the inventory based on information gathered through the construction oversight program (**Attachment 11**). The updated prioritized list must be kept with the SWMP.

- If the prioritization of a site would change priority, then Chappaqua must ensure the updated prioritization requirements are met.

D.6. SWPPP Review

To Be Completed By: January 3rd, 2027
Last Updated On: March 31st, 2025

The MS4 Operator will conform to the following criteria regarding the handling of the SWPPP:

a. Ensure individual(s) responsible for reviewing the SWPPP receive at least four (4) hours of Department-endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter and completion shall be documented in the SWMP **Attachment 11** SWPPP Training Log. Individuals must complete training prior to reviewing SWPPPs for acceptance, however individuals that meet the definition of *Qualified Professional* or *Qualified Inspector* are exempt from this requirement.
b. All SWPPPs must be reviewed for applicable construction activities, general CGP requirements, and conformance with NYS Erosion & Sediment Controls 2016, or equivalent.
c. Post-construction *stormwater management practices* (SMPs) must be reviewed for conformance with the CGP and NYS Stormwater Management Design Manual 2015, or equivalent by or under the guidance of a *Qualified Professional* and meet the sizing criteria or demonstrate equivalent performance.
d. The SWPPP must include an Operation and Maintenance (O&M) including inspection and maintenance schedules for each SMP and identify an entity as the responsible party for long-term maintenance of each practice.
e. The MS4 Operator must prioritize new construction activities and notify construction site owner/operators that their SWPPP has been accepted using the MS4 SWPPP Acceptance Form found in **Attachment 11**

D.7. Pre-Construction Meeting

The MS4 Operator must ensure a pre-construction meeting is held prior to commencement of construction activities and document the date and contents of the meeting within the SWMP **Attachment 11**. The following parties are required to attend the meeting and additional parties, if relevant, are encouraged to attend:

- Owner/Operator listed on the CGP NOI,
- Chappaqua CSD,
- Contractor(s) responsible for implementing the SWPPP for construction activity, and
- Qualified Inspector (if required per CGP Part IV.C.).

The meeting must cover the following topics:

- Confirmation that the approved project has received, or will receive coverage under the CGP or an individual SPDES permit,
- Verify contractors and subcontractors selected have at least one identified individual meeting the training criteria of CGP Part VII.D.3., and
- Review construction oversight program and expectations for compliance.

D.8. Construction Site Inspections

The MS4 Operator must the following construction site inspection criteria:

- Ensure individual(s) responsible for site inspections receive at least four (4) hours of Department-endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity. This training must be completed within three (3) years of the EDC and every three (3) years thereafter and completion shall be documented in the SWMP **Attachment 11** Construction Site Inspection Training Log. Individuals must complete training prior to conductive site inspections, however individuals that meet the definition of *Qualified Professional* or *Qualified Inspector* are exempt from this requirement.
- Conduct annual inspections for all active construction sites within the MS4 after the pre-construction meeting, or sooner if deficiencies are noted requiring attention.
- Document all completed site inspections and corrective actions using the Site Inspection Form and Corrective Actions Form in **Attachment 11** or an equivalent.

D.9. Construction Site Close-out

The MS4 Operator must ensure that a final inspection and Notice of Termination (NOT) are conducted for Construction Site Projects that are complete. The inspection will follow the same procedure and SWPPP documentation as active site inspection reporting. The NOT and Construction Site Inspection Form can be found in **Attachment 11**. The NOT must be signed by the MS4 Operator for projects to be determined complete and the Construction Site Inventory (**Attachment 11**) shall be updated accordingly.

E. MCM5: POST-CONSTRUCTION STORMWATER MANAGEMENT

The MS4 Operator must develop, implement, and enforce a Post-Construction Stormwater Management Practice (PCSMP) Program to ensure proper operation and maintenance of post-construction SMPs for new or redeveloped construction sites promoting long-term performance and removal of pollutants from stormwater runoff. An updated copy of the PCSMP Program must be kept with the SWMP.

The Post-Construction Stormwater Management Program is incorporated into the Combined Construction Oversight and Post-Construction Stormwater Management Practices Inspection and maintenance Program (**Attachment 11**).

