

City of Hampton

Existing Phase II MS4

Stormwater Management Program
Template

Please note that this template does not provide an exhaustive listing of what the NPDES Permit requires to be included in the Stormwater Management Program (SWMP). The permittee must carefully review each part of the Permit and ensure all items are included.

General Information for Submitting a SWMP

- Your Stormwater Management Program (SWMP) must be a comprehensive document containing all the necessary components. The SWMP must include the most recent version of all of the required supporting documents. These supporting documents must be submitted on a flash drive or CD. Ensure that the files can be opened and read by EPD. In rare cases, EPD will accept hard copies of documents. Ensure that you submit all of the necessary components, including copies of the latest versions of the following:
 - 1) Adopted stormwater ordinances (Illicit Discharge, Erosion and Sedimentation, and Post-Construction). If you are located within the Metropolitan North Georgia Planning District, then your SWMP must also include District ordinances (Floodplain, Litter, Stream Buffer);
 - 2) Standard Operating Procedures (e.g. dry weather screening procedures, construction site inspection procedures, street sweeping procedures);
 - 3) Blank copies of forms to be used to implement the SWMP, including inspection forms;
 - 4) Signed Memorandum of Agreements; and
 - 5) Maps and inventories.

A bulleted list of the documents to be attached to the SWMP is included on each BMP page. This list is only to assist the permittee as a reminder and is not a definitive list. The permittee may determine some of the listed documents do not apply or that additional documents should be provided.

- For some BMPs, the NPDES Permit requires the submittal of procedures. These procedures may be described in the “Description of BMP” section of each BMP page, if they are not lengthy, or included as a separate attachment to the SWMP.
- The NPDES Permit contains tables listing the various BMPs. The MS4 is required to set a measurable goal for each BMP. In some cases, the Permit establishes the goal (e.g. inspect 100% of the structures within a 5-year period), while in other cases the MS4 must set a specific measurable goal. Ensure that each measurable goal is numeric and trackable.
- The NPDES Permit specifies that the MS4 must provide documentation of each activity implemented. Each BMP must specify the documentation to be submitted with each annual report (e.g. completed inspection forms, work orders, etc.). In some cases, the Permit specifies the documentation to be submitted (e.g. maps and inventories). In other cases, the MS4 will have to establish the documentation to be submitted. Ensure that each BMP spells out the specific documentation to be submitted with each annual report in the section titled “Documentation to be submitted with each Annual Report”.

**STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION**

Stormwater Management Program (SWMP)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: City of Hampton
- B. Name of responsible official: Honorable Ann Tarpley
Title: Mayor
Mailing Address: P.O. Box 400
City: Hampton State: GA Zip Code: 30228
Telephone Number: 470.421.9830
- C. Designated stormwater management program contact:
Name: Wanda Moore
Title: Director of Community Development
Mailing Address: 17 E. Main Street S.
City: Hampton State: GA Zip Code: 30228
Telephone Number: 770-946-4306
Email Address: wmoore@hamptonga.gov
- D. Provide the river basin(s) to which your MS4 discharges: Upper Flint River
and Upper Ocmulgee River
- E. Provide the latitude and longitude of the MS4 center (e.g. City Hall, County offices, MS4 mailing address) using Global Positioning System (GPS) –WG 84:
Latitude: 33.385360 Longitude: -84.282460

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure on your behalf?
Yes_____ No X (If no, skip to Part 3)

Control Measure or BMP:

1. Name of entity_____
2. Control measure or component of control measure to be implemented by entity on your behalf:


- B. Attach an additional page if necessary to list additional shared responsibilities. **It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.**

3. **Minimum Control Measures and Appendices**

- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix A – Enforcement Response Plan
- H. Appendix B – Impaired Waters

4. **Certification Statement**

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 assure that qualified personnel properly gathered and evaluated the information submitted. Based upon 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: Honorable Ann Tarpley Date: 9/28/23
Signature:  Title: Mayor

Stormwater Management Program

Public Education and Outreach on Storm Water Impacts

Table 4.2.1(a) of the Permit

A. Best Management Practice (BMP) #1

1. Target audience: General Public
2. Description of BMP: Distribution of Educational Documents at City Hall. The educational documents will consist of brochures that will be displayed at City Hall. The brochures will cover the topics of proper disposal of pet waste, proper disposal of oils and toxic household chemicals, and proper vehicle washing practices.
3. Measurable goal(s): Track the number of brochures distributed each month at City Hall.
4. Documentation to be submitted with each annual report: The City will provide a spreadsheet with the number of brochures distributed and a copy of each brochure.
5. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Ongoing
 - d. Month/Year of each action (if applicable): 2023-2027

6. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The response from the general public and feedback from the general public.

