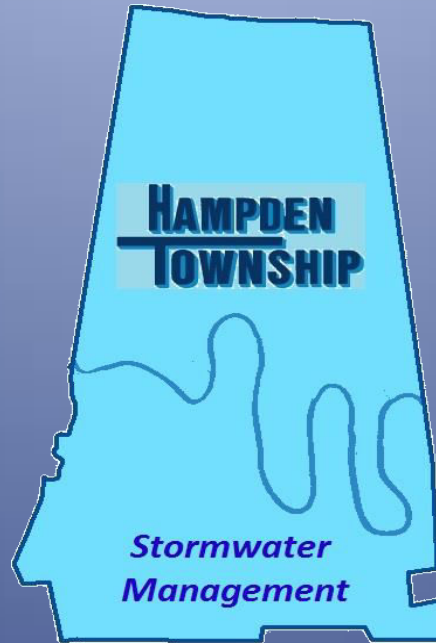


Hampden Township Stormwater Management Program



**MS4 Program
Plan Updates/Revisions**

MS4 Program Plan Updates/Revisions

Agenda

- Introduction
- Description of MCMs
- Sample Plan Format
- Things to Consider
- Brief Description of Each Plan
- Questions

Six Minimum Control Measures

- MCM # 1 Public Education and Outreach
- MCM # 2 Public Participation / Involvement
- MCM # 3 Illicit Discharge Detection and Elimination
- MCM # 4 Construction Site Runoff Control
- MCM # 5 Post-construction Stormwater Management in New and Re-Development Activities
- MCM # 6 Pollution Prevention / Good Housekeeping for Municipal Operations

Required Program Plans

- MCM # 1 – Public Education and Outreach Program (PEOP)
- MCM # 2 – Public Involvement and Participation Program (PIPP)
- MCM # 3 – Illicit discharge Detection and Elimination Program
- MCM # 4 – Construction Site Runoff Control (Optional)
- MCM # 5 – Post Construction Stormwater Management Program
- MCM # 6 – MS4 Training Program for Municipal Employees
- MCM # 6 – Operation and maintenance Manual for Municipal Operations

Sample Plan Format

- Cover
- Table of Contents
- Goals
- List of Components
- Description of Components
- Approval
- Appendices

Things to Consider

- Plans MUST meet your minimum permit requirements!
- Plans should reflect how YOUR community does things.
- Consider other DEP/EPA programs outside of MS4 (such as: OSHA, Hazardous Waste).
- Don't be hesitant to throw their own stuff back at them.

MCM # 1 - Public Education and Outreach Program (PEOP)

Components

1. Target audiences
2. Information dissemination
3. Website improvements
4. Educational activities
5. Information and education materials
6. Educational displays
7. Evaluation of Effectiveness:

Cover

**Hampden Township
Stormwater Management Program
MCM # 1 Public Education and Outreach on Stormwater
Impacts
Public Education and Outreach Program (PEOP)**



Effective Date: January 3, 2017

Last Revision 1/3/2017

Approved By:

Hampden Township Sewer Authority

Hampden Township Board of Commissioners

12/20/16
1/3/17

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Components

INTRODUCTION

This Public Education and Outreach Plan (PEOP) was prepared by Hampden Township staff in order to satisfy the requirements of the Minimum Control Measure (MCM) # 1 of the Township's current MS4 Individual permit (Permit # PAI 133513 ID # 975220). The requirements of this MCM are presented in Appendix A.

Public Education and Outreach Plan (PEOP)

Goals

1. Comply with NPDES Phase II MS4 regulations
2. Educate the public about the impact of stormwater discharges to our waterbodies
3. Educate the public about steps that can be taken to reduce pollutants in stormwater run off
4. Reduce illicit discharges to waterbodies
5. Reduce pollution in waterbodies

Components:

1. Target audiences
2. Information dissemination
3. Website improvements
4. Educational activities
5. Information and education materials
6. Educational displays

1. Target Audiences:

- A. The target audience shall include the following groups:
 - a. Residents
 - b. Homeowners
 - c. Business owners (Commercial/Retail/Industrial)
 - d. Developers
 - e. Schools
 - f. Municipal employees
 - g. Volunteer groups
 - h. Homeowners Associations
 - i. Community organizations
 - j. Watershed groups
- B. The public outreach information will be customized in order to reach the interests of each target audience group as indicated in Appendix B.
- C. This list of groups and subgroups may be modified from time to time when determined appropriate.

