SWMP OUTLINE

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Instructions, pop-up instructions on Navigator, how to print to PDF

SWMP Cover Sheet

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Annually, the signature sheets must be signed to document completion of the following in the SWMP.

1. Minimum Measure 1- MS4's Focus Areas, Target Audiences, and/or Education and Outreach topics. (Jan 2027)
2. Minimum Measure 3- Procedures, Training, Inventory & Prioritization.
3. Minimum Measure 4- Procedures, Training, Inventory & Prioritization.
4. Minimum Measure 5- Procedures, Training, Inventory & Prioritization
5. Minimum Measure 6- Procedures, Training (Jan 2027), Inventory & Prioritization

SWMP Supporting Documents Folder

SWMP Supporting Documents folder containing support documentation for SWMP including:

1. NYSDEC MS4 Permit Forms (Appendix D)
2. Illicit Discharge Track Down Procedures (Chapter 13 of the CWP IDDE Manual)
3. MCM 1- MCM 6 supporting forms

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Stormwater Management Plan (SWMP)

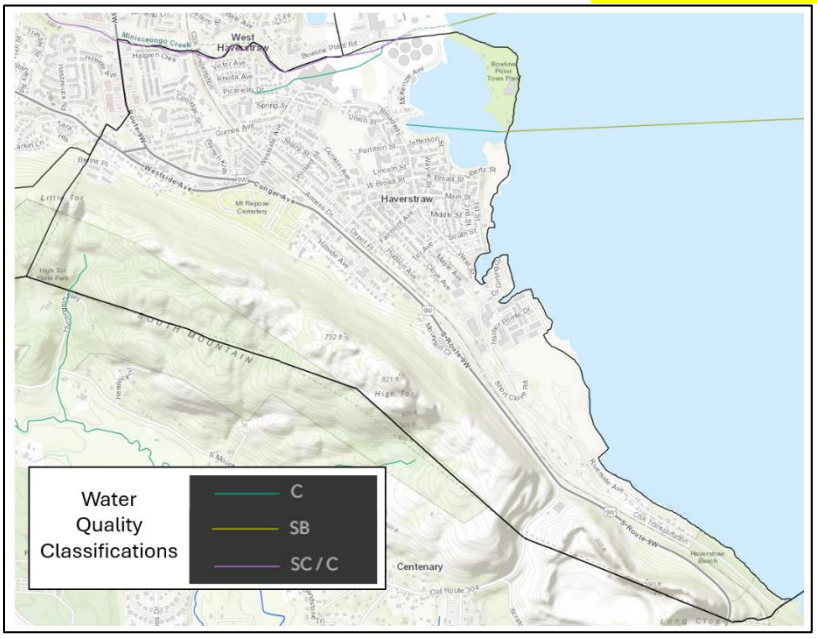
VILLAGE OF HAVERSTRAW
Rockland County, New York

New York State Department of Environmental Conservation
SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s)
Permit No. GP-0-24-001
Effective Date: January 3, 2024

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MS4 Waterbodies and Areas of Concern (Review Annually)



Source: Stormwater Consortium of Rockland County's Stormwater Interactive Map. Rocklandcce.org

Waterbody Name	Waterbody Classification	NYS Section 303-D List of Impaired Waters	MS4 Permit Appendix C Listed	Waterbody Inventory/ Priority Waterbody List
Hudson River	SB	No	No	Impaired
Hackensack River (West Branch, Upper, and tribs)	C	No	No	Unassessed
Bowline Pond	C	N/A	N/A	Unlisted
Minisceongo Creek & minor tribs	SC/C	No	No	Unassessed

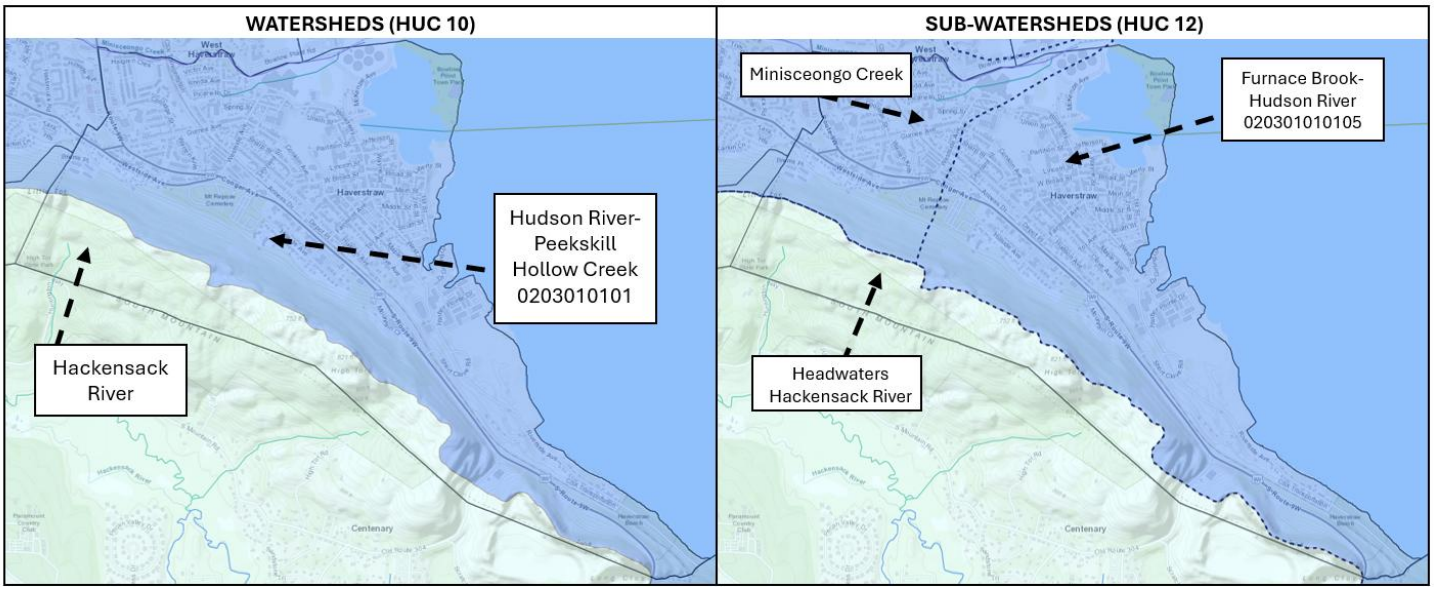
Pollutants of Concern	Geographic Areas of Concern
Trash	Commercial areas

Highway Personnel Observations:

Date	What's found most in storm drains?	Waterbodies of Concern
3-2-26	Trash, vegetative waste	Hudson River, Minisceongo Creek

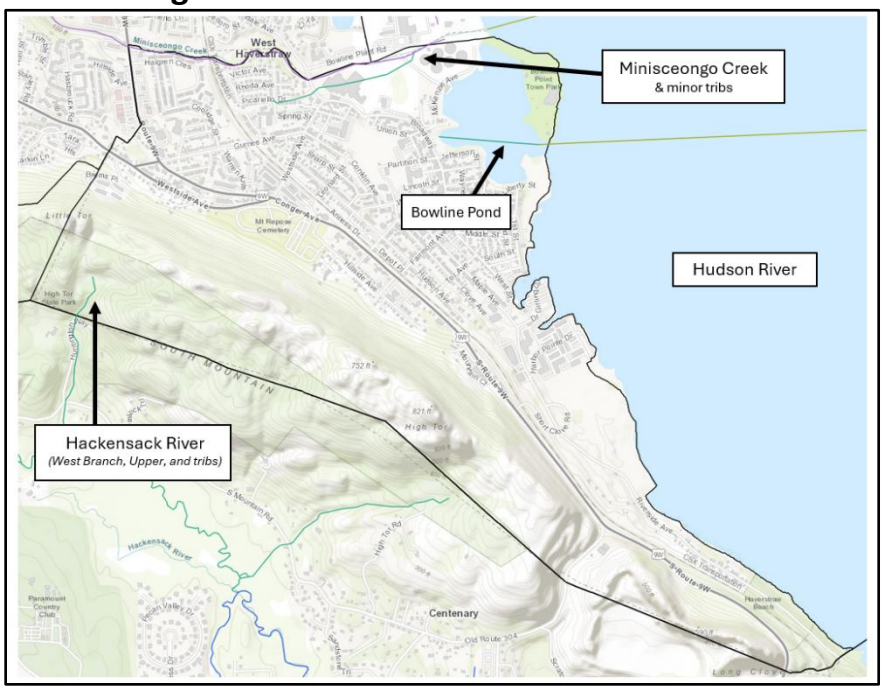
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USDA Watersheds



Source: Stormwater Consortium of Rockland County's Stormwater Interactive Map. Rocklandcce.org

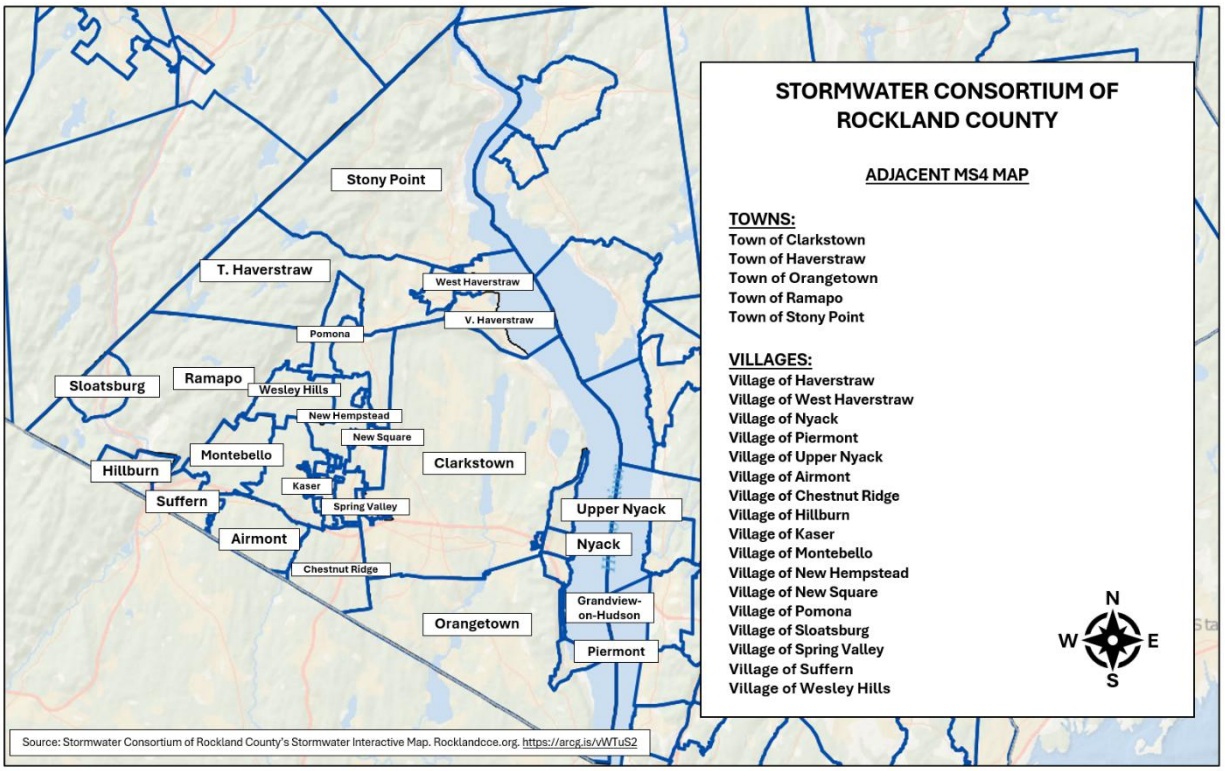
Village of Haverstraw Labelled Waterbodies