E.1. Applicable Post-Construction SMPs

The PCSMP Program must address stormwater runoff to the MS4 from publicly owned and operated post-construction SMPs that have been installed as part of any CGP-covered construction site or individual SPDES permit (since March 10, 2003) and all new post-construction SMPs conducted as part of the construction Site Stormwater Runoff Control Program.

E.2. Post-Construction SMP Inventory & Inspection Tracking

To Be Completed By: January 3rd, 2029
Last Updated On: March 31st, 2025

The MS4 Operator must develop the inventory based on MS4 Operator maintenance records or by verification of maintenance records provided by the owner of the PCSMP. A PCSMP Inventory Form can be found in **Attachment 11** which outlines the required information and must be kept with the SWMP.

Once developed, the PCSMP Inventory must be updated annually:

- MS4 Operators obtaining *new coverage* must develop and maintain the inventory for post-construction SMPs installed after March 10, 2003, and expand the inventory for PCSMPs discovered or approved and after the owner/operator has filed an NOT with the Department.
- MS4 Operators *continuing coverage* must maintain the inventory from previous SPDES general permits for post-construction SMPs and expand the inventory for PCSMPs discovered or approved and after the owner/operator has filed an NOT with the Department.

E.3. SWPPP Review

For PCSMP SWPPP review requirements, refer to Part VII.D.6.

E.4. Post-Construction SMP Inspection & Maintenance

To Be Completed By: January 3rd, 2025
Last Updated On: March 31st, 2025

The MS4 Operator must develop and implement a Post-Construction SMP Inspection and Maintenance Program within one year of the EDC which is to be updated annually by April 1 and documented in the SWMP. A copy of the most recent program plan, update log, and training log must be kept with the SWMP (**Attachment 11**).

All new developments and redevelopments with at least once acre of disturbance within Chappaqua CSD shall adhere to the Enhanced Phosphorus Removal design standards contained in Chapter 10 of the NYS SWMDM 2015.

General: Per the MS4 GP Part VII.C.3.a., the Post-Construction SMP Inspection and Maintenance Program must adhere to the following procedures:

a. Provisions to ensure that each PCSMP identified in the PCSMP inventory (Part VII.E.2.) is inspected at the frequency specified in the NYS DEC Maintenance Guidance 2017 or as specified in the O&M plan contained in the approved SWPPP (Part VII.D.6.), if available,
b. Documentation of PCSMP inspections using the PCSMP Checklist or an equivalent form containing the same information. The MS4 Operator must include the completed PCSMP inspections (i.e., the completed Post-Construction SMP Inspection Checklist) in the SWMP Plan,
c. Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher-level
d. inspection) within thirty (30) days of PCSMP inspection, and
e. Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.

Training: A record of individuals who have received PCSMP inspection and maintenance training must also be kept with the SWMP. A training record form can be found in **Attachment 11.**

a. If new staff are added, training on the Chappaqua CSD's PCSMP inspection and maintenance procedures must be given prior to PCSMP inspection and maintenance activities,
b. For existing staff, training on the Chappaqua CSD's PCSMP inspection and maintenance procedures must be given prior to conducting PCSMP inspection and maintenance activities and once every five (5) years, thereafter, and
c. If the PCSMP inspection and maintenance procedures are updated, training on the updates must be given to all staff prior to conducting PCSMP inspection and maintenance activities.

E.5. Retrofit Program

To Be Completed By: January 3rd, 2025
Last Updated On: March 31st, 2025

Chappaqua's municipality, New Castle, is a member of the East of Hudson Watershed Corporation (EOHWC) which is a regional stormwater entity established in 2011 under Section 1411 of the New York State Not-For-Profit Corporation Law to meet the heightened East of Hudson stormwater requirements of the MS4 stormwater retrofit program. Through this organization, municipalities in Putnam, Westchester and Dutchess County work collaboratively to address phosphorus reduction requirements and a comprehensive retrofit plan that proposes retrofit project execution in the years 2019-2025. Phosphorus reduction for NYSDEC-approved EOHWC retrofit projects is estimated to be 755.84 kg/yr with the potential to achieve up to 1,300 kg/yr throughout the lifetime of the Work Plan, exceeding the 919.0 kg/yr goal set by NYSDEC.