B. BMP #2

1. Target audience: General Public
2. Description of BMP: Update the City Stormwater page on the City Website once a year. New information will be posted on the City Website for stormwater.
3. Measurable goal(s): The City will have a screenshot of the updated Webpage, with new stormwater material.
4. Documentation to be submitted with each annual report: The City will provide a screenshot of the updated stormwater page.
5. Schedule:
 - a. Interim milestone dates (if applicable):

 - b. Implementation date (if applicable):

 - c. Frequency of actions (if applicable): Once each reporting period.
 - d. Month/Year of each action (if applicable): 2023-2027

6. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development - City Webmaster will update the Webpage.
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Response from residents and businesses.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

Public Involvement/Participation
Table 4.2.2 (a) of the Permit

A. Best Management Practice (BMP) #1

1. Target audience/stakeholder group: General Public
2. Description of BMP: Clean-A-Stream Event.
3. Measurable goal(s): The City will conduct one clean-a-stream event during the reporting period. Volunteers will be utilized from miscellaneous residents, civic groups, or school aged children to provide opportunities for education and participation in stormwater activities.
4. Documentation to be submitted with each annual report: A description of the activities performed, attendees, date, and photos of the event.
5. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Annually
 - d. Month/Year of each action (if applicable): 2023-2027

6. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Effectiveness of this BMP will be determined by the response and participation of the volunteers each reporting period.

B. BMP #2

1. Target audience/stakeholder group: General Public
2. Description of BMP: Citizen Hotline on the City Stormwater Page where citizens can report stormwater violations.
3. Measurable goal(s): The City will respond to all complaints within 3 business days.
4. Documentation to be submitted with each annual report: Provide list of calls to the Citizen Hotline and resolution of each issue reported.
5. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Throughout Reporting Period
 - d. Month/Year of each action (if applicable): 2023-2027

6. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
7. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: This will be determined by citizen response to the hotline.

Note: For those permittees with a population of less than 10,000, the MS4 should implement at least 2 BMPs. For those permittees with a population greater than 10,000, the SWMP must include at least four BMPs. For each additional BMP, you should attach an additional BMP page in the SWMP.

Illicit Discharge Detection and Elimination
Table 4.2.3 (a) of the Permit

A. BMP #1 – Legal Authority

1. Description of BMP: The City will regulate stormwater discharges to the MS4 by the implementation of ordinances and enforcement procedures. The City adopted the Illicit Discharge and Illegal Connection ordinance in 2005. It was revised August 14, 2018. See attachment 4.2.3 BMP #1 IDDE Ordinance.
2. Measurable goal(s): The City will evaluate the IDDE Ordinance and will revise, if needed, during the reporting period.
3. Documentation to be submitted with each annual report: If the IDDE Ordinance is revised during the reporting period, a copy of the revised ordinance will be submitted.
4. Schedule:
 - a. Interim milestone dates (if applicable):

 - b. Implementation date (if applicable): May 5, 2005
 - c. Frequency of actions (if applicable): Once during reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The annual evaluation and possible revisions to the ordinance will determine the effectiveness.

SWMP Attachments:

- Illicit Discharge Detection and Elimination ordinance, showing adoption date
- If you are located within the Metropolitan North Georgia Planning District (District), attach copies of all of the District ordinances, showing the adoption dates, to the SWMP.

B. BMP #2 – Outfall Map and Inventory

1. Description of BMP: The City has an inventory and map of the outfalls divided into 5 geographic zones. The map includes State Waters and where the outfalls discharge into State Waters.
2. Measurable goal(s): Update the inventory and map during each reporting period, as needed.
3. Documentation to be submitted with each annual report: Updated inventory and maps.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During each reporting period.
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Maintaining updated outfall inventory and maps will help the City continue to locate any potential issues with illicit discharge.