Source: Stormwater Consortium of Rockland County's Stormwater Interactive Map. Rocklandcce.org

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Adjacent MS4 Map



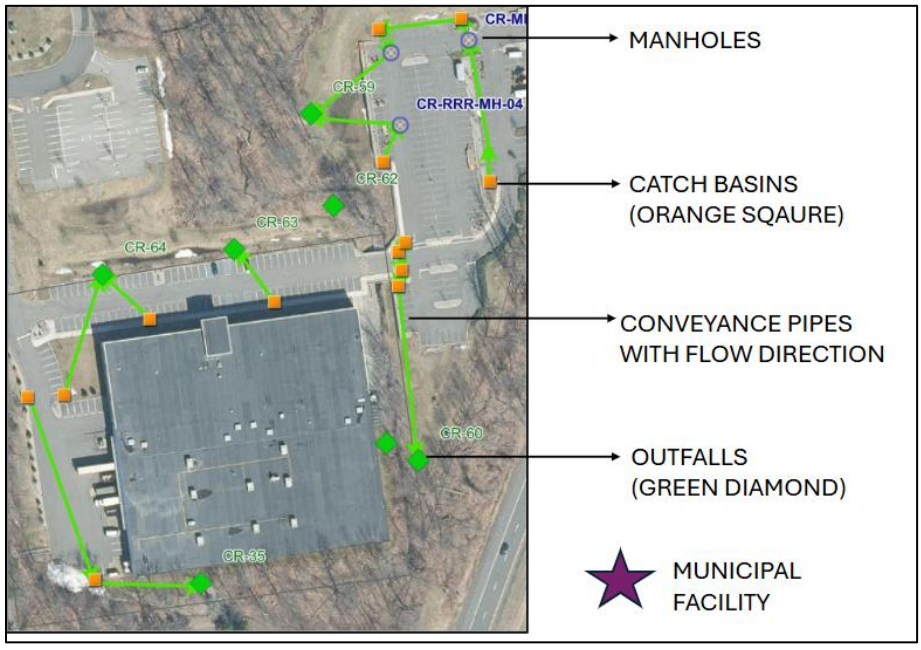
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Mapping (Review Annually)

Mapping requirements (Part IV.D.) are maintained in an ArcGIS Online database, with the exception of Focus Areas which is maintained on a CCE Rockland interactive map.

Municipal User	Login	Username/Password
Eve Mancuso	www.arcgisonline.com survey123.arcgis.com	See user. Also uses County GIS
Osvaldo Reyes	www.arcgisonline.com survey123.arcgis.com	See user. Also uses County GIS
	www.arcgisonline.com	See user.

Permit requirement	Data to be maintained
General	Basemap info, Land use, Roads, Topo, Storm sewer sheds
MS4 Infrastructure	Comprehensive System, Direction of flow, etc.
MM 1	Focus Areas (See MCM 1- maintained on CCE Rockland interactive map)
MCM 3	Monitoring Locations Inventory (Outfalls, Interconnects, Municipal Facility Intra-connections)
MCM 4&5	Public/Private owned post-construction SMPs
MCM 6	Municipal Facility Inventory



Source: Village of Chestnut Ridge. Stormwater Consortium of Rockland County unified ArcGIS database

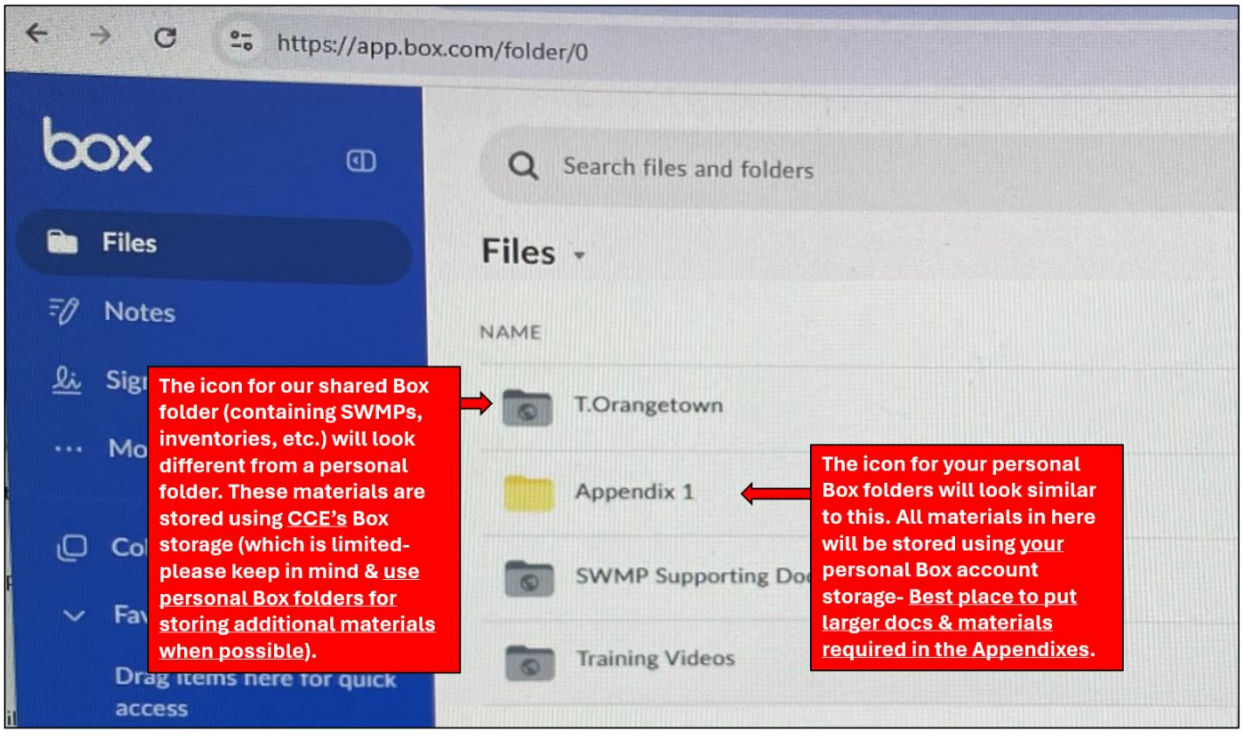
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Box Folders (Review Annually)

SWMP documents are maintained on a Box Drive. The Stormwater Consortium of Rockland County shares a Box Folder with the municipality. The Municipality can create box folders and upload them to the Drive.

This process facilitates record-keeping in one location that can be updated and maintained collaboratively.

Municipal User	Login	Password
Eve Mancuso	Company email	See user.
Isabel Gonzalez-Soto	Muni email	See user.
	Muni Email	See user.
	Muni Email	See user.



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Annual Update Requirements (Review Annually)

I. Appendix 1- Administrative Compliance

1. **Alternative Implementation Agreements** (Part IV.A.1). Add to SWMP within 30 days of signing.
   - Include annual agreements (CCE, Consultants, Street Sweeping vendors) and ensure they are on the Staff/Organizational Chart.
   - Include Email from County Highway on 4-22-25 on washing vehicles at county facility with Alternative Implementation Agreements. Part I.B.2.D- Unauthorized Discharges. The discharge of vehicle and equipment wash water from municipal facilities to the MS4 System is prohibited (including tank cleaning operation).
2. **Staff/Organizational Chart** (Part IV.A.2)(See Examples here).
3. **Notice of Intent** (Part II.A) Ensure the Ranking Elected Official and Stormwater Program Coordinator info has not changed, as this info is used to pre-populate reporting on nForm. It is also the DEC's sole contact information. Notify DEC of changes (within 30 days of a change).
4. **Public Notice and Input Documentation** (Part IV.B). Keep notification of public notice.

II. Appendix 2- Program Compliance Documentation

MCM Program **Procedures (by April 1)** and **Training (Annually)**

The MCM 3-6 programs must have established Procedures in the SWMP Plan. **By April 1** the following program Procedures must be reviewed and updated if needed. **Annually,** staff must be trained on the Procedures, and training must be documented in the SWMP.

1. Minimum Measure 1- No Procedure or Training requirements. MS4 Focus Areas, Target Audiences, and/or Education and Outreach topics must be reviewed by April 1 (due Jan 2027). Part VIII: Heightened education requirements (2x/year following mapping) in impaired sewersheds.
   - MCM 1- Illicit Discharge Education (Part IV.A.1.d) (IDDE Flyer). The MS4 Operator must make information regarding prevention of illicit discharges available to municipal employees, businesses, and the public. The name or title and contact info of the local contact for public concern must be published on the flyer. Document the completion in the SWMP (MCM 1-Attachment 1A).
2. Minimum Measure 3: Monitoring Locations Inspection and Sampling Procedures, Illicit Discharge Track Down and Elimination Procedures. (due Jan 2026).
3. Minimum Measure 4: Construction Oversight Procedures (due now).
4. Minimum Measure 5: Post-Construction SMP Inspection and Maintenance Procedures (due now).
5. Minim Measure 6: Municipal Facility Procedures, Municipal Operations Procedures (due Jan 2027).

MCM Program **Inventories**

Annually, the MS4 Operator must update and Prioritize the following MM 3-6 Inventories, and document completion in the SWMP. The SCRC ArcGIS Online database hosts the mapping Inventories.

1. Minimum Measure 3 (MCM 3-Attachment 3B)- Monitoring Locations Inventory (MS4 Outfalls, Interconnections, Municipal Facility Intra connections)(due Jan 2027). Maintained on ArcGIS Online. Jen has instructions to complete inventory.
2. Minimum Measure 4 (MCM 4-Attachment 4A)- Construction Inventory (Due now).
   Updated from the SCRC's Construction & Post-Construction database. Maintained on Excel. Must be mapped to ArcGIS Online by January 2027.
3. Minimum Measure 5 (MCM 5-Attachment 5A)- Post-Construction Inventory (Due now).

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Updated from the SCRC's Construction & Post-Construction database. Maintained on Excel. Must be mapped to ArcGIS Online by January 2027.

4. Minimum Measure 6 (MCM 6-Attachment 6A)- Municipal Facility Inventory (due Jan 2026). Maintained on Excel and ArcGIS Online.

III. Mapping

Annually, update the Comprehensive System Mapping as required (Part IV of MS4 Permit). Mapping is maintained on each MS4's account in the ArcGIS Online database.

1. **Due now**: MS4 Outfalls, Interconnections, Preliminary Sewershed Info, Basemap Info. All maintained on the ArcGIS database.
2. Phase I (Jan 2027): Focus Areas, Monitoring Locations, Construction Sites, Post-Construction SMPs (Publicly owned), Municipal Facilities. Part VIII: Comprehensive System Mapping complete in the sewersheds that discharge to impaired waters. Additional MS4 Outfall Inventory info.
3. Phase II (Jan 2029): MS4 Infrastructure, Post-Construction SMPs (Privately-owned that discharge to the MS4) .

IV. Other Components:

1. Minimum Measure 3- During dry weather, one (1) inspection of each Monitoring Location identified in the MCM 3 Inventory every five (5) years following the most recent inspection. Aim for roughly 20% per year. Review the local contacts for IDDE (Rockland County, DOT).
2. Minimum Measure 6 (Attachment 6B)- **Annually**, from April 1 through October 31, roads in business and commercial areas must be swept (Part VI.F.d). Part VIII: all streets located in sewersheds discharging to phosphorus impaired segments must be swept.
3. Each MS4- Review municipal webpage info and ensure Stormwater Management Program Contacts (next page are posted and the IDDE Flyer.

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Stormwater Management Program Contacts (Review Annually)

The MS4 Operator must document the following in the SWMP Plan.