Through Chappaqua's relationship with their municipalities, and therefore the East of Hudson Watershed Corporation, Chappaqua is covered under the EOHWC Retrofit Plan and a local retrofit plan which incorporates the EOHWC Retrofit Plan was prepared for Chappaqua and can be found in **Attachment 12**.

F. MCM6: POLLUTION PREVENTION AND GOOD HOUSEKEEPING

The MS4 Operator must develop and implement a Pollution Prevention and Good Housekeeping Program for municipal facilities and municipal operations to minimize pollutant discharges with the intent to minimize the MS4's own pollutant discharge to surface waters of the State. The various components of the Program shall be recorded and maintained within the SWMP Appendix).

F.1. Best Management Practices (BMPs) for Municipal Facilities & Operations

To Be Completed By: January 3rd, 2027

The MS4 Operator must develop and incorporate best management practices (BMPs) into the Municipal Facility Program and a Municipal Facility Operations Program within three years of the EDC to minimize the discharge of pollutants from municipal facilities and municipal operations, respectively.

The MS4 Operator will fully consider the following BMPs for implementation and assess where they are feasible within the MS4.

<u>MINIMIZE EXPOSURE:</u>

The MS4 Operator will consider ways in which to minimize the exposure of materials to rain, snow, snowmelt, and runoff where technologically and economically feasible.

Areas with the following activities shall be considered:

- Loading and unloading areas and docks,
- Storage areas,
- Disposal and waste operations,
- Use of cleaning chemicals and washdown areas, and
- Maintenance and fueling operations.

Best Management Practices:

- Locate materials and activities inside or protect them with water resistant coverings,
- Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas,
- Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems,
- Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants,
- Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents,
- Use spill/overflow protection equipment,
- Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and captures any overspray,
- Drain fluids, indoors or under cover, from equipment and vehicles that will be decommissioned, and, for any equipment and vehicles that will remain unused for extended periods of time, inspect at least monthly for leaks, and
- Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).

No Exposure Certification is granted to high priority municipal facilities that are deemed to have no exposure of materials, activities, and operations to rain, snow, snowmelt, and/or runoff. The municipality must maintain the No Exposure Certification and document compliance within the SWMP (**Attachment 13**). The No Exposure Certification ceases to apply when any materials or activities are subjected to the above exposure criteria.

The municipal facility will *not* qualify for No Exposure Certification under the following criteria:

- *A High priority municipal facility* will be considered a *low priority municipal facility*, thus disqualifying it from consideration for certification if it includes an uncovered

parking lot used to store vehicles awaiting maintenance, all maintenance activities are conducted indoors, and no other exposure criteria are met.
- Municipal facilities that accept and/or repairs vehicles that have been damaged or disabled will not be considered for certification.

FOLLOW A PREVENTATIVE MAINTENANCE PROGRAM:

The MS4 Operator will consider how leaks, spills, and other potential releases of pollutants may be prevented.

The following activities shall be considered:
- Inspection,
- Testing,
- Maintenance, and
- Repair.

Preventative Best Management Practices:
- Implement routine maintenance so BMPs do not fall into disrepair and continue operating as intended,
- Perform inspections and preventative maintenance of stormwater drainage, source controls, treatment systems, and plan equipment and systems,
- Maintain non-structural BMPs, and
- Ensure vehicle wash-water is not discharged to the MS4 or to surface waters of the State by only using designated vehicle washing areas and/or covered areas where wash-water is either collected for recycling or discharged to a sanitary sewer.

Reactive Best Management Practices:
- Maintenance must be performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater BMPs. If the repair cannot be made before the next storm event, then it shall be made as soon as practicable.
- Interim measures must be taken to prevent or minimize discharge of pollutants until final repair or replacement is implemented. This includes cleaning any contaminated surfaces so that material and potential pollutants will not be discharged during subsequent storm events.

SPILL PREVENTION AND RESPONSE PROCEDURES:

The MS4 Operator shall aim to prevent leaks, spills, and contact between potential pollutants and stormwater before they happen and develop and implement response

plans in the event of potential pollutant release. The MS4 Operator will adhere to the following minimum BMPs.