SWMP Attachments:

- Outfall inventory
- Outfall map showing the outfalls and the receiving streams, including stream names.

C. BMP #3 – IDDE Plan

1. Description of BMP: The City will continue to implement the Dry Weather Screening (DWS) process to determine if there are any illicit discharges to the MS4. The City will follow the Dry Weather Screening, Inspections, and Investigation Process in the IDDE Plan. Forms for DWS will be filled out with each inspection. If an illicit discharge is detected, forms for source tracing and elimination will be used to track the process. See attachments: BMP #3 IDDE Plan, BMP #3 DWS Form, BMP #3 DWS Spreadsheet, BMP #3 Illicit Discharge Form.
2. Measurable goal(s): The City will inspect 100% of the outfalls within the 5-year permit period by conducting inspections in one geographical zone per reporting period. Track, identify, eliminate, document, and take enforcement actions, if an illicit discharge is found.
3. Documentation to be submitted with each annual report: The City will submit an inspection form for all outfalls screened and submit all data recorded, as well as source tracing and elimination forms, if an illicit discharge is detected.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____
 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Each reporting period.
 - d. Month/Year of each action (if applicable): 2023-2027
5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: DWS inspections will provide data to determine if the BMP is effective.

SWMP Attachments:

- Illicit Discharge Detection and Elimination Plan
- Outfall inspection form
- If using an alternate method in place of outfall inspections, the form to document activities
- Form to document stream walks
- Form to document source tracing
- Form to document illicit discharge elimination
- Example table to track outfall inspections over the permit cycle

D. BMP #4 – Education

1. Description of BMP: The City will provide educational information to the general public regarding illicit discharges.
2. Measurable goal(s): The City will distribute one educational document about illicit discharges to the MS4 during each reporting period.
3. Documentation to be submitted with each annual report: The City will provide documentation that includes the date, education document, method of distribution, and how many were distributed.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Once a reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The number of people that receive the education document will determine the effectiveness of the BMP.

E. BMP #5 – Complaint Response

1. Description of BMP: The City provides a method for the general public to report an illicit discharge complaint. When the complaint is filed, the City will document the complaint and follow-up to determine validity of the complaint and the next steps. See attachment 4.2.3 BMP#5 IDDE Complaint Procedure and 4.2.3 BMP#3 IDDE Complaint Form.
2. Measurable goal(s): The City will document and investigate 100% of all illicit discharge complaints.
3. Documentation to be submitted with each annual report: The City will submit all illicit discharge complaint forms that include investigation information, resolution, and any enforcement action taken.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The City will determine effectiveness of the BMP by the resolution of each complaint.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

Construction Site Storm Water Runoff Control
Table 4.2.4 (a) of the Permit

A. BMP #1 – Legal Authority

1. Description of BMP: The E&S ordinance requires construction site operators to control waste and sediment at the construction site. The City also has a litter ordinance that includes the Code of Federal Regulations required language for construction site waste. See 4.2.4 BMP #1 Litter Ordinance and Attachment 4.2.4 BMP #1 - E & SC Ordinance.
2. Measurable goal(s): Evaluate and, if necessary, revise the E&SC and Litter ordinances.
3. Documentation to be submitted with each annual report: Revised ordinances, if applicable, to be submitted with annual report.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Updates to the E&S Ordinance will show that the City is providing the appropriate standard for E&S.

SWMP Attachments:

- Erosion and Sedimentation ordinance, showing adoption date. If the required construction waste wording is contained in another ordinance (e.g. litter), then submit that adopted ordinance also.

B. BMP #2 - Site Plan Review Procedures

1. Description of BMP: Construction projects that involve land disturbance are required to be reviewed for compliance with the State GSWCC requirements. And the NPDES requirements. The City requires the plans to be reviewed according to the Plan Review Procedures (See attachment 4.2.4 BMP #2 Plan Review Procedures, attachment 4.2.4 BMP #2 Checklists-2023-Plan-Review, and attachment 4.2.4 BMP #2 Plan Review Tracking Form).
2. Measurable goal(s): Site plan reviews are required for all land disturbance projects. 100% of all land disturbance projects will be reviewed for compliance with GSWCC and NPDES standards.
3. Documentation to be submitted with each annual report: A summary of plans received, reviewed, approved, and denied will be submitted. As well as a list of permits issued.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: When land disturbance plans are approved by the State GSWCC and NPDES that will indicate that this BMP is effective.