Stormwater Program Coordinator Oversees the development, implementation, and enforcement of the SWMP; coordinates all elements of the SWMP to ensure compliance with this SPDES general permit; and develops and submits the Annual Report. The name, title, and contact information must be documented in the SWMP Plan.

NAME	Eve Mancuso
TITLE	Village Engineer
PHONE	845-547-2516
EMAIL	Mancuso.Eve@WSEInc.com

Local contact for public concerns (MM 2) Local point of contact to receive and respond to public concerns regarding Stormwater Management and Compliance with Permit Requirements. The name or title of this individual, with contact information, must be published on public outreach and public participation materials (ex. IDDE Flyer) and documented in the SWMP Plan.

NAME	Isabel Gonzalez
TITLE	Village Clerk
PHONE	845-429-0300
EMAIL	Isabel.Gonzalez@VillageofHaverstraw.gov

Public Reporting of Illicit Discharges (MM 3) The MS4 Operator must document in the SWMP Plan an email or phone number with message recording capability used for the public to report illicit discharges.
During normal business hours:

NAME	Isabel Gonzalez
TITLE	Village Clerk
PHONE	845-429-0300
EMAIL	Isabel.Gonzalez@VillageofHaverstraw.gov

For non-emergency matters: Ramapo Police Department, 845-357-2400
For emergency matters: 911

Rockland County MS4 Illicit Discharge Contact Sheet:
See next page.

Public Reporting of Construction Sites (MM 4)
The MS4 Operator must document in the SWMP Plan an email or a phone number with message recording capacity for the public to report complaints related to construction stormwater activity.

NAME	Isabel Gonzalez
TITLE	Village Clerk
PHONE	845-429-0300
EMAIL	Isabel.Gonzalez@VillageofHaverstraw.gov

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Rockland County MS4 Illicit Discharge Contact Sheet

Entity	Address	Contact	Phone Number
NYSDEC Region 3	NYSDEC Regional Water Engineer		(914) 803-8157 Tarrytown
NYSDOT Region 8	NYSDOT Region 8 Eleanor Roosevelt State Office Building 4 Burnett Boulevard Poughkeepsie, NY 12603	Holly Frey- NYSDOT Region 8 MS4 Coordinator Holly.Frey@dot.ny.gov Ellen Kubek- Main Office MS4 Coordinator Ellen.Kubek@dot.ny.gov Stephanie Lewison Stephanie.Lewison@dot.ny.gov	General Inquiries: (845) 431-5750
Rockland County Highway Department	Rockland County Highway Department 26 Scotland Hill Road Chestnut Ridge, NY 10977	Deputy Superintendent of Highways- Stormwater Program Coordinator	(845) 638-5060
Local Sewage District/Authority	Haverstraw Joint Regional 20 Ecology Ln, West Haverstraw, NY 10993		845-429-5715
Rockland County Health Department			(845) 364-2512

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Introduction

The Stormwater Program, implemented by the Environmental Protection Agency, aims to improve the nation's water quality by reducing pollutants in the Municipal Storm Sewer System (the 'MS4'). An MS4 is a *municipally owned* storm sewer system (not privately owned or maintained storm sewer system) that typically includes catch basins, stormwater conveyance pipes, and outfalls. Importantly, an MS4 is separate from a sanitary sewer system. There are no known combined sewers in Rockland County.

When rain runs off into the MS4, the resulting stormwater carries pollutants directly to local waters used for fishing, swimming, or drinking. This runoff impairs water quality and harms aquatic life. The pollutants include oil, sediment, fertilizer, and pathogens from pet waste or leaching septic systems, as well as various other sources. Furthermore, illegal dumping or connections into storm drains will directly discharge contaminants like restaurant grease or raw sewage into local waterways.

Stormwater pollution is particularly high in nutrients like Nitrogen and Phosphorus. These nutrients primarily originate from sources such as sediment runoff from lawns and construction sites (as sediment is nutrient-rich), fertilizer, pet waste, and leaching septic tanks. Excess nutrients fuel algae and harmful algae blooms, as well as invasive aquatic weed growth, such as water chestnut. The EPA has identified nutrient pollution from excess nitrogen and phosphorus as a major threat to the nation's surface waters.

Phase I of the EPA's Stormwater Program addresses stormwater runoff with populations of 100,000 or greater. The Phase II addresses stormwater runoff from urbanized areas with populations smaller than 100,000. The Village of Haverstraw is a small, urbanized entity and fits into the category of a "small MS4" under the Phase II Stormwater Program and is therefore required to abide by the terms and conditions of the New York State Department of Environmental Conservation's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (i.e. 'the MS4 Permit'). The permit was enacted and is enforced by the regulatory oversite agency, the New York State Department of Environmental Conservation. Accordingly, this Stormwater Management Plan (SWMP) has been prepared for the Village of Haverstraw to ensure compliance with the MS4 Permit. **The SWMP must fully address all requirements and documentation outlined in GP-0-24-001, which includes provisions to update the Plan, to maximize the reduction of stormwater pollutants in surface waters.**

The MS4 Permit has six (6) required program components, known as the six 'Minimum Control Measures' or MCMs. The six MSMs are identified as follows:

MCM 1- Public Education and Outreach Program:
This MCM is designed to inform the public about the impacts of stormwater on water quality, the general sources of stormwater pollutants, and the steps they can take to reduce pollutants in stormwater runoff. Examples include proper lawn care as sediment, fertilizer, pet waste, car wash soap, and yard clippings that enter the storm drain lead to nutrient pollution in local waters.

MCM 2 – Public Involvement/Participation:
This MCM is designed to give the public the opportunity to include their opinions in the implementation of the MS4 permit.

MCM 3 – Illicit Discharge Detection and Elimination:

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This MCM is designed to ensure the Municipally owned Storm Sewer System (MS4) is not conveying pollutants (other than those directly attributable to stormwater) to surface waters. Examples include illicit dumping of oil or restaurant grease, effluent from septic tanks, or illegal hookups (e.g., sewer lines or from commercial businesses like laundromats) that feed pollution directly into the storm drains.

MCM 4 – Construction Site Stormwater Runoff Control:
This MCM is designed to prevent pollutants from construction related activities, as well as promote the proper planning and installation of post-construction Stormwater Management Practices (SMPs). Uncontained sediment from construction sites runs off into local waters, causing severe environmental damage. Because the sediment is rich in Nitrogen and Phosphorus, it causes nutrient pollution that leads to algae and harmful algae blooms, and invasive aquatic weed growth. In addition, the sediment physically harms aquatic life by clogging fish gills.

MCM 5 – Post-Construction Stormwater Management:
This MCM is designed to promote the *long-term performance* of post-construction Stormwater Management Practices (SMPs) in removing pollutants. If SMPs are not properly maintained, general neglect (such as sediment and debris build-up) will render them ineffective, thus stormwater cannot be properly managed on-site.

MCM 6 – Pollution Prevention and Good Housekeeping:
This MCM is designed to ensure the MS4 Operator's own activities do not contribute pollutants to surface waters of the State. Comprehensive site assessments and training at highway garages, as required per MCM 6, will assist in minimizing the discharge of pollutants at these facilities to the MS4. Park Departments should be aware of Nutrient Pollution and not direct yard clippings to storm drains.

The Village of Haverstraw is an active member of the Stormwater Consortium of Rockland County (SCRC) and will utilize its many resources to help meet permit requirements. The SCRC was formed between Cornell Cooperative Extension (CCE Rockland) and the towns and villages of Rockland County to collaborate and share resources on stormwater management.

Part I. Permit Coverage and Limitations

A. PERMIT AUTHORIZATION

The MS4 permit authorizes the discharge of stormwater from the Village of Haverstraw's MS4. Discharges from firefighting activities are authorized only when the firefighting activities are emergencies or unplanned.

The Village of Haverstraw must abide by the terms and conditions of **Part VI.** ***Traditional Land Use Control MS4 Operators***.

B. EXEMPTIONS AND LIMITATIONS ON COVERAGE

1. Exempt Discharges

The following discharges from MS4 Operators **are exempt** from the requirements of the MS4 permit:

a) Stormwater discharges covered by the SPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity, GP-0-23-001 (MSGP); and

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b) Individual SPDES permitted stormwater discharges that are in compliance with permit limitations.

c) The comprehensive list of allowable discharges per 6 NYCRR Part 750-1.2(a)(29)(vi):

Discharges from firefighting activities; fire hydrant flushings; testing of firefighting equipment, provided that such equipment is for water only fire suppression; potable water sources including waterline flushing's; irrigation drainage; lawn watering; uncontaminated infiltration and inflow; leakage from raw water conveyance systems; routine external building wash down and vehicle washing which does not use detergents or other compounds; pavement wash waters where spills or leaks of toxic or hazardous materials, other than minor and routine releases from motor vehicles, have not occurred (unless such material has been removed) and where detergents are not used; air conditioning and steam condensate; springs; uncontaminated groundwater; and foundation or footing drains where flows are not contaminated with process materials such as solvents provided that the permittee has implemented an effective plan for minimizing the discharge of pollutants from all of the sources listed in this subparagraph.

*In accordance with previous NYSDEC guidance, **pool water** must be essentially free of chlorine (LT 0.1 ppm total chlorine), algaecides, and other chemicals prior to discharge. A 10-day holding time after the last chemical treatment is generally sufficient for chlorine to dissipate naturally. The pH should be within a normal range (6 to 9). Pool discharges should be done slowly to prevent soil erosion, flooding, or damage to adjacent properties (the recommended maximum discharge rate is 25 gal/min or less).*

2. Unauthorized Discharges

The following discharges from MS4 Operators **are not authorized** by the MS4 Permit:

a) Stormwater discharges that may adversely affect an endangered or threatened species, or its designated critical habitat, unless the MS4 Operator has obtained a permit issued pursuant to 6 NYCRR Part 182 or the Department has issued a letter of non-jurisdiction.

b) Stormwater discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places unless the covered entity is in compliance with requirements of the National Historic Preservation Act and has coordinated with the appropriate State Historic Preservation Office any activities necessary to avoid or minimize impacts.

c) Stormwater discharges, the permitting of which is prohibited under 40 CFR 122.4 and 6 NYCRR 750-1.3.

d) The discharge of vehicle and equipment wash water from municipal facilities, including tank cleaning operations.

*The Village of Haverstraw has a Wash Bay at the DPW Garage that discharges to an oil-water separator which ultimately leads to the Haverstraw Joint Regional sanitary sewer system. Should the sanitary system be inoperable for any reason, vehicle and equipment washing can be achieved at the Rockland County Highway Department (*Attachment 1- Alternative Implementation Agreements. See email from Rockland County Highway Department).

3. Documentation of Discharge Eligibility

All documentation necessary to demonstrate discharge eligibility (Part I.B.1. and Part I.B.2.) must be documented in the Stormwater Management Program Plan (SWMP Plan) (Part IV.B.).

Part II. Obtaining Permit Coverage

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A. NOTICE OF INTENT

MS4 Operators must submit the Notice of Intent (NOI) electronically (eNOI) to be authorized to discharge under this SPDES general permit. By submitting the complete eNOI, the Village of Haverstraw certifies that they read and agree to comply with the terms and conditions of the permit including provisions to update the SWMP Plan.

The Village of Haverstraw has completed the electronic Notice of Intent (APPENDIX 1). The completed NOI will be kept in the SWMP plan and as required, as information changes, within thirty (30) days, NOI will be updated and resubmitted to the Department. This will mainly reflect changes to the Ranking Elected Official and the Stormwater Program Coordinator.