Minimum Best Management Practices:

- Materials shall be stored in appropriate containers.
- Container shall be labeled if susceptible to spillage or leakage to encourage safe handling and facilitate rapid response if spills or leaks occur.
- Implement procedures for material storage and handling, including use of secondary containment and barriers between material storage and traffic areas. Similar methods that prevent migration or discharge of materials may be used instead.
- Develop procedures for stopping, containing, and cleaning up of leaks, spills, and other releases and ensure that these measures are taken as soon as possible. Measures for cleaning up spills and leaks must be consistent with applicable petroleum and chemical bulk storage or hazardous waste management regulations in accordance with 6 NYCRR parts 596-599, 613, and 370-373.
- Keep on-site spill kits near areas where leaks and spills may occur or where rapid response can be taken.
- Develop and implement procedures for notification of the appropriate facility personnel, emergency response agencies, and regulatory agencies when a spill, leak or other release occurs. If possible, one of the facility personnel shall be a member of the MS4's stormwater pollution prevention team. Any spills must be reported in accordance with 6 NYCRR 750-2.7.
- Following a leak, spill, or other release, the MS4 Operator must reassess the effectiveness of the BMPs identified in the municipal facility's SWPPP. If the BMPs are deemed inadequate, then the MS4 Operator must identify and update the SWPPP with new BMPs which prevent recurrence and improve responses to such releases.
- Report the spill of any hazardous substance in accordance with 6 NYCRR 597.4.
- Report the spill of any petroleum in accordance with 6 NYCRR 613.6 or 17 NYCRR 32.2.

<u>EROSION AND SEDIMENT CONTROLS:</u>

The MS4 operator will implement BMPs in areas of potential or known erosion to reduce erosion and sedimentation.

Areas with the following activities shall be considered:

- Areas with potential for significant soil erosion (due to topography, land disturbance, construction, etc.), and
- Areas with erosion or poor vegetative cover with a focus on erosion within fifty feet of surface waters of the State.

Best Management Practices:

- Implement BMPs (structural, vegetative, stabilization of exposed areas) in areas with potential or known erosion using structural and non-structural controls to minimize on-site erosion and sedimentation.
- Consider structural and non-structural controls found in NYS E&SC 2016.
- Consider if velocity dissipation devices are needed at discharge locations along the length of any channel to provide a non-erosive flow velocity from the structure to a water stream.

MANAGE VEGETATED AREAS AND OPEN SPACE ON MUNICIPAL PROPERTY:

The MS4 Operator will manage and maintain vegetated areas contained within the Operator's MS4 area and right of ways to ensure they are operating as intended.

Best Management Practices:

- Minimize the use of pesticides, herbicides, and fertilizers and make clear the proper use, storage, and disposal methods and use in accordance with manufacturer's instructions.
- Use lawn maintenance and landscaping practices that are protective of water quality including reduced mowing frequency, proper disposal of lawn clippings, and use of alternative landscaping species and materials.
- Monitor and address waterfowl congregation areas (e.g., geese, ducks) to reduce droppings from entering the MS4 system.

SALT STORAGE PILES OR PILES CONTAINING SALT:

The MS4 Operator will ensure methods are taken to reduce chloride-containing salts or similar materials from exposure to stormwater. This applies to sodium chloride, calcium chloride, magnesium chloride, and brine solutions.

Areas with the following activities shall be considered:

- Paved surfaces, and
- Areas where deicing occurs.

Best Management Practices:

- Enclose or cover salt storage piles except for when loading, unloading, or handling the salt.
- Implement good housekeeping measures such as routine sweeping, diversions, and containment to minimize exposure resulting from adding to or removing salt from the pile.

WASTE, GARBAGE, AND FLOATABLE DEBRIS:

The MS4 Operator will minimize the presence of free trash, garbage, recycling, composting, and general debris to prevent them from entering the MS4.

Areas with the following activities shall be considered:
- Dumpsters,
- Parks and open spaces,
- Stormwater catch basins, and
- MS4 Owned or operated properties and right of ways.

Best Management Practices:
- Keep all trash, recycling, and composting receptacles covered when not in use. For receptacles without lids where leaks are possible, ensure that runoff is controlled to prevent it from entering the MS4 (e.g., secondary containment, treatment).
- Keep all exposed areas free of waste, garbage and debris or intercept them before they are discharged (public trash receptacles, catch basin cleanout, regular trash cleanup).