Evaluation & Approval

6. Evaluation of Effectiveness:

- A. This program will be evaluated annually for effectiveness in dissemination of information by:
 - a. Maintaining count of visits to the Township's Stormwater page
 - b. Evaluating and responding to stormwater inquiries from the Public
 - c. Evaluating the number of informational and educational materials provided
 - d. Asking for feedback from attendees at public events
 - e. Evaluating the number of mailings performed by the Township.
 - f. Internal review of the Program by staff annually in accordance with permit requirements
- B. Modification of the program
 - a. If areas of improvement are necessary, the program will be changed to reflect current trends, as needed

APPROVAL BY BOARD OF COMMISSIONERS & HAMPDEN TOWNSHIP SEWER AUTHORITY

In order to formalize the approval process, this plan and the other key MS4 program plans have been formally approved by both the Hampden Township Board of Commissioners and the Hampden Township Sewer Authority. Copies of the applicable documentation appear in Appendix D.

Appendices

Appendix – A Portion of MS4 Permit

YOUR Permit Here!

MCM #1: Public Education and Outreach on Stormwater Impacts

The following are the requirements for MCM #1 that are included in the Federal Regulations:

Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff (40 CFR Part 122.34(b)(1)(i)).

The following requirements, Best Management Practices (BMPs) and Measurable Goals are to be implemented and achieved:

BMP #1: Develop, implement and maintain a written Public Education and Outreach Program (PEOP).

Measurable Goal: For new permittees, a PEOP shall be developed and implemented during the first year of coverage under this permit and shall be re-evaluated each permit year thereafter and revised as needed. For renewal permittees, the existing PEOP shall be reviewed and revised as necessary. The permittee's PEOP shall be designed to achieve measurable improvements in the target audience's understanding of the causes and impacts of stormwater pollution and the steps they can take to prevent it.

Recommendation: Refer to the Environmental Protection Agency (EPA) document, "Getting In Step" - A Guide for Conducting Watershed Outreach Campaigns" (EPA 841-B-03-002, December, 2003), for guidance on developing and implementing the PEOP.

BMP #2: Develop and maintain lists of target audience groups that are present within the areas served by your regulated small MS4s. In most communities, the target audiences shall include residents, businesses (including commercial, industrial and retailers), developers, schools, and municipal employees.

Measurable Goal: For new permittees, the lists shall be developed within the first year of coverage under the permit and reviewed and updated as necessary every year thereafter. For renewal permittees, the lists shall continue to be reviewed and updated annually.

BMP #3: You must annually publish at least one (1) issue of a newsletter, a pamphlet, a flyer, or a website that includes general stormwater educational information, a general description of your Stormwater Management Program, and/or information about your stormwater management activities. The list of publications, including websites, and the content of the publications must be reviewed and updated at least once during each year of permit coverage. Publications should include a list of references (or links) to refer the reader to additional information (e.g., PADEP and US EPA stormwater websites, and any other sources that will be helpful to readers). You must implement at least one of the following alternatives:

- a. Publish and distribute in printed form a newsletter, a pamphlet or a flyer containing information consistent with this BMP.
- b. Publish educational and informational items including links to DEP's and EPA's stormwater websites on your municipal website.

Measurable Goals: For new permittees, stormwater educational and informational items shall be produced and published in print and/or on the Internet within the first year of permit coverage. In subsequent years (and for renewal permittees), the list of items published and the content in these items shall be reviewed, updated, and maintained annually. Your publications shall contain stormwater educational information that addresses one (1) or more of the six (6) MCMs.