Part III. Special Conditions

A. DISCHARGE COMPLIANCE WITH WATER QUALITY STANDARDS

It shall be a violation for any authorized discharge to either cause or contribute to a violation of water quality standards as contained in 6 NYCRR 700-705. The MS4 Operator must take all necessary actions to ensure discharges comply with the terms and conditions of the MS4 permit. If at any time the MS4 Operator becomes aware (e.g., through self-monitoring or by notification from the Department) that a discharge causes or contributes to the violation of an applicable water quality standard, the MS4 Operator must implement corrective actions and document in the SWMP Plan under the applicable Minimum Measure.

The inventory of the Village of Haverstraw's MS4 Outfalls and their receiving waterbodies are available in Minimum Measure 3, Attachment 3B (Monitoring Locations Inventory).

B. WATER QUALITY IMPROVEMENT STRATEGIES FOR IMPAIRED WATERS

1. List of Impaired Waters (Appendix C)

Part VIII. requirements must be implemented for MS4 Operators whose MS4 outfalls discharge to Impaired Waters listed in Appendix C. **The Village does not have any impaired waters listed in Appendix C.**

MS4	Waterbody Inventory/ Priority Waterbody List Name (WI/PWL Number)	Pollutant of Concern

Per Part VIII, planned upgrades to Municipal Facilities and right of ways in the sewersheds to Impaired Waters will incorporate, where feasible, cost-effective runoff reduction techniques. Examples include bioswales, green streets, porous pavement, replacement of closed drainage with grass swales, replacement of the existing islands in the parking lots with bioretention or curb cuts to route the flow through below-grade infiltration areas or other low-cost improvements that provide runoff treatment or reduction.

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Part IV. STORMWATER MANAGEMENT PROGRAM (SWMP) REQUIREMENTS

The Village of Haverstraw must develop, implement, and enforce a *SWMP* retained in written, hardcopy or electronic format.

A. ADMINISTRATIVE

1. Alternative Implementation Options

MS4 Operators may utilize other entities to assist with any portion of the SWMP through a legal, binding agreement. **Within thirty (30) days of signing,** alternative agreements must be documented in the SWMP Plan. **Agreements must be reviewed annually**. The Village of Haverstraw utilizes the entities listed on the Staffing Plan/Organizational Chart per Part VI.A.2. to assist in portions of the SWMP (APPENDIX 1).

2. Staffing plan/Organizational chart

A written staffing plan/organizational chart has been developed which includes job titles and other entities as identified in Part IV.A.1, and the roles and responsibilities for each corresponding to the required elements of the SWMP (APPENDIX 1). The chart will be updated annually to ensure the correctness with current staff and associated Alternative Agreements.

B. SWMP Plan

1. Stormwater Program Coordinator

The Stormwater Program Coordinator oversees the development, implementation, and enforcement of the SWMP; coordinates all elements of the SWMP to ensure compliance; and develops and submits the Annual Report. The name, title, and contact information of the Stormwater Program Coordinator is documented under Stormwater Management Program Contacts in the beginning of the SWMP.

2. Availability of SWMP Plan

The SWMP Plan, and documentation associated with the implementation of the SWMP Plan, will be available during normal business hours to the management and staff responsible for implementation as well as the NYSDEC and United States Environmental Protection Agency (USEPA) staff. The current SWMP Plan is available for public inspection during normal business hours at a location that is accessible to the public or on a public website. The SWMP Plan can "incorporate by reference" components which must be documented in the SWMP Plan, therefore every component does not need to be included *physically* in the plan. COMMENT: HAVE PREVIOUS SWMP AND NEW SWMP TEMPLATE AVAILABLE TO PUBLIC/STAFF UNTIL NEW SWMP IS FULLY IMPLEMENTED (JAN 2029).

3. Timeframes for SWMP Plan Development or Updates

Annually, after the end of the Reporting Year and by April 1, the SWMP Plan must be updated to ensure the permit requirements are implemented. The NYSDEC's *Compliance Items Summary Tool* available in their MS4 Toolbox provides the comprehensive list of items due annually. This tool is used as a planning guide to meet upcoming requirements, and to remain compliant with the NYSDEC's Interim and Annual reporting.

C. Minimum Control Measures (MCMs)

The MCMs for *traditional land use MS4 Operators* are listed in Part VI. The Village of Haverstraw must abide by the terms and conditions of **Part VI. *Traditional Land Use Control MS4 Operators***.

D. Mapping

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The Village of Haverstraw will continue to develop and maintain comprehensive system mapping to include the mapping components as outlined in the SPDES permit. The majority of mapping is found on the SCRC's ArcGIS Online database. The required components are listed below with the location of where to find the data. The mapping field guide, training video, and other supporting documentation are available in the SWMP Supporting Documents folder.

Mapping will be maintained in a readily accessible format, with scale and detail appropriate to provide a clear understanding of the MS4, to serve as a planning tool to allow for prioritization of efforts and facilitate management decisions. **Annually**, the comprehensive system mapping will be updated to include updates to prioritization information of monitoring locations (Part VI.C.1.d.), construction sites (Part VI.D.5.), and municipal facilities (Part VI.F.2.c.i.) as these requirements are due. Mapping can be in paper so long as it's a useful tool for implementation of the permit and mapping requirements (Source: NYSDEC Virtual Presentation 1-14-25).

1. **Comprehensive System Mapping**

   Comprehensive Mapping **due July 2024** must include the following. Mapping must be in a readily accessible format, with scale and detail appropriate to provide a clear understanding of the MS4 to serve as a planning tool to allow prioritize efforts and facilitate management decisions by the MS4 Operator. **The majority of mapping is found on the SCRC's ArcGIS Online database.** Each layer location has been identified.

   a) MS4 Outfalls:
   Maintained by each municipality on the SCRC's ArcGIS Online database.

   b) Interconnections:
   Maintained by each municipality on the SCRC's ArcGIS Online database.

   c) Preliminary Storm Sewer-Shed Boundaries:
   Per answer #391 on the NYSDEC's Responsive Summary, Watershed delineations can serve as boundaries. The HUC 12 Watershed delineations are available on the SCRC's ArcGIS Online database, CCE Rockland's Stormwater Consortium Interactive Map and the Hudson Valley Resource Mapper.

   d) MS4s subject to Part IX:
   Not Applicable to Rockland County. There are no MS4s that must abide by Part XI of the MS4 Permit.

   e) Basemap Information:
   The following information can be found on the SCRC's ArcGIS Online database except for Automatically and Additionally Designated Areas. Other data sources are listed.

   (1) Automatically and Additionally Designated Areas (ADAs):
   CCE Rockland's Stormwater Consortium Interactive Map
   NYSDEC Info Locator

   (2) Name and location of all surface waters of the State:

   (a) Waterbody Classification:
   CCE Rockland's Stormwater Consortium Interactive Map
   Hudson Valley Resource Mapper

   (b) Waterbody Inventory/Priority Waterbodies list (WI/PWL):

   (i) Impairment status:
   CCE Rockland's Stormwater Consortium Interactive Map

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Hudson Valley Resource Mapper

(ii) POC, if applicable:
See CCE Rockland's Stormwater Consortium Interactive Map for the most recent 303-D Listed Impaired waters.

(c) TMDL watershed areas
Not applicable. There are no TMDL watershed areas in Rockland County.

(3) Land use, including:
CCE Rockland's Stormwater Consortium Interactive Map or Rockland County GIS.

(a) Industrial;
(b) Residential;
(c) Commercial;
(d) Open space; and
(e) Institutional
(f) Roads; and
(g) Topography

2. Updating the Comprehensive System Mapping

a) **Phase I**- Mapping updates due by January 2027:
Mapping will be maintained by each municipality on the SCRC's unified mapping database.
(1) Monitoring Locations with Inventory and associated Prioritization (MM 3).
(2) Focus Areas (MM 1) CCEs Rockland's Stormwater Consortium Focus Areas Map
(3) Publicly owned Post-Construction Stormwater Management Practices (SMPs) (MM 5).
(4) Municipal Facilities with associated Prioritization (MM 6).

b) **Phase II**- Mapping updates due by January 2029:
Mapping will be maintained by each municipality on the SCRC's unified mapping database.
(1) MS4 Infrastructure, including:
(a) Conveyance system
(i) Type (closed pipe or open drainage); and
(ii) Direction of flow
Can be a written description or indicated as an arrow on the feature.
(b) Stormwater Structures
(i) Type (drop inlet, catch basin, or manhole); and
(ii) Number of connections to and from drop inlets, catch basins, and manholes.
(2) Privately owned Post-Construction Stormwater Management Practices (SMPs) (MM 5).
If the location of the SMP cannot be determined without accessing private property, map location using street address or tax parcel.

E. Legal Authority

For MS4 Operators continuing coverage from previous iterations of the MS4 Permit, adequate legal authority must be maintained to control pollutant discharges. Documentation from the attorney representing the MS4 Operator must be in the SWMP Plan ensuring equivalence to the model local

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laws. The following model local laws have been adopted and have been attorney certified (APPENDIX 1- Legal Authority).

1. NYSDEC Model Local Law to Prohibit Illicit Discharges, Activities and Connections to Separate Storm Sewer Systems, April 2006 (NYSDEC Model IDDE Local Law 2006).
   a) The Village of Haverstraw's adopted local law for Illicit Discharge (list and name):
   Chapter 196. *Storm Sewers*. §196-1 to §196-18. Adopted by the Board of Trustees of the Village of Haverstraw 7-12-2010 by L.L. No. 6-2010.
   https://ecode360.com/14676661

2. NYSDEC Sample Local Law for Stormwater Management and Erosion & Sediment Control, March 2006 (NYSDEC Sample SM and E&SC Local Law 2006).
   a) The Village of Haverstraw's adopted local law for E&SC:
   Chapter 197. *Stormwater Management and Erosion Control*. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007.
   https://ecode360.com/10994974

F. Enforcement Measures & Tracking

The Village of Haverstraw has developed the following Enforcement Response Plans (ERPs) in accordance with the requirements below.

Enforcement Response Plan- Illicit Discharge (MCM3-Attachment 3C)
Enforcement Response Plan- Construction (MCM 4-Attachment 4B)
Enforcement Response Plan- Post-Construction (MCM 5-Attachment 5B)

1. Enforcement Response Plan

The ERPs must set forth a protocol to address repeat and continuing violations through progressively stricter responses (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of the MS4 permit. Efforts to obtain voluntary correction of deficiencies through verbal warnings or written notices must not exceed sixty (60) days (from the time of the MS4 Operator's initial determination until a return to compliance) in duration and is written in the ERP. The ERPs are documented in the SWMP Plan in the relevant attachments- listed above.

   a) The ERPs describe the **enforcement responses** the Village of Haverstraw will utilize to achieve compliance. Enforcement responses are based on the type, magnitude, and duration of the violation, effects of the violation on the receiving water, compliance history of the operator, and good faith of the operator in compliance efforts, as per the permit.
      (1) Verbal warnings
      (2) Written notices
      (3) Citations (and associated fines)
      (4) Stop Work Orders
      (5) Withholding of plan approvals or other authorizations affecting the ability to discharge to the MS4
      (6) Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.

2. Enforcement Tracking

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The Village of Haverstraw must track instances of non-compliance in the SWMP Plan with a documented **enforcement case** which must include, at a minimum, the following, which are included in the Enforcement Response Plans:

a) Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan)
b) Location of the stormwater source (e.g., construction project)
c) Description of the violation
d) Schedule for returning to compliance
e) Description of enforcement response used, including escalated response if repeat violations occur or violations are not resolved in a timely manner
f) Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)
g) Any referrals to different departments or agencies; and
h) Date violation was resolved.

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Part V. RECORDKEEPING, REPORTING, AND SWMP EVALUATION

A. Recordkeeping

The *MS4 Operator* must keep records required by this *SPDES* general permit for **five (5) years** after they are generated.