ALTERNATIVE IMPLEMENTATION OPTIONS:

When alternative implementation options (Part IV.A.1.) are utilized, require the parties performing municipal operations as contracted services, including but not limited to street sweeping, snow removal, and lawn/grounds care, to meet permit requirements as the requirements apply to the activity performed.

F.2. Municipal Facilities

To Be Completed By: January 3rd, 2027

The MS4 Operator must follow the following provisions for developing and implementing the Municipal Facility Program within three years of the. The Municipal Facility Program must be updated annually by April 1 and the update shall be documented in the SWMP. A copy of the most recent program plan, update log, and training log must be kept with the SWMP (**Attachment 13**).

MUNICIPAL FACILITY PROGRAM:

General: Per the MS4 GP Part VII.F.2.a., the Municipal Facility Program must include the following provisions:

a. BMPs (Part VII.F.1.),
b. High priority municipal facility requirements (Part VII.F.2.d), and

c. Low Priority municipal facility requirements (Part VII.F.2.e).

Training: A record of individuals who have received Municipal Facility Program training must also be kept with the SWMP. A training record form can be found in **Attachment 13**.

d. If new staff are added, training on the Chappaqua CSD's Municipal Facility Program must be given prior to conducting Municipal Facility procedures,
e. For existing staff, training on the Chappaqua CSD's Municipal Facility Program must be given prior to conducting Municipal Facility procedures and once every five (5) years, thereafter, and
f. If the Municipal Facility Program is updated, training on the updates must be given to all staff prior to conducting Municipal Facility procedures.

MUNICIPAL FACILITY INVENTORY:
To Be Completed By: January 3, 2026
Last Updated On: March 26th, 2025

The MS4 Operator must develop and maintain an inventory of all municipally owned facilities in the SWMP within two years of the EDC. A Municipal Facility Inventory Form can be found in **Attachment 13**. The inventory must be updated annually *if* new municipal facilities are added or removed.

MUNICIPAL FACILITY PRIORITIZATION:
To Be Completed By: January 3rd, 2027

Within three years from the EDC, the MS4 Operator must prioritize all municipal facilities included in the inventory as defined by the following criteria:

High Priority:
- Sites with one or more of the following on-site and exposed to stormwater:
  - Storage of chemicals, salts, petroleum, pesticides, fertilizers, anti-freeze, lead-acid batteries, tires, waste/debris,
  - Fueling stations, and/or
  - Vehicle and equipment maintenance/repair.

Low Priority:
- High Priority facilities that qualify under Ne-Exposure Certification, and
- All other municipal facilities.

If a municipal facility is added to the inventory, the MS4 Operator must prioritize that municipal facility in the inventory within 30 days.

After initial inventory, the MS4 Operator must update the municipal facility prioritization in the inventory based on information gathered through the Municipal Facility Program, including cases where No-Exposure Certification ceases to apply. The updated prioritized list must be kept with the SWMP.

- If the prioritization of a municipal facility would change priority, then the MS4 Operator must ensure to comply with the updated prioritizations requirements.

HIGH PRIORITY MUNICIPAL FACILITY REQUIREMENTS:

The MS4 Operator shall describe and include the following requirements for high priority municipal facilities within the Municipal Facility Program.

Municipal Facility Specific SWPPP:
To Be Completed By: January 3rd, 2029

The MS4 Operator must develop and maintain facility specific SWPPP within five years or the EDC for all municipal facilities identified in the municipal facility inventory as high priority and maintain a copy of the municipal facility specific SWPPP on-site of the applicable facility. Each SWPPP must be updated whenever a SWPPP amendment is made.