Recommendation: There are numerous example educational resources available from the sources

Appendices

APPENDIX – B

TARGET AUDIENCE GROUPS

Target Audience Groups

Target Audience Groups

Pollutant	Current Problem	Potential Problem	Method of Dispersal	Target Audience	Method of Education
Siltation	X		Erosion/Runoff	Construction	Handouts
Siltation	X		Erosion/Runoff	Farmers	Website, Newsletter
Phosphates	X		Over use of Chemicals	Residents	Website, Newsletter
Phosphates		X	Erosion/Runoff & illicit discharges	Commercial/Industrial	Website, Newsletter
Nitrates	X		Improper Disposal of Lawn clippings	Residents	Website, Newsletter
Nitrates	X	X	Over use of fertilizers	Farmers	Website, Newsletter
Nitrates	X	X	Over use of fertilizers	Residents	Website, Newsletter
Petroleum Products	X	X	Illicit discharges	Residents	Website, Newsletter
Petroleum Products		X	Spills, Groundwater contamination Runoff & illicit discharges	Commercial/Industrial	Website, Newsletter
Petroleum Products		X	Spills, Groundwater contamination Runoff & illicit discharges	Government	Website, Newsletter, Right to Know
Salt		X	Road Run off	Government	Website, Newsletter, Right to Know
Bacteria and Nutrients		X	Improper disposal of animal wastes	Farmers	Website, Newsletter
Bacteria and Nutrients		X	Improper disposal of animal wastes	Residents	Website, Newsletter
Bacteria and Nutrients		X	Improper disposal of animal wastes	Government	Website, Newsletter, Right to Know

Appendices

APPENDIX – D APPROVALS

Approval

HAMPDEN TOWNSHIP SEWER AUTHORITY
230 South Sporting Hill Road
Mechanicsburg, PA 17050

RESOLUTION NO. 2016-03

WHEREAS, The Hampden Township Sewer Authority hereby resolves to approve the Plans associated with Minimum Control Measures (MCMs) One through Six of Hampden Township's Municipal Separate Storm Sewer (MS4) Program.

ADOPTED this 20th day of December 2016, by the Hampden Township Sewer Authority of the Township of Hampden.

HAMPDEN TOWNSHIP SEWER AUTHORITY



Chairman

ATTEST:



Secretary

MCM # 2 – Public Involvement and Participation Program (PIPP)

Components

1. Public Meetings for Stormwater Issues (MCM # 2, BMP # 3)
2. Engage stakeholders to participate in local watershed and development clean up days and document activities. (MCM # 2, BMP # 3)
3. Participate with Cumberland County MS4 Work Group
4. Work with the Capital Region Council of Governments (CAPCOG) to have general stormwater educational meetings, on a regular basis.
5. Update the Stormwater page.
6. Yearly review of this program and suggestions for improvement. (MCM # 2, BMP # 1).

MCM # 3 – Illicit Discharge Detection and Elimination Program

Components

1. Audit existing resources and programs
2. Establish responsibility, authority and tracking
3. Complete a desktop assessment of illicit discharge potential
4. Develop program goals and implementation strategies
5. Search for illicit discharge problems in the field
6. Identifying priority areas
7. Procedures for screening outfalls in priority areas
8. Isolate and fix individual discharges
9. Septic system discharges
10. Prevent illicit discharges
11. Annually evaluate the IDDE Plan

MCM # 4 – Construction Site Runoff Control

Components

1. Memorandum of Understanding with the Cumberland County Conservation District.
2. Provide educational material to citizens and contractors to inform them about environmentally sound construction practices.
3. Perform construction site inspections as a part of the Township's routine inspection program.
4. Establish a reporting mechanism to process citizens' complaints related to construction site practices.
5. Annually evaluate the CSRC Plan.

MCM # 5 – Post Construction Stormwater Management Program

Components

1. Establish criteria for the proper sizing of stormwater BMPs.
2. Establish an inspection program to observe the installation of new BMPs.
3. Require the implementation of stormwater BMPs that are appropriate to the community.
4. Ensure that controls are in place to reduce water quality impacts.
5. Methods to encourage Low Impact Development.
6. Establish a mechanism to ensure proper operation and maintenance of installed BMPs.
7. Develop an inventory of stormwater BMPs installed in the Township.
8. Audit Existing Resources and Programs.
9. Inspection of Township owned BMPs.

MCM # 6 Municipal Employees Training Manual

Components

1. Specialized training for MS4 staff.
2. Coordinated training program with other Townships.
3. In-house training for Township maintenance and administrative staff.
4. Evaluation of effectiveness

MCM # 6 – Operation and Maintenance Manual for Municipal Operations

Components

1. Inventory of municipal facilities.
2. Description of municipal operations.
3. Description of practices and procedures to reduce pollution.
4. Description of proper procedures to dispose of wastes.
5. Evaluation of Effectiveness

Questions?