B. Reporting

Reports must be submitted electronically to the Department through nForm. All reports must be signed and certified per the Signatories and Certification (Part X.J.) of the MS4 Permit.

1. Annual Reports

An **Annual Report** must be submitted to the Department by April 1. The Reporting Year for the Annual Report is January 3 of the current year to January 2 of the following year. The completion must be documented in the SWMP Plan (APPENDIX 1).

2. Interim Progress Reports

Twice a year, by April 1 and October 1, MS4 Operator must submit to the Department an **Interim Progress Certification** verifying that requirements in the MS4 permit have been completed by the date specified. The completion must be documented in the SWMP Plan (APPENDIX 1).

3. Shared Annual Reporting

The consortium does not collectively do shared reporting. MS4 Operators working together to implement their SWMP may complete a shared Annual Report. Each MS4 Operator must sign the certification section which includes acceptance of the shared information. How to complete the Annual Report as a Coalition/Group jointly (PDF) is available on the NYSDEC's MS4 website.

C. SWMP Evaluation

Once every five (5) years, the MS4 Operator must evaluate the SWMP for compliance with the terms and conditions of the MS4 permit, including the effectiveness or deficiencies of components of the SWMP Plan, and the status of achieving the requirements. The SWMP evaluation must be documented in the SWMP Plan (APPENDIX 1).

Part VI. Minimum Control Measures (MCMs) for Traditional Land Use Control MS4 Operators

A. MCM 1- Public Education and Outreach Program

The MCM Operator must develop and implement an education and outreach program 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 the steps the general public can take to reduce pollutants in stormwater runoff.

1. Development

a) Focus Areas (Due January 2027)
b) Target Audiences and Associated Pollutant Generating Activities (Due January 2027)
c) Education and Outreach Topics (Due January 2027)
d) Illicit Discharge Education (Due July 2024)

The MS4 Operator must make information regarding prevention of illicit discharges available to municipal employees, businesses, and the public and document the completion in the SWMP.

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The Stormwater Consortium of Rockland County has created an Illicit Discharge brochure (Attachment 1A) that includes that following, as required:

(1) What types of discharges are allowable (Part I.A.3.);
(2) What is an illicit discharge and why is it prohibited (Part VI.C.);
(3) The environmental hazards associated with illicit discharges and improper disposal of waste;
(4) Proper handling and disposal practices for the most common behaviors within the community (e.g., septic care, car washing, household hazardous waste, swimming pool draining, or other activities resulting in illicit discharges to the MS4); and
(5) How to report illicit discharges they may observe (Part VI.C.1.a.).

2. Implementation and Frequency

a) Once every 5 years the Village of Haverstraw must identify and document in the SWMP Plan which of the following methods are used for the distribution of educational messages:
(1) Printed materials (brochures, newsletters)
(2) Electronic materials (websites, email listservs)
(3) Mass media (radio, public service announcements, newspapers)
(4) Workshops or focus groups
(5) Display sin public areas (town halls, library, parks)
(6) Social Media (Facebook, Twitter, blogs)

b) Frequency

Following the completion of Focus Areas, Target Audiences and Associated Pollutant Generating Activities, and Education and Outreach Topics, the Village of Haverstraw must **Annually, by April 1** review and update these sections and document the completion in the SWMP Plan. The Annual Program Compliance Documentation (APPENDIX 2) is updated each year to document this requirement.

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Attachment 1A- Illicit Discharge Education (IDDE Flyer)

See the **SWMP Supporting Documents folder** (MM 1). INSERT FLYER in SWMP with the name or title and contact info of the local contact for public concern. How to report illicit discharges must be published on the flyer. Make available to public. ADD TO WEBSITE



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B. MCM 2- Public Involvement/Participation

The Village of Haverstraw must provide opportunities to involve the public in the development, review, and implementation of the SWMP. This MCM is designed to give the public the opportunity to include their opinions in the implementation of the MS4 permit.

1. Public Involvement/Participation

a) **Annually,** the Village of Haverstraw will **provide an opportunity** for public involvement/participation in the development and implementation of the SWMP. **Documentation of this requirement will be kept in the SWMP** (APPENDIX 1). Opportunities include (Below is a list of options from the Permit. Those filled in are the ones selected to be most relevant to the municipality):

(1) Public Hearings or Meetings;

(2) Reporting concerns about activities or behaviors observed;

The public may report concerns (Public Concerns, Illicit Discharges, Construction activity) through the contacts identified and provided in the SWMP on the Stormwater Management Program Contacts page.

(3) Stewardship activities;

The Village of Haverstraw has a link on their website to CCE Rockland and their volunteer webpage provides Stewardship activities in Rockland (trash cleanups, water quality, etc.).

(4) Citizen advisory group on stormwater management;

(5) Coordination with other pre-existing public involvement/participation opportunities;

(6) Citizen volunteers to educate individuals about the SWMP;

b) **Annually,** the Village of Haverstraw will **inform the public of the opportunity** for their involvement/participation in the development of the SWMP. **Documentation of this requirement will be kept in the SWMP** (APPENDIX 1). The methods for distribution of information are as follows (Below is a list of options from the Permit. Those filled in are the ones selected to be most relevant to the municipality):

(1) Public Notice;

Annually the Village of Haverstraw gives Public Notice to inform the public of their opportunity to participate in the development of the SWMP with the Draft Annual Report.

(2) Printed materials (brochures, newsletters)

(3) Electronic Materials (websites, email listservs)

(4) Mass media (PSA on radio or cable, newspapers)

(5) Workshops or focus groups

(6) Displays in public areas (town half, library, parks) or

(7) Social Media (Facebook, Twitter, blogs)

c) Local contact for public concerns (Due July 2024)

The Village of Haverstraw has identified the local point of contact to receive and respond to public concerns regarding Stormwater Management and Compliance with Permit Requirements. This information has been made available in the Stormwater Management Program Contacts in the beginning of the SWMP.

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2. Public Notice and Input Requirements

a) Public Notice and Input Requirements for SWMP Plan

Annually, the Village of Haverstraw will **provide an opportunity for the public to review, ask questions, and submit comments** on the SWMP. The completion must be documented **in the SWMP**. This requirement may be satisfied by Part VI.B.1.

b) Public Notice and Input Requirements for **Draft** Annual Report

Annually, the Village of Haverstraw will provide an opportunity for the public to review and comment on the draft Annual Report, and document completion in the SWMP (APPENDIX 1). The requirement will be met by either:

(1) Presentation of the Draft Annual Report at a regular meeting of an existing board (e.g. administrative, planning, zoning), or a separate meeting specifically for stormwater as designated by the MS4 Operator or if requested by the public, at which time the public will have the ability to ask questions and make comments on the Draft Annual Report.

The Village of Haverstraw will both present the draft Annual Report at a public meeting, and post the draft Annual Report on a public website, utilizing sample language below.

(2) Posting of the draft Annual Report on a public website. The website must provide a timeframe and procedures to submit comments and/or request a meeting. If a public meeting is requested by two or more people, the MS4 Operator will hold such a meeting.

The Village of Haverstraw will both present the draft Annual Report at a public meeting, and post the draft Annual Report on a public website, utilizing sample language below.

(3) Sample Language for Public Notice requirements:

(a) Board Meeting:

Notice is hereby given that the (Municipality) has prepared its (YEAR) Draft Annual Report per the NYSDEC's Municipal Separate Storm Sewer System (MS4) permit requirement. The report will be available for public review and comment at the (Municipality) board meeting on (date). The Storm Water Management Plan will be available for public review and comment at the (Municipality) Hall (address) during (these dates) from 10am to 4pm, by appointment.

Alternatively: Notice is hereby given that (Municipality) has prepared its (YEAR) Draft Annual Report per the NYSDEC's Municipal Separate Storm Sewer System (MS4) permit requirement. The report and Storm Water Management Plan will be available for public review and comment at the (Municipal) board meeting on (date).

(b) Webpage/Newsletter/Listserv:

Notice is hereby given that (Municipality) has prepared its (YEAR) Draft Annual Report per the NYSDEC's Municipal Separate Storm Sewer System (MS4) permit requirement. The draft report is available (on the website) for public comment until (timeframe- ex 5 or 10 days). Comments may be sent to (email). The Storm Water Management Plan will be available for public comment during these dates from 9-1pm at the municipal building hall, by appointment.

(c) Display in Public Area (Village Hall):

Notice is hereby given that (Municipality) has prepared its (YEAR) Draft Annual Report per the NYSDEC's Municipal Separate Storm Sewer System (MS4) permit requirement.

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The report and Storm Water Management Plan will be available for public review and comment at the Village Hall during these dates from 9-1pm, by appointment.

c) Consideration of Public Input

Annually, the Village of Haverstraw must include a summary of comments received on the SWMP Plan and Draft Annual Report in the SWMP Plan. **Within thirty (30) days** of when public input is received, the MS4 Operator must update the SWMP Plan, where appropriate, based on the public input received.

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C. MCM 3- Illicit Discharge Detection and Elimination

The Village of Haverstraw has a program to systematically detect, track down, and eliminate illicit discharges to the MS4. This MCM is designed to manage the MS4 so that it is not conveying pollutants associated with flows other than those directly attributable to stormwater runoff.

Municipal Means of Enforcement for Illicit Discharges:

- **Local Law for Illicit Discharge** (Appendix 1- Legal Authority):
  Chapter 196. *Storm Sewers*. §196-1 to §196-18. Adopted by the Board of Trustees of the Village of Haverstraw 7-12-2010 by L.L. No. 6-2010.
  https://ecode360.com/14676661

- **Enforcement Response Plan (ERP) for Illicit Discharge** (Attachment 3C):
  The **Enforcement Response Plan** sets forth a protocol to address repeat and continuing violations through progressively stricter responses and provides guidance on the permit requirements for Enforcement Tracking. Instances of non-compliance must be tracked in the SWMP.

1. Illicit Discharge Detection

a) Public Reporting of Illicit Discharges

(1) The MS4 Operator must document in the SWMP Plan an email or phone number with message recording capability used for the public to report illicit discharges. This information has been made available under Stormwater Management Program Contacts in the beginning of the SWMP.

(2) **Within 30 days of an illicit discharge**, the Village of Haverstraw will **document each report in the SWMP Plan** that includes the following information. The **Enforcement Tracking** component in the **Enforcement Response Plan** includes this information. (Attachment 3C).

(a) Date of the report

(b) Location of the illicit discharge

(c) Nature of the illicit discharge

(d) Follow up actions taken or needed (including response times); and

(e) Inspection outcomes and any enforcement taken

b) Monitoring Locations

The **Monitoring Locations** are mapped to the ArcGIS Online database (see Mapping). The three types used to detect illicit discharges are identified as follows:

(1) MS4 Outfalls- Any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, to surface waters of the State from an MS4 Operator's MS4. Areas of sheet flow which drain to surface waters of the State are not considered MS4 outfalls.

(2) Interconnections- Any point of stormwater discharge from pipes, ditches, and swales, as well as other points of concentrated flow, where the MS4 Operator's MS4 is discharging to another MS4 or private storm sewer system. Areas of sheet flow which drain to another MS4 or private storm sewer system are not considered interconnections.

(3) Municipal Facility Intra-Connections- Any point where stormwater is conveyed from the MS4 Operator's municipal facility to the MS4 Operator's own MS4. This is the most down-

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drainage end of the MS4 infrastructure located on the municipal facility prior to discharge to the MS4.

c) Monitoring Locations Inventory (Due Jan 2027)

(1) The Village of Haverstraw will maintain an Inventory of Monitoring Locations in the SWMP Plan with the following information included (Attachment 3B). **Annually**, the inventory will be updated if Monitoring Locations are created or discovered and the completion of this requirement will be documented in the SWMP using the Annual Program Compliance Documentation form in Appendix 2. The SCRC created Monitoring Locations Inventory instructions for completing the inventories on ArcGIS Online (see SWMP Supporting Documentation folder).