The SWPPP shall contain the following information in accordance with Part VII.F.2.d. of the GCP (additional details can be found in Part VII.F.2.d.i.):

- Stormwater Pollution prevention Team: Contact information for individuals responsible for the development, implementation, maintenance, and revision of the municipal facility specific SWPPP.
- General Site Description: A written description of the activities occurring at the municipal facility with a potential to discharge pollutants.
- Summary of Potential Sources of Pollution: Identification of areas where materials or activities are exposed to stormwater or where non-stormwater discharges originate (wash stations, condensate, etc.). Each activity identified shall include a description of the activity, associated pollutants, and potential for presence of those pollutants in stormwater.
- Spills and Releases: A record of spills and releases that have occurred in the most recent three years in areas exposed to precipitation or that drain to a stormwater conveyance system covered under this SPDES GCP. The record shall be updated as spills and releases occur.

  Qualifying pollutants include, but are not limited to:
  - Petroleum,
  - Hazardous substances, and
  - Unauthorized non-stormwater discharges.

- Site Map(s): A map or maps that include information about the property, or properties, associated with the municipal facility including infrastructure, utilities, topography, land-use, and other identifiers not listed in this summary. The SWPPP Site Map(s) *must* contain all the required information described in Part VII.F.2.d.i.e. of the GCP.
- Stormwater Best Management practices (BMPs): Identification of location and types of BMPs implemented on the municipal facility site. These must address all potential sources of pollution identified within the SWPPP.
- Municipal Facility Assessments: A schedule that outlines the Municipal Facility's plan for conducting and recording the results of routine and comprehensive site inspections.

Municipal Facility Assessments:

The MS4 Operator shall implement and oversee the completion of routine site-specific facility assessments (**Attachment 13**) including wet weather visual monitoring and comprehensive site assessments in addition to maintaining the Monitoring Locations Inspection and Sampling Program outlined in Part VII.C.1.e. of the GCP.

Wet Weather Visual Monitoring:
To Be Completed By: January 3rd, 2029

Once every five years, The MS4 Operator must conduct wet weather visual monitoring of the monitoring locations identified in the Monitoring Locations Inventory (**Attachment 8**) and other identified locations within the site that are discharging stormwater from fueling, storage, maintenance, material handling, and other potential pollutant generating areas.

Wet Weather Visual Monitoring Criteria:
- All samples must be collected from discharges resulting from a qualifying storm event within the first 30 minutes of the discharge at the monitoring location (or as soon as practicable).
- The storm event shall be documented using the Storm Event Data Form (**Attachment 13**) and kept with the Municipal Facility Site Specific SWPPP.
- The visual examination shall adhere to and address the criteria outlined in the Visual Monitoring Form (**Attachment 13**) which shall be kept with the site specific SWPPP.
- The visual examination shall be conducted in a well area.

- When practicable, the individual collecting and conducting the visual examination of samples shall be the same individual throughout the term of this permit to provide consistency in observation.

Comprehensive Site Assessments:
To Be Completed By: January 3rd, 2029

This subsection is under development.

LOW PRIORITY MUNICIPAL FACILITY REQUIREMENTS:

This subsection is under development.

F.3. Municipal Operations & Maintenance

This subsection is under development.

MUNICIPAL OPERATIONS PROGRAM:

This subsection is under development.

MUNICIPAL OPERATIONS CORRECTIVE ACTIONS:

This subsection is under development.

CATCH BASIN INSPECTION AND MAINTENANCE:
To Be Completed Semiannually in April and October
Last Updated On: March 26th, 2025

Twice a year, by April 31st and October 31st, all catch basins shall be inspected and documented within this SWMP. A Catch Basin Inventory is kept with **Attachment 13**.

ROADS, BRIDGES, PARKING LOTS, AND RIGHT OF WAY MAINTENANCES:
To Be Completed Annually
Last Updated On: March 26th, 2025

Chappaqua CSD is responsible for maintaining or contracting third parties to maintain the impervious areas of their jurisdiction including roads, sidewalks, and parking lots. These

activities shall be performed in such a way that potential pollutant discharges to stormwater are minimized as practicable.

Road Paving and General Maintenance:

- **Roadside Maintenance:** Roadside maintenance shall include tree removals, removal of overhanging branches, dead shrubs and trees, as well as roadside mowing, as needed.
- **Road Paving:** Chappaqua CSD conducts pothole patching based on spot-checking and complaints. Road paving, if required, is conducted by a Third Party Contracted Entity.
- **Sweeping:** Chappaqua CSD includes sweeping of sidewalks, parking lots and paved roads. Annually, between April 1st and October 31st, sweeping is performed by a Third Party Contracted Entity in accordance with Part IX.A.7.b. (streets excluding uncurbed roads with no catch basins, high speed limited access roads), and as needed for all other impervious right-of-way areas.