SWMP Attachments:

- Site plan review procedures
- Example plan review forms
- Example plan review tracking log

C. BMP #3 – Inspection Program

1. Description of BMP: The City will inspect all construction sites with land disturbance. They will be inspected in accordance with the approved E&SC plans. Procedures for the inspections are found in attachment 4.2.4 BMP #3 E&SC Inspection Procedures. Also see attachment 4.2.4 BMP #3 E&SC Inspection Form and 4.2.4 BMP #3 E&SC Inspections Tracking Form.
2. Measurable goal(s): All land disturbance construction sites will be inspected at least once a week. The inspections will begin after the site initial erosion control BMPs have been installed and the 7-day inspection letter has been issued by the design professional and states that all erosion control BMPs have been installed according to the approved plans. The sites will continue to be inspected until the site has final stabilization.
3. Documentation to be submitted with each annual report: A list of all active construction sites, a list of any E&SC violations for the active construction sites, and a sampling of E&SC inspection reports.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Construction sites that are in compliance with the E&SC standards will determine the effectiveness.

SWMP Attachments:

- Construction site inspection procedures
- Example inspection forms
- Example site inspection tracking log

D. BMP #4 – Enforcement Procedures

1. Description of BMP: As a Local Issuing Authority (LIA), the City has the jurisdiction to enforce the E&SC ordinance. See attachment 4.2.4 BMP #4 E&SC Inspection Enforcement Procedures.
2. Measurable goal(s): The City will inspect and enforce the E&SC ordinance for 100% of the land disturbance projects.
3. Documentation to be submitted with each annual report: The City will provide the E&SC Inspections Tracking Form that will show all of the violations for the reporting period.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During Reporting Period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Active construction sites staying in compliance with the E&SC ordinance will determine the effectiveness.

SWMP Attachments:

- Example enforcement forms or letters (e.g. Stop Work Order, Warning Notice)
- Example enforcement action tracking log

E. BMP #5 – Complaint Response

1. Description of BMP: The City will respond to all E&SC complaints submitted verbally or in writing. Complaints can be submitted online at the following link: <https://hamptonga.gov/FormCenter/Report-a-Concern-4/Code-Enforcement-Concern-Form-43>. All complaints will be forwarded to the proper department, investigated, and documented. See attachment 4.2.4 BMP #5 E&SC Complaint Procedures.
2. Measurable goal(s): The City will respond to and resolve 100% of all E&SC complaints received.
3. Documentation to be submitted with each annual report: The City will provide all E&SC Complaint Response Forms and include the resolution for each complaint.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The resolution of the E&SC complaints will show the BMP effectiveness.

SWMP Attachments:

- Complaint procedures, including receipt, investigation and enforcement
- Form used to document complaint receipt, handling, and resolution

F. BMP #6 – Certification

1. Description of BMP: As an LIA, the City must have Level 1B inspectors that are properly trained and have current GSWCC certification cards.
2. Measurable goal(s): The City will ensure that all Level 1B inspectors have current certification cards and are in compliance with the State GSWCC.
3. Documentation to be submitted with each annual report: A copy of all Level 1B certification cards for inspectors that have worked in the City during the reporting period.
4. Schedule:
 - a. Interim milestone dates (if applicable):

 - b. Implementation date (if applicable):

 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspectors keeping their Level 1B certification status up to date.

Post-Construction Storm Water Management in
New Development and Redevelopment
Table 4.2.5 (a) of the Permit

A. BMP #1 – Legal Authority:

1. Description of the BMP: The Post Construction ordinance gives the City of Hampton the authority to have a program to address stormwater runoff into the MS4 from new development and redevelopment projects, including projects less than one acre if they are part of a larger common plan of development or sale. See 4.2.5 BMP #1 Post Development Stormwater Ordinance.
2. Measurable goal(s): Evaluate, and revise existing Post Construction ordinance, if needed.
3. Documentation to be submitted with each annual report: If the ordinance is revised it will be submitted.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: An ordinance review and revision will ensure that the City is providing up-to-date information.