(a) MS4 Outfalls- Inventory information required

(i) ID
(ii) Prioritization (High or Low)
(iii) Type of Monitoring Location
(iv) Name of MS4 Operator's municipal facility, if located at a municipal facility
(v) Receiving waterbody name
(vi) Receiving waterbody class
(vii) Receiving waterbody WI/PWL Segment ID
(viii) Land use in drainage area
(ix) Type of conveyance (open drainage of closed pipe)
(x) Material
(xi) Shape
(xii) Dimensions
(xiii) Submerged in water
(xiv) Submerged in sediment

(b) Interconnections- Inventory information required

(i) ID
(ii) Prioritization (High or Low)
(iii) Type of Monitoring Location
(iv) Name of MS4 Operator receiving discharge or private storm system;
(v) Name of MS4 Operator's municipal facility, if located at a municipal facility
(vi) Receiving waterbody name
(vii) Receiving waterbody class

(c) Municipal Facility Intra-connections- Inventory information required

(i) ID
(ii) Prioritization (High or Low)
(iii) Type of Monitoring Location
(iv) Name of MS4 Operator's municipal facility

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(v) Receiving waterbody name
(vi) Receiving waterbody class

d) Monitoring Locations **Prioritization** (Due Jan 2027)
(1) Monitoring Locations will be Prioritized in the Inventory, as follows (Attachment 3B):
(a) High Priority Monitoring Locations:
(i) At a High Priority Municipal Facility
A Municipal Facility that has one or more of the following on-site **and** is exposed to stormwater:
- Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
- Fueling stations; and/or
- Vehicle or equipment maintenance/repair.

(ii) Discharging to Impaired waters (subject to Part VIII requirements)
The Village of Haverstraw does not have any waterbodies listed in Appendix C.
(iii) Discharging within a TMDL watershed (not applicable to Rockland County)
(iv) Discharging to waters with Class AA-S, A-S, AA, A, B, SA, or SB.
The Village of Haverstraw has the following Class AA-S, A-S, AA, A, B, SA, or SB waterbodies: Hudson River (Class SB).
(v) Confirmed citizen complaints on three or more separate occasions in the last twelve months.
(b) All other monitoring locations are considered Low Priority.
(2) Monitoring Locations **must be Prioritized within 30 days** of being constructed or discovered.
(3) **Annually** the Monitoring Locations **Prioritizations will be updated** based on information gathered from the latest inspections, and the completion of this requirement will be documented in the SWMP using the Annual Program Compliance Documentation form in Appendix 2.

e) **Monitoring Locations Inspection and Sampling Program**
The Village of Haverstraw has a Monitoring Locations Inspection and Sampling Program, documented in the SWMP, specifying the following Procedures. A contact sheet is maintained in the Stormwater Management Program Contacts in the beginning of the SWMP for inspections that could involve additional parties.

2. Monitoring Locations **Inspection** and Sampling Program
The Village of Haverstraw has a Monitoring Locations Inspection and Sampling Program, documented in the SWMP, specifying the following Procedures. A contact sheet is maintained in the Stormwater Management Program Contacts in the beginning of the SWMP for inspections that could involve additional parties.
a) Monitoring **Locations Inspection and Sampling Procedures (Review Annually by April 1)**

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(1) During dry weather (at least 48 hours after the last runoff-producing rain event), one (1) inspection of each monitoring location identified in the Inventory will be done **every five (5) years** following the most recent inspection.

The Village of Haverstraw will inspect Monitoring Locations (MS4 Outfalls, Interconnections, Municipal Facility Intra-connections). Monitoring Locations are mapped to the ArcGIS Online database (see Mapping) which will be reviewed and updated annually. Previous outfall inspections will be reviewed. Monitoring locations needing re-inspection will be identified. Annually, DPW personnel are informed of the locations to inspect under the direction of the Commissioner of Public Works. Inspections are kept on file at the Village of Haverstraw Public Works Department. The DPW Department personnel are informed that they are to report an illicit discharge immediately to the Commissioner, due to the required timeframes for initiation and track down. The Commissioner will then report illicit discharges to the Building Department. Priority Areas of Concern include the Ramapo River and Minisceongo Creek, possible bathing and fishing areas.

(2) Inspections will be documented using the **Monitoring Locations Inspection and Sampling Field Sheet** (Attachment 3A) or equivalent.

(3) Provisions to sample monitoring locations which had inspections resulting in a "suspect" or "obvious" illicit discharge characterization. If the source of the illicit discharge is clear and discernable (e.g., sewage), sampling is not necessary. Track down procedures must be initiated for such discharges that exceed any sampling action level used. Sampling may be done with field test kits or instrumentation. It is not required to do lab sampling (sampling is not subject to 40 CFR Part 136 requirements for approved methods and certified labs). Lab sampling could be considered in the event it may help an enforcement action. The **Monitoring Locations Provisions Guidance Document** (See SWMP Supporting Documents folder) can be used to determine which methods of sampling would be most appropriate. *The Village will determine these on a case-by-case basis with each inspection round. The Public Works Department is sent to track down any such discharges.*

(4) 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* discharges (few hours per day or few days per year) or *transitory* discharges (singular event such as spill, ruptured tank, transport accident, illegal dumping). If these conditions persist, track down procedures must be initiated. *The Village will determine these on a case-by-case basis with each inspection round.*

(5) **Track down procedures** must be initiated within the **timeframes** specified for **Suspected** or **Obvious** illicit discharges as outlined in the *Illicit Discharge Procedures* below.

(6) **Annually,** the names, titles, and contact information for the individuals who have received **training** on the Monitoring Locations Inspection and Sampling Procedures will be updated and documented **in the SWMP** using the Annual Program Compliance Documentation form in Appendix 2. *The SCRC has created a training video on using the inspection field sheet*.

(7) **Annually, by April 1**, the Village of Haverstraw will review and update the Monitoring Locations Inspection and Sampling **Procedures** based on monitoring location inspection results (trends, patterns, areas with illicit discharges and common problems); and the completion documented **in the SWMP** using the Annual Program Compliance Documentation form in Appendix 2.

3. Illicit Discharge **Track Down** and **Elimination** Program **(Review Annually by April 1)**

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The Village of Haverstraw has developed and implemented an illicit discharge Track Down and an illicit discharge Elimination program to identify the sources of illicit discharges and the responsible party.

a) The Illicit Discharge **Procedures** include:

(1) Procedures to Track Down illicit discharges as described in Chapter 13 of the Center for Watershed Protection 2004 IDDE manual or equivalent (see SWMP Supporting Documents folder), and steps taken for Track Down:

If the illicit discharge is from a sanitary sewer line owned by the Village, the Village DPW will track and repair it accordingly. The Village cleans out the village-owned gravity lines twice per year. If the illicit discharge is from the force main, Joint Regional Sewerage District would be immediately contacted for Track Down and Elimination.

The Village of Haverstraw Building Department and Public Works Department is responsible for tracking down illicit discharges. The Village of Haverstraw Track Down Procedures are equivalent to those described in CWP IDDE manual. The options and investigation methods are selected based on site-specific situations. All Illicit Discharges, including those from the public, will be referred to and inspected by the Commissioner. Track down will be done utilizing the Village of Haverstraw's internal resources (borrowed cameras, visual inspection) or an outside contractor.

(2) Procedures to Eliminate Illicit Discharges and confirm corrective action:

All relevant departments will work together to pursue any further action needed to identify and eradicate the cause using appropriate means in the Local Law (NOV, court appearance, administrative fine, etc.). The Village of Haverstraw's Enforcement Response Plan (Attachment 3C) has provisions to escalate enforcement, and provisions to confirm tracking and corrective actions have been taken. As required in Part C.1.a. ***Illicit Discharges will be documented in the SWMP within 30 days*** *utilizing the Enforcement Response Plan.*

(3) **Track Down timeframes.** The MS4 Permit outlines the following **timeframes** to **initiate** illicit discharge Track Down:

(a) **Within 24 hours** of discovery, the Village of Haverstraw must initiate track down procedures for flowing MS4 Monitoring Locations with **obvious** illicit discharges.

(b) **Within two (2) hours** of discovery, the Village of Haverstraw must contact the Building Department or Joint Regional Sewer District, based on ownership, for the District to 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; *These areas include possible fishing areas (Hudson River).*

(c) **Withing five (5) days of discovery**, the Village of Haverstraw must initiate track down procedures for **suspect** illicit discharges.

(4) **Elimination timeframes.** The MS4 Permit outlines the following **timeframes** for illicit discharge Elimination:

(a) **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 Village of Haverstraw must eliminate the illicit discharge.

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(b) **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 Village of Haverstraw must eliminate the illicit discharge; and

(c) Where elimination of an illicit discharge within the specified timeframes is not possible, the Village of Haverstraw must notify the Regional Water Engineer.

(d) The Enforcement Response Plan (Attachment 3C) will be utilized to document **enforcement cases** and escalate response as required by the permit.

(5) **Annual Training** and **Program Procedure** review

The Annual Program Compliance Documentation form in Appendix 2 is updated annually to document the following requirements.

(a) **Annually,** the names, titles, and contact information for the individuals who have received **training** on the Illicit Discharge Track Down and Illicit Discharge Elimination Procedures must be updated and documented **in the SWMP.**

(b) **Annually, by April 1**, the Village of Haverstraw must review and update the Illicit Discharge Procedures and document the completion in the SWMP Plan.

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Attachment 3A- Monitoring Locations Inspection & Sampling Field Sheet

See **SWMP Supporting Documents Folder** for PDF form.

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Monitoring Locations Inspection and Sampling Field Sheet

Section 1: Background Data

Subwatershed:		Monitoring Location ID:	
Today's date:		Time (Military):	
Investigators:		Form completed by:	
Temperature (°F):	Rainfall (in.): Last 24 hours: Last 48 hours:		
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	

Land Use in Drainage Area (Check all that apply):

☐ Industrial	☐ Open Space
☐ Ultra-Urban Residential	☐ Institutional
☐ Suburban Residential	Other: _____
☐ Commercial	Known Industries: _____

Notes (e.g., origin, if known):

Section 2: Monitoring Location Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
☐ **Closed Pipe**	☐ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☐ Circular ☐ Single ☐ Elliptical ☐ Double ☐ Box ☐ Triple ☐ Other: _____ ☐ Other: _____	Diameter/Dimensions: _____	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ **Open drainage**	☐ Concrete ☐ Earthen ☐ Rip-Rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____	Depth: ____ Top Width: ____ Bottom Width: ____	
☐ **In-Stream**	**(applicable when collecting samples)**			
Flow Present?	☐ Yes ☐ No	***If No, Skip to Section 5***		
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING MONITORING LOCATIONS				
PARAMETER		**RESULT**	**UNIT**	**EQUIPMENT**
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stopwatch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip
Total Chlorine			mg/L	Test strip
Nitrate/Nitrite			mg/L	Test strip
Phosphate			mg/L	Test strip
Detergents			Visual	Black light; cotton pads

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Monitoring Locations Inspection and Sampling Field Sheet

Section 4: Physical Indicators for Flowing Monitoring Locations Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☐ No *(If No, Skip to Section 5)*

INDICATOR	CHECK If Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 - Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 - Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 - Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Monitoring Locations

Are physical indicators that are not related to flow present? ☐ Yes ☐ No *(If No, Skip to Section 6)*

INDICATOR	CHECK If Present	DESCRIPTION	COMMENTS
Monitoring Location Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Monitoring Location Characterization

☐ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No				
2.	If yes, collected from:	☐ Flow	☐ Pool				
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type:	☐ OBM	☐ Caulk dam	

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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Attachment 3B- Monitoring Locations Inventory

Monitoring Locations Inventory
MS4 Outfalls
Interconnections
Municipal Facility Intra-connections

See the Inventories folder for instructions

Kept on file on ArcGIS Online and Excel download.