Winter Road Maintenance:

During the winter months, Chappaqua CSD is responsible for removing snow from roadways, parking lots and sidewalks. Snow plowing activities are performed by a Third Party Contracted Entity.

- **Snow Plowing:** Snow plowed from roadways, parking lots and sidewalks is pushed to the sides of the paved areas. In some instances, where a pile becomes an obstruction, the snow is removed to areas not utilized by Chappaqua CSD.
- **Winter Salting:** Chappaqua CSD utilizes salt on steps and walkways leading to building. Salt is also used to melt ice on roadways and parking lots.
- **Salt Shed Storage Facilities:** Chappaqua CSD does not have any onsite salt storage facilities, as a Third Party Contracted Entity provides salt and de-icing chemicals for snow removal.

VIII. ENHANCED REQUIREMENTS FOR IMPAIRED WATERS

This section is not applicable to Chappaqua CSD.

IX. WATERSHED IMPROVEMENT STRATEGY REQUIREMENTS FOR TMDL IMPLEMENTATION

Chappaqua CSD is located within the Croton watershed which has an EPA-approved Total Maximum Daily Load (TMDL) for phosphorus and must comply with Part IX.A of the MS4 GP. An implementation plan has been developed by NYS DEC and is attached in **Attachment 12**.

Requirements for MS4 GP Part IX include additional compliance criteria which are identified throughout this SWMP and summarized here.

A.1. Mapping

To Be Completed By: January 3rd, 2027

Update the Chappaqua CSD comprehensive system map (Part IV.D.) to include areas with the potential to contribute phosphorus to the TMDL Watershed and update the post-construction SMPs inventory (Part VII.E.2.) to includes SMP type and ownership.

A.2. Public Education and Outreach on Stormwater Impacts

To Be Initially Completed By: July 3rd, 2024
To Be Updated Semiannually Beginning: January 3rd, 2027

Chappaqua CSD shall make available information on the Croton Watershed phosphorus TMDL and how it is being addressed. Twice a year, following completion of MS4 GP Part IX.A.1., Chappaqua CSD shall distribute educational messages regarding phosphorus. A Fact Sheet has been prepared for distribution all new materials shall be attached to this SWMP in **Attachment 7**.

A.3. Public Involvement and Outreach on Stormwater Impacts

Not Applicable to Chappaqua CSD.

A.4. Illicit Discharge Detection and Elimination

To Be Completed By: January 3rd, 2029

Chappaqua CSD shall include the number of areas identified as potential sources of phosphorus contribution in Part IX.A.1.a contributing to each of the Inventoried MS4 outfalls (**Attachment 8**). Chappaqua CSD will implement and enforce a program to ensure on-site wastewater systems are properly operated and inspected.

A.5. Construction Site Stormwater Runoff Control

To Be Completed By: January 3rd, 2027

Chappaqua CSD will include any construction projects disturbing between 5,000 square feet and one acre in the Construction Site Runoff Control Program (Part VII.D.) and classify them as low priority. Any construction sites over one acre shall be considered high priority and participate in regular, documented inspections.

A.6. Post-Construction Stormwater Management

New land development of more than one acre of land within Chappaqua CSD shall require the implementation of the Enhanced Phosphorus Removal Design Standards contained in Chapter 10 of the NYS SWMDM 2015.

A.7. Pollution Prevention and Good Housekeeping

Twice a year (April and October), all catch basins shall be inspected and documented within this SWMP. Annually, after the Comprehensive System Mapping is developed, all Chappaqua CSD streets and parking lots must be swept and documented. Following MS4 outfall inspections, Chappaqua CSD must initiate repair of any faulty outfalls within 30 days for Chappaqua CSD-owned outfalls and within six months for any other discovered faulty outfalls.

A.8. Planned Upgrades to Municipal Facilities in the Croton Watershed

Chappaqua CSD will implement runoff reduction techniques where feasible during planned municipal upgrades such as bioswales, porous pavement, and bioretention areas.