SWMP Attachments:

- Post-Construction ordinance, showing adoption date

- If the population exceeds 10,000, a completed worksheet or other method used to conduct the code and ordinance evaluation (e.g. Center for Watershed Protection's Code and Ordinance Worksheet, EPA's Scorecard)

B. BMP #2 - Inventory

1. Description of BMP: Develop or update as needed, an inventory of all publicly owned ponds. Also provide an inventory for privately-owned ponds designed after the December 9, 2008, deadline, and publicly owned ponds by other entities completed after December 6, 2012. This includes post construction stormwater management structures: detention/retention ponds, water quality vaults, infiltration structures). We will update the inventory as new structures are completed or existing structures are identified. See 4.2.5 BMP #2 Publicly Owned Pond Inventory. 4.2.5 BMP #3 BMP Structure Inventory and Inspection Tracking Form.
2. Measurable goal(s): Maintain an updated inventory of all stormwater management structures publicly owned, privately owned non-residential, and publicly owned by other entities. This includes the structures added during the reporting period, in each annual report.
3. Documentation to be submitted with each annual report: The City will provide an updated stormwater structure inventory for publicly owned, privately owned non-residential, and publicly owned by other entities, with each annual report.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____
 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027
5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The updated inventory will provide current data to confirm that all ponds are being maintained properly.

SWMP Attachments:

- Inventory of detention/retention ponds and water quality vaults

C. BMP #3 – Inspection Program

1. Description of BMP: Conduct inspections of all post-construction stormwater management structures. See 4.2.5 BMP #3 Post Construction BMP Inspection Procedures and 4.2.5 BMP #3 BMP Structure Inventory and Inspection Tracking Form.
2. Measurable goal(s): 100% of all structures will be inspected within the 5-year permit period. A minimum of 20% will be inspected each reporting period.
3. Documentation to be submitted with each annual report: The City will provide all inspection reports that include the number and percentage of the total structures inspected during each reporting period.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The structure inspections will ensure that all BMPs are functioning properly.

SWMP Attachments:

- Inspection procedures
- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

D. BMP #4 – Maintenance Program

1. Description of BMP: The City has implemented a long-term operation and maintenance program for post-construction stormwater management structures. The maintenance program addresses all publicly owned structures. The maintenance program also addresses the privately owned structures with construction completed after December 9, 2008, and publicly owned structures by other entities that were completed after December 6, 2012. This program is developed and handled through 4.2.5 BMP #1 Post Development Stormwater Ordinance, 4.2.5 BMP #4 BMP Structure Maintenance Procedures, and 4.2.5 BMP #4 Maintenance Agreement; 4.2.5 BMP #4 Example Ltr Documenting Deficiencies; 4.2.5 BMP #4 Example form documenting maintenance.
2. Measurable goal(s): The City will conduct maintenance on the permittee-owned structures, as needed. Owner/Operators of privately owned and publicly owned by other entities, per maintenance agreements, will conduct maintenance, as needed.
3. Documentation to be submitted with each annual report: The City will provide a list of permittee-owned structures maintained and type of maintenance performed. Provide an updated, summary list of maintenance agreements, the total number of executed maintenance agreements, and any activities taken during the reporting period to ensure maintenance of the structures.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____
 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027
5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspection reports and maintenance performed will determine the effectiveness of this BMP.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies

E. BMP #5 – GI/LID Program

1. Description of BMP: The City has developed a GI/LID Program for EPD. The program includes a description of the MS4, structure inventory, a summary of GI/LID practices, including dry wells, grass channels, permeable paver systems, vegetated filter strips. The program also includes criteria to determine infeasibility, the inspections and maintenance process, and the process to ensure compliance. The program has been revised and awaits approval by EPD. See 4.2.5 BMP #5 GI/LID Program.
2. Measurable goal(s): The City will make revisions to the GI/LID Program as required by EPD.
3. Documentation to be submitted with each annual report: The City will submit any required revisions to the GI/LID Program.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: When GI/LID practices are installed instead of more traditional storm water BMPs.

SWMP Attachments:

- Inventory of all permittee-owned GI/LID structures, and structures publicly-owned by other entities and privately-owned non-residential constructed after 12/6/12.