[Insert picture when completed]



Source: Stormwater Consortium ArcGIS Online database, 2026

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Attachment 3C- Enforcement Response Plan, Illicit Discharge

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Enforcement Response Plan **Illicit Discharge** NYSDEC GP-0-24-001 Effective Date: July 6, 2024		**MS4:** Village of Haverstraw Email/phone number for public to report illicit discharges (Part VI.C.1.a): **845-429-0300**
Legal Authority: Chapter 196. *Storm Sewers*. §196-1 to §196-18. Adopted by the Board of Trustees of the Village of Haverstraw 7-12-2010 by L.L. No. 6-2010. https://ecode360.com/14676661		

ENFORCEMENT RESPONSE PLAN
ILLICIT DISCHARGE

INSTRUCTIONS FOR USE

Part IV.F: Enforcement Measures & Tracking:

- The MS4 Operator must develop and implement an **Enforcement Response Plan (ERP)** clearly outlining actions to be taken for Illicit Discharge violations.
- The ERP must set forth a protocol to address ***repeat and continuing violations through progressively stricter responses*** (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- The ERP must be **documented in the SWMP Plan**.
- Instances of non-compliance (NOV letters, etc.) for illicit discharges **must be documented in the SWMP Plan**. *Kept at the Village of Haverstraw, office of the Village Clerk.*

Part VI.C: Illicit Discharge Detection and Elimination:

- **Within 30 days** of an illicit discharge, the MS4 Operator must document **each report** of an illicit discharge in the SWMP Plan with information as noted under **Enforcement Tracking**. There are **timeframe** requirements for both **Track Down** and **Elimination**.
- Monitoring Locations **Inventory**: Maintain a mapping Inventory of monitoring locations used to detect illicit discharges, identified as **MS4 Outfalls, Interconnections, and Municipal facility intra-connections**. Mapping maintained on the Stormwater Consortium of Rockland County's unified mapping database at ArcGISonline.com.

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PART IV.F.1: Enforcement Response Plan:

- The ERP must describe **how the *MS4 Operator* will use the following types of enforcement responses** or combination of responses.
- Enforcement responses are based on the type, magnitude, duration of the violation, effect of the violation on the receiving water, compliance history, and good faith of the operator in compliance efforts. *The Village of Haverstraw does not have any surface waters that are designated Class , T, T(S), or B. and/or are listed in Part VIII Impaired Waters (Appendix C).*
- Efforts to obtain a **voluntary correction** of deficiencies through informal enforcement, such as verbal warnings or written notices, **must not exceed sixty (60) days in duration** (from the time of the *MS4 Operator's* initial determination until a return to compliance)(Highlighted below).

The ERP must describe how the *MS4 Operator* will use the following types of enforcement responses or combination of responses:

Verbal warnings	The Village of Haverstraw will pursue compliance with stormwater violations through verbal methods (verbal notices, meetings, telephone notifications, etc.) whenever and wherever possible. The Town deems these methods appropriate for situations in which: violations do not pose a hazard to public health and environmental safety, education is needed, and the Village is convinced that compliance is achievable without escalation. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a verbal warning must not exceed sixty (60) days in duration until a return to compliance.
Written notices	When the Village's SMO determines that an individual/ business/ Corporation contravenes (breaches) or fails to comply with (knowingly or unknowingly) the requirements of Chapter 30C: Article I, the SMO may order compliance by written notice of violation by certified mail and/or posting of the property to the responsible person as per § 30C-13 of the Local Law. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a verbal warning must not exceed sixty (60) days in duration until a return to compliance.
Citations (and associated fines)	Citations/ Penalties will be issued for failure to comply with a Written Notice or for extreme violations of the Village's construction site stormwater requirements. Penalties for offences are described in § 30C-13 of the Local Law.
Stop work orders	When the Village's SMO finds that discharge has taken place or is likely to take place, a Stop Work order may be issued. The persons not complying shall: a) comply with the SMO's requirements; b) comply with a time schedule for compliance, and/or; c) take appropriate compliance remedial or preventive action to prevent the violation from recurring.

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Withholding of plan approvals or other authorizations affecting the ability to *discharge* to the MS4; and	The Village has the Authority to withhold plan approvals and other authorizations affecting the ability to discharge to MS4 if above types of enforcement have not resulted in compliance. Regulations with respect to suspension of access to MS4 are described in § 30C-9. Suspension of access to MS4 of Local Law
Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be used against a responsible party that fails to comply with previous remedies or to stop discharges, considered to pose an immediate risk to the public health, safety, welfare and/ or the environment as per § 30C-19, § 30C-20.
Other	See the Village's adopted local law: Chapter 196- *Storm Sewers*.

PART IV.F.2: Enforcement Tracking:

- The MS4 Operator must track instances of non-compliance (NOV letters, etc.) in the SWMP Plan. *Kept at the Village of Haverstraw, office of the Village Clerk.*
- Per Part VI.C.1.a.ii: **Within 30 days** of an illicit discharge, the MS4 Operator must document **each report** of an illicit discharge in the SWMP Plan with the following information, where noted below.
- If pursuing enforcement, the **enforcement case** documentation must include, at a minimum, the below where highlighted.

Date of report	Document on **each report** within 30 days of an illicit discharge.
Location of the *illicit discharge*;	Document on **each report** within 30 days of an illicit discharge.
Description of the violation/Nature of the illicit discharge*;	Document on **each report** within 30 days of an illicit discharge.
Follow up actions taken or needed (including response times)	Document on **each report** within 30 days of an illicit discharge.
Inspection outcomes and any enforcement taken;	Document on **each report** within 30 days of an illicit discharge.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	If pursuing enforcement, the enforcement case must include this info and the following.
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner.	
Schedule for returning to compliance;	
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	

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Any referrals to different departments or agencies;	
Date violation was resolved.	

Illicit Discharge Track Down and Elimination timeframes:

The following **timeframes** to initiate illicit discharge **Track Down**:

1. **Within 24 hours of discovery**, the MS4 Operator must initiate track down procedures for flowing MS4 Monitoring Locations with **obvious** illicit discharges.
2. **Within two (2) hours of discovery**, the MS4 Operator must initiate track down procedures (based on ownership) 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; These areas include possible shell fishing areas (Hudson River).
3. **Withing five (5) days of discovery**, the MS4 Operator must initiate track down procedures for **suspect** illicit discharges.

The following **timeframes** to initiate illicit discharge **Elimination**:

1. **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.
2. **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
3. Where elimination of an illicit discharge within the specified timeframes is not possible, the MS4 Operator must notify the Regional Water Engineer.

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D. MCM 4- Construction Site Stormwater Runoff Control

The Village of Haverstraw has a program to ensure construction sites subject to the NYSDEC General Permit for Stormwater Discharges from Construction Activity (CGP) 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.

Municipal Means of Enforcement for Construction:

- Local Law for Erosion & Sediment Control (Appendix 1- Legal Authority):
  The local law provides the municipality with the legal authority to manage construction sites.
  Chapter 197. *Stormwater Management and Erosion Control*. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007.
  https://ecode360.com/10994974

- Enforcement Response Plan (ERP) for Construction (Attachment 4B):
  The **Enforcement Response Plan** sets forth a protocol to address repeat and continuing violations through progressively stricter responses and provides guidance on the permit requirements for Enforcement Tracking. Instances of non-compliance must be tracked in the SWMP.

1. Applicable Construction Activities/Project/Sites

a) The construction site stormwater runoff control program must address stormwater runoff to the MS4 from sites with construction activities that:
   (1) Results in a land disturbance of greater than or equal to one acre.
   (2) Disturb less than one acre if part of a larger common plan of development or sale.
   (3) Additionally Designated Areas (see mapping) subject to Criterion 3 per Appendix B of NYSDEC MS4 Permit. MCM 4 construction site stormwater runoff control applies in these areas.
   The Village does not have any ADAs.

b) For construction sites where the Village of Haverstraw is listed as the owner/operator on the Notice of Intent for coverage under CGP, the Village of Haverstraw will ensure its compliance with the CGP. The additional requirements for Construction Oversight described under SWPPP Review; Pre-Construction Meeting; Construction-Site Inspection; and Construction Close-Out are not required.

2. Public Reporting of Construction Sites

a) The Village of Haverstraw is required to establish an email or a phone number with message recording capacity for the public to report complaints related to construction stormwater activity. The public may report complaints to 845-429-0300 during normal business hours (Haverstraw Police Department outside of business hours). This info is maintained in the front of the SWMP under Stormwater Management Program Contacts.

b) The Village of Haverstraw documents construction site complaints in the SWMP with the following information. The **Enforcement Tracking** component of the **Enforcement Response Plan** (Attachment 4B) ensures the enforcement case documentation includes the following items, as required.
   (1) Date of the report

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(2) Location of the construction site
(3) Nature of the complaint
(4) Follow-up actions taken or needed, and
(5) Inspection outcomes and any enforcement taken.

3. Construction Oversight Program

The Village of Haverstraw has developed and is implementing a Construction Oversight Program. The program must be documented in the SWMP.

The SCRC has created the following documents to assist in meeting the Construction Oversight Program requirements.

- ***Attachment 4B****- Enforcement Response Plan*
- ***Attachment 4C****-SCRC Checklist- SWPPP Review*
- ***Attachment 4D****- SCRC Checklist- Pre-Construction Meetings*
- ***Appendix 2****- Annual Program Compliance Documentation form (MM 4)*

a) **Construction Oversight Procedures**. **(Review Annually by April 1).**

Construction Oversight Procedures include items (1) through (9) below. Annually, by April 1, the Village of Haverstraw will review and update the Construction Oversight Procedures and document the completion of this requirement using the Annual Program Compliance Documentation form in Appendix 2.

(1) When the construction site stormwater control program applies (Part VI.D.1).
  (a) When the project results in a total land disturbance of greater than or equal to one acre;
  (b) When the project disturbs less than one acre if part of a larger common plan of development or sale.
  (c) Where the Village of Haverstraw is listed as the owner/operator on the NOI, the Village must ensure compliance with the NYSDEC's Construction General Permit (CGP).

(2) What types of construction activity require a SWPPP

When the project results in a total land disturbance of greater than or equal to one acre; or disturbs less than one acre if part of a larger common plan of development or sale.

(3) The Procedures for submission of SWPPPs; (Audit question)

An applicant/ developer/ landowner makes submission to the Village of Haverstraw Building Department Planning Board for Site or Subdivision approval. The applicant is advised in writing from the engineering consultant to calculate and specify on the drawings, the total area of disturbance for the proposed project. Once it is determined that a project proposes to disturb ≥ 1 acre, the engineering consultant advises the applicant that a SWPPP will be required.

(4) SWPPP Review requirements (Audit question)

SWPPP review is completed by the engineering consultant*. When reviewing plans, the consultant will refer to the Village's* ***SWPPP Review form*** *(for compliance with the NYSDEC Stormwater Management Design Manual latest version & CGP compliance),* ***Part VI.D.6, SWPPP Review Requirements of the MS4 Permit*** *and the SCRC Checklist- SWPPP Review*

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(for MS4 Permit compliance). Once review is completed, comments are submitted to the applicant if needed. The Public may comment at public meeting or submit written comments. All comments are responded to. SWPPP will be approved, signed off, or referred back to design engineer for further updating/compliance.

(5) Pre-construction oversight requirements

Prior to commencement of construction activities, the Village of Haverstraw must ensure that a pre-construction meeting is conducted and that the *Construction Oversight* program be reviewed.