F. BMP #6 – GI/LID Structure Inventory

1. Description of BMP: The City will maintain an inventory for Permittee-Owned GI/LID structures, Publicly-Owned by other entities, and Privately-Owned Non-Residential GI/LID structures constructed after December 6, 2012. The inventory will include the total number of each structure. See 4.2.5 BMP #5 GI/LID Program.
2. Measurable goal(s): Update the GI/LID inventory each reporting period.
3. Documentation to be submitted with each annual report: Updated inventory for GI/LID structures.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: An up-to-date inventory will provide accurate information to manage the program.

SWMP Attachments:

- GI/LID Program, including example inspection forms and maintenance agreements

G. BMP #7 – GI/LID Structure Inspection Program

1. Description of BMP: The City will inspect all permittee-owned GI/LID structures per the GI/LID Program, including the use of inspection forms associated with each structure. The City will ensure that all privately-owned non-residential and publicly owned by other entities structures are inspected by the owner. See 4.2.5 BMP #5 GI/LID Program.
2. Measurable goal(s): Conduct inspections and/or ensure inspections are conducted of 100% of the GI/LID structures in the City inventory during the 5-year permit period. If there are less than 5 GI/LID structures the City will inspect at least one per reporting period. When the inventory increases to more than 5 structures, the City will inspect, at a minimum, 5% of the structures annually and increase the percentage to ensure that 100% of the structures are inspected within the 5-year permit period.
3. Documentation to be submitted with each annual report: The City will provide the number and percentage of structures inspected. The inspection reports will also be included.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The proper function of the GI/LID structures will determine the effectiveness.

SWMP Attachments:

- Example inspection forms
- Example table for tracking inspections conducted over permit cycle

H. **BMP #8 – GI/LID Structure Maintenance Program**

1. Description of BMP: The City will maintain all permittee owned GI/LID structures as needed and ensure that maintenance is performed as needed on all privately-owned, non-residential structures, and publicly owned by other entities structures. 4.2.5 BMP #4 Example Ltr Documenting Deficiencies; 4.2.5 BMP #8 Post-Construction BMP Inspection Forms
2. Measurable goal(s): The City will ensure that all permittee-owned structures are inspected and that the owners of all privately-owned non-residential and publicly owned by other entities structures are also maintained.
3. Documentation to be submitted with each annual report: Maintenance reports for all structures that are maintained during the reporting period.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The proper function of all structures will determine the effectiveness.

SWMP Attachments:

- Example form for documenting maintenance
- Example maintenance agreements
- List of maintenance agreements executed to date
- Example letters to notify owners of maintenance deficiencies.

Pollution Prevention/Good Housekeeping for Municipal Operations
Table 4.2.6 (a) of the Permit

A. BMP #1 – MS4 Structure Inventory and Map

1. Description of BMP: The City maintains an inventory and map of all stormwater structures. The structures include catch basins, pipes (miles/LF), ditches (miles/LF), and ponds.
2. Measurable goal(s): The stormwater structures are divided into 5 geographic zones. All structures are represented in the 5 zones. The inventory and map will be updated each reporting period as needed.
3. Documentation to be submitted with each annual report: The updated inventory and map will be submitted each reporting period.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The effectiveness of this BMP is shown by continually updating the inventory, which provides a clear picture of what must be maintained.

SWMP Attachments:

- Inventory listing 4 structure types (catch basins, ditches, pipes, permittee-owned ponds)
- Map showing 4 structure types

B. BMP #2 – MS4 Inspection Program

1. Description of BMP: The City will implement inspections of all structures in the MS4 for the 5-year permit period. This includes catch basins, pipes, ditches, and ponds. See 4.2.6 BMP #2 Storm Structure Inspection Form, 4.2.6 BMP #2 StormwaterInspTracking, and 4.2.6 BMP #2 and #3 StructureInspMainProcedures.
2. Measurable goal(s): The City will inspect 20% of the structures per reporting period in order to inspect 100% of all structures in the 5-year permit period.
3. Documentation to be submitted with each annual report: The City will provide the number and percentage of structures inspected each year. Copies of all inspection reports will also be provided.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Inspections of the structures will be effective by showing that all structures are in proper working order.

SWMP Attachments:

- Inspection program, including implementation schedule
- Example inspection forms
- Example table for tracking inspections over the permit cycle

C. BMP #3 – MS4 Maintenance Program

1. Description of BMP: The City will perform maintenance on all structures (catch basins, pipes, ditches, and ponds) as determined by the annual inspections. See 4.2.6 BMP #2 and #3 StructureInspMainProcedures and 4.2.6 BMP #3 Maintenance Work Order Form.
2. Measurable goal(s): If an inspection of a structure reveals maintenance needed, a maintenance work order form will be created, and Public Works will add this to their budget and schedule as funds are approved to do the work.
3. Documentation to be submitted with each annual report: Maintenance work order forms created during the reporting period will be submitted.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The proper function of all storm structures will show the effectiveness of this BMP.

SWMP Attachments:

- Maintenance procedures
- Example maintenance forms

D. BMP #4 – Street and Parking Lot Cleaning

1. Description of BMP: The City does street cleaning and does not do parking lot cleaning. The City utilizes a vac truck to collect leaves on a seasonal and as-needed basis. Leaf debris is deposited at North Forty Water Reservoir and the Public Works Maintenance Yard. Bags or pounds of debris collected are logged in a spreadsheet. See 4.2.6 BMP #4 Litter Removal Log Sheet.
2. Measurable goal(s): Use vac truck to collect leaves and debris. Submit a spreadsheet with bags or pounds of debris collected.
3. Documentation to be submitted with each annual report: A log of all street cleaning will be submitted.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The cleanliness of the streets will determine if this is effective.

SWMP Attachments:

- Street sweeping procedures
- Street sweeping log page or other form
- Litter removal procedures
- Litter removal log page or other form

E. BMP #5 – Employee Training

1. Description of BMP: The City will provide training to all stormwater staff and related positions. The training will consist of showing videos related to topics such as illicit discharge detection, GI/LID, pollution prevention, how to protect our watershed, and the storm water cycle. A sign-in sheet will be provided for all attendees and discussion of material watched. See 4.2.6 BMP #5 Employee Sign-In Sheet and 4.2.6 BMP #5 Employee Training Program.
2. Measurable goal(s): Provide training to all storm water staff at least once during the reporting period.
3. Documentation to be submitted with each annual report: A sign-in sheet with employee names, date, link to video(s) watched.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): Once during reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Employee knowledge of stormwater will determine if this is effective.

SWMP Attachments:

- Employee training program
- Example sign-in sheet or other documentation forms

F. BMP #6 – Waste Disposal

1. Description of BMP: The City will collect waste on an as needed basis and during leaf season. See 4.2.6 BMP #6 Waste Disposal Spreadsheet and 4.2.6 BMP #6 Waste Disposal Procedure.
2. Measurable goal(s): The City will collect waste and record data on the waste disposal spreadsheet.
3. Documentation to be submitted with each annual report: Waste disposal spreadsheet.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period.
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: The amount of waste collected, and cleanliness of the streets will determine the effectiveness.

SWMP Attachments:

- Waste disposal procedures
- Example form for tracking waste disposal

G. BMP #7 – New Flood Management Projects

1. Description of BMP: The City of Hampton reviews all plans for development for water quality impacts. The standards are set by the Georgia Stormwater Management Manual (GSMM). See 4.2.6 BMP #7 New Flood Mgmt Project Review Procedures. 4.2.6 BMP #7 New Flood Mgmt Review Checklist.
2. Measurable goal(s): The City will assess all land disturbance projects for water quality impact. A list of all plans reviewed will be kept during the reporting period.
3. Documentation to be submitted with each annual report: A list of all plans reviewed for water quality impact.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Plan approvals by Georgia EPD will determine the effectiveness.

SWMP Attachments:

- Procedures for assessing new plans for water quality impacts
- Example forms used to document the assessment of new plans

H. **BMP #8 – Existing Flood Management Projects**

1. Description of BMP: The City will conduct an assessment of the existing permittee-owned flood management projects (detention ponds) designed prior to the 2016 GSMM. The assessment is to determine potential retrofitting to address water quality impacts. Existing flood management projects assessed with the 2016 GSMM, prior to the effective date of this permit, do not need to be re-inspected. See 4.2.6 BMP #8 Existing Flood Mgmt Procedures, 4.2.6 BMP #8 Existing Flood Mgmt Assessment Forms and 4.2.6 BMP #8 Existing Flood Mgmt Assessment Tracking Form.
2. Measurable goal(s): Assess at least one existing flood management project during the reporting period to determine potential retrofitting to address water quality impacts.
3. Documentation to be submitted with each annual report: Submit form for each pond assessed during each reporting period. In the first reporting period, after the permit issuance date, submit documentation of the completed assessments and any retrofitting activities, prior to the effective date of this permit. In each subsequent annual report provide a table listing the existing flood management structures, the date of assessment, the results of the assessment, and the status of any retrofitting activities.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____
 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During the reporting period
 - d. Month/Year of each action (if applicable): 2023-2027
5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: Assessments of existing flood management projects will provide up-to-date information to determine the proper functionality of each pond.

SWMP Attachments:

- Procedures for assessing existing flood management structures for potential retrofit
- List of existing flood management structures

- Example forms used to document the assessment of existing structures

I. BMP #9 – Municipal Facilities

1. Description of BMP: The City has an inventory of municipal facilities with the potential to cause pollution. The facility inventory is updated annually. See 4.2.6 BMP #9 Municipal Facility Inventory, 4.2.6 BMP #9 Municipal Facility Inspection Form, 4.2.6 BMP #2 StormWaterInspTracking, and 4.2.6 BMP #9 Municipal Facility Inspection Procedures.
2. Measurable goal(s): The City will update the inventory for each reporting period. The City will inspect 100% of the municipal facilities with the potential to cause pollution within the 5-year permit period.
3. Documentation to be submitted with each annual report: The City will submit an updated inventory and inspection reports.
4. Schedule:
 - a. Interim milestone dates (if applicable): _____

 - b. Implementation date (if applicable): _____
 - c. Frequency of actions (if applicable): During reporting period
 - d. Month/Year of each action (if applicable): 2023-2027

5. Person (position) responsible for overall management and implementation of the BMP: Wanda Moore, Director of Community Development
6. How you will determine whether this BMP is effective in accordance with Part 5.1.4 of the Permit: An updated inventory and inspections will provide information that will make this BMP effective.

SWMP Attachments:

- Inventory of municipal facilities
- Procedures for conducting inspections
- Example inspection forms
- Example table to track inspections over permit cycle

Appendix A

Enforcement Response Plan

1. The MS4 was required to develop an Enforcement Response Plan (ERP) that describes the action to be taken for violations of the Stormwater Management Program during a previous permit iteration.
 - A. Provide the date the ERP was approved by EPD: 2/15/2016
 - B. If the ERP has not yet been approved, provide the date submitted to EPD: _____
2. The ERP is to be evaluated annually and revised as needed. Provide the most recent version of the ERP as an attachment to this Appendix.

Appendix B

Impaired Waters

1. Population based on the latest U.S. Census: 8,368

Date of the latest U.S. Census used: April 1, 2020

*There are no impaired streams in the MS4 area as of the 2022 303(d) list.

If the population is less than 10,000, then see item #2 below.

If the population exceeds 10,000, then see items #3 below.

2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (IWP) (see Part 4.4.1 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern;
 - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - BMPs that will be implemented to address each pollutant of concern; and
 - A schedule for implementing the BMPs.
3. If the population exceeds 10,000, then the MS4 must develop an Impaired Waters Plan/Monitoring and Implementation Plan (MIP) (see Part 4.4.2 of the NPDES Permit) including:
 - A list of impaired waters and the pollutant(s) of concern, including the date of the 303(d) list used;
 - A map showing the location of the impaired waters, the monitoring location(s), and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
 - The sample location (instream or at the outfalls);
 - Information on the sample type, frequency, and any seasonal considerations;
 - Schedule for starting monitoring for any newly identified pollutants;
 - BMPs that will be implemented to address each pollutant of concern;
 - A schedule for implementing the BMPs; and
 - The information to be included in each annual report, including the monitoring data, as assessment of data trends, and an assessment of the effectiveness of the BMPs.
4. The IWP and MIP must be evaluated annually and revised as needed. The most recent version of the IWP or MIP must be submitted as an attachment to this appendix.