The Building Department and Village Engineer conduct the pre-construction meetings and reviews the Construction Oversight program with all parties at said meeting. These requirements, including the below, are outlined on the SCRC Checklist- Pre-Construction Meetings.

The date and content of the preconstruction meeting must be documented in the SWMP Plan. The owner/operator listed on the CGP NOI (if different from the MS4 Operator), the MS4 Operator, the contractor(s) responsible for implementing the SWPPP for the construction activity, and the qualified inspector (if required for the construction activity by Part IV.C. the CGP) **must attend the meeting** in order to:

(a) Confirm the approved project has received, or will receive, coverage under the CGP or an individual SPDES permit;

(b) Verify contractors and subcontractors selected by the owner/operator of the construction activity have identified at least one individual that has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District or other endorsed entity as required by the CGP and Part VI.D.3.d

(c) Review the construction oversight program (Part VI.D.3.) and expectations for compliance.

(6) Construction site inspection requirements

The Construction Site inspection requirements below will be reviewed at pre-construction meetings as outlined on the SCRC Checklist- Pre-Construction Meetings.

(a) Training requirement: Prior to conducting construction site inspections, the Village of Haverstraw must ensure that all individuals, including MS4 Construction Site Inspectors, receive 4-Hour Training. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement. Those without training cannot inspect construction sites. Document completion in the SWMP Plan using the Annual Program Compliance Documentation form in Appendix 2.

(b) Inspection Frequency and Follow-up requirements: Annually, the Village of Haverstraw must inspect all sites with construction activity identified on the **Construction Site Inventory** during active construction after the pre-construction meeting or sooner if deficiencies are noted that require attention, using the Construction Site Inspection Report form (Appendix D of MS4 Permit- see SWMP Supporting Documents folder) or equivalent. Follow-up to construction site inspections must confirm corrective actions

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are completed within timeframes established by the CGP and the **Enforcement Response Plan**.

Annually personnel at the building department or engineering consultant who have received 4-Hour Training will inspect active sites within the Construction Inventory after the pre-construction meeting or sooner if deficiencies are noted that require attention. Annual inspections will be documented using the Construction Site Inspection Report Form in Appendix D of the NYSDEC Stormwater MS4 permit, or an equivalent form containing the same information. During construction, required inspections will be conducted by a consultant who has received 4-Hour Training and forwarded to the DEME. Inspection records will be maintained.

Construction site Complaints will be investigated and documented by the Village of Haverstraw, utilizing the Enforcement Response Plan which includes the required Date, Location of site, Nature of complaint, Follow up actions taken or needed; and Inspection outcomes and any enforcement taken as required per Part VI.D.2 of the MS4 Permit. Inspections records will be maintained electronically. The public may report complaints to the Village Clerk's Office at 845-429-0300.

(7) Construction site Close-Out requirements;

The close-out requirements will be reviewed at pre-construction meetings as outlined on the SCRC Checklist- Pre-Construction Meetings. The Village of Haverstraw will abide by the following permit requirements when closing out construction sites. Additionally, the Village of Haverstraw may impose its own closeout requirements.

(a) Final Site Inspection. MS4 Operator must ensure a final site inspection is done. The inspection must be documented using the Construction Site Inspection Report Form (Appendix D of the MS4 Permit) or an equivalent form containing the same information, or by accepting the construction site owner/operator's qualified inspector final inspection certification required by the CGP.

(b) The submission of "As-Builts" for SMPs must be submitted, including sloping, to ensure compliance with pre-construction plans.

(c) Notice of Termination (NOT)
The Notice of Termination (NOT) found on the Department's website must be signed by the MS4 Operator as required by the CGP for projects determined to be complete, in accordance with Part X.J (pg. 123).

(8) Enforcement process/expectations for compliance;

*It is expected that Contractors will know about the **Local Law for Sediment Erosion Control** and review the **Enforcement Response Plans** for Construction. The Village of Haverstraw's Enforcement process/expectations for compliance are outlined on the SCRC Checklist- Pre-Construction Meetings.*

(9) Other procedures associated with the control of stormwater runoff from applicable construction activities;

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It is expected that Contractors know about the impact of sediment on water quality. The 'Other procedures' are outlined on the SCRC Checklist- Pre-Construction Meetings. The Stormwater Consortium's Construction Site Erosion Sediment Controls brochure, available from CCE Rockland's Fact Sheet page, may also be used.

b) **Annual Training** and **Program Procedure** review

The Annual Program Compliance Documentation form in Appendix 2 is updated annually to document the following requirements.

(1) **Annually,** the names, titles, and contact information for the individuals who have received **training** on the Construction Oversight Procedures must be updated and documented **in the SWMP.** This must include procedures to ensure those involved in the construction activity itself (contractor, subcontractor, qualified inspector, SWPPP reviewers) 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;

(2) **Annually, by April 1**, the MS4 Operator must review and update the Construction Oversight Procedures and document the completion in the SWMP Plan.

4. Construction Site Inventory & Inspection Tracking

a) The Village of Haverstraw maintains an Inventory of all applicable Construction sites in the SWMP Plan that includes the following (Attachment 4A). **Annually,** the Village of Haverstraw will update the Inventory if construction projects are approved or completed and document the completion in the SWMP using the Annual Program Compliance Documentation form in Appendix 2.

(1) Location of the construction site;
(2) Owner/operator and contact information;
(3) Receiving waterbody name
(4) Receiving waterbody class;
(5) Receiving waterbody WI/PWL Segment ID;
(6) Prioritization (high or low)
(7) Construction project *SPDES* identification number;
(8) SWPPP approval date;
(9) Inspection history, including dates and ratings (satisfactory, marginal, or unsatisfactory, when available); and
(10) Current status of the construction site project (active, complete).

5. Construction Site Prioritization

Construction Sites on the Construction Inventory will be Prioritized by High or Low as outlined on the Inventory. The Village will Prioritize applicable construction sites **within 30 days** of active construction or as Priority changes. Priority sites are determined during SWPPP review.

a) Within one (1) year (January 2025) Construction Sites must be Prioritized in the Inventory, as follows:

(1) High Priority Construction Sites:

(a) with a direct conveyance (e.g., channel, ditch, storm sewer) to a *surface water of the State* that is:

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(i) listed in Appendix C of the NYSDEC Stormwater MS4 Permit with silt/sediment, phosphorus, or nitrogen as the POC

The Village of Haverstraw does not have any waterbodies listed in Appendix C.

(ii) Classified as AA-S, AA, or A

The Village of Haverstraw does not have any Class A waterbodies.

(iii) Classified with a trout (T) or trout spawning (TS) designation

The Village of Haverstraw does not have any trout spawning (TS) designated streams.

(b) with greater than five (5) acres of disturbed earth at any one time

(c) With earth disturbance within one hundred (100) feet of any lake or pond

(d) Within fifty (50) feet of any rivers or streams

(2) All other sites are Low Priority

6. SWPPP Review

The Village of Haverstraw must ensure the following. The *SCRC Checklist- SWPPP Review* and the *MM 4- Annual Program Compliance Documentation form* (Appendix 2) have been developed to help the Village meet the below requirements.

a) 4-Hour Training: Prior to reviewing SWPPPs for acceptance, ensure those responsible for review receive Four hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, and document the completion in the SWMP Plan. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Those without training cannot review SWPPPs. Those who meet the definition of a *Qualified Professional* or *Qualified Inspector* are exempt from this requirement

(1) Qualified Professional- a person who is knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, or other Department endorsed individual(s). It can also mean someone working under the direct supervision of, and at the same company as, the licensed Professional Engineer or Registered Landscape Architect, provided that person has training in the principles and practices of erosion and sediment control. Training in the principles and practices of erosion and sediment control means that the individual working under the direct 132 Appendix A supervision of the licensed Professional Engineer or Registered Landscape Architect has received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District, or other Department endorsed entity. After receiving the initial training, the individual working under the direct supervision of the licensed Professional Engineer or Registered Landscape Architect must receive four (4) hours of training every three (3) years. It can also mean a person that meets the qualified professional qualifications in addition to the qualified inspector qualifications. Note: Inspections of any post-construction SMPs that include structural components, such as a dam for an impoundment, must be performed by a licensed Professional Engineer.

(2) Qualified Inspector- a person who is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect, or other Department endorsed individual(s). Individuals

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preparing SWPPPs that require the postconstruction SMP component must have an understanding of the principles of hydrology, water quality management practice design, water quantity control design, and, in many cases, the principles of hydraulics in order to prepare a SWPPP that conforms to the Department's technical standard. All components of the SWPPP that involve the practice of engineering, as defined by the NYS Education Law (see Article 145), must be prepared by, or under the direct supervision of, a professional engineer licensed to practice in the State of New York.

b) Ensure individuals review all SWPPPs for *applicable* construction activities, and for conformance with the requirements of the NYSDEC Construction General Permit (CGP), including:
   (1) Erosion & Sediment Controls must be reviewed for conformance with the NYS E&SC 2016 or equivalent.
   (2) Individuals reviewing post=construction SMPs must be *Qualified Professionals* or under the supervision of one, and;
   (3) Post-construction SMPs must be reviewed for conformance with the NYS SWMDM 2015 or equivalent, including:
      (a) All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.
      (b) Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
      (c) The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

c) I**n the SWMP Plan**, document that the SWPPP review includes the information found in Part III.B. of the CGP. This requirement is outlined on the *SCRC Checklist- SWPPP Review*.

d) Prioritize new construction activities;
   As required in (Part), within 30 days of when a construction site becomes active, the site will get prioritized. Prioritization is part of the Construction Inventory.

e) Notify construction site owner/operators that their SWPPP has been accepted using the NYSDEC's MS4 SWPPP Acceptance Form, as required by the CGP, signed in accordance with Part X.J. of the MS4 Permit. This requirement is outlined on the *SCRC Checklist- SWPPP Review*.

7. Pre-Construction Meeting

The Pre-Construction Meeting requirements are outlined under *Construction Oversight Program*, *Pre-Construction Oversight Requirements* so that the Village of Haverstraw can more efficiently this section on an annual basis, as required.

8. Construction Site Inspections

The Construction Site Inspection requirements are outlined under *Construction Oversight Program*, Construction Site Inspection Requirements so that the Village of Haverstraw can more efficiently this section on an annual basis, as required.

9. Construction Site Close-Out

The Construction Site Close-Out requirements are outlined under *Construction Oversight Program*, Construction Site Close-Out Requirements so that the Village of Haverstraw can more efficiently this section on an annual basis, as required.

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Attachment 4A- Construction Site Inventory

Kept on file on ArcGIS and Excel download.

[Insert picture when completed]

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Attachment 4B- Enforcement Response Plan, Construction Sites

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Enforcement Response Plan **Construction Sites** NYSDEC GP-0-24-001 Effective Date: July 6, 2024		**MS4:** Village of Haverstraw Email/phone number for public to report construction stormwater activity: (Part VI.D.2.a): **845-429-0300**
Legal Authority: Chapter 197. *Stormwater Management and Erosion Control*. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007. https://ecode360.com/10994974		

ENFORCEMENT RESPONSE PLAN
CONSTRUCTION SITES

INSTRUCTIONS FOR USE

Part IV.F of the permit covers **Enforcement Measures & Tracking:**

- The MS4 Operator must develop and implement **an Enforcement Response Plan (ERP)** clearly outlining actions to be taken for construction violations.
- The ERP must set forth a protocol to address ***repeat and continuing violations through progressively stricter responses*** (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- **The ERP must be documented in the SWMP Plan**.
- Instances of non-compliance (NOV letters, etc.) on construction sites **must be documented in the SWMP Plan**. *Kept at the Village Hall, Office of the Clerk.*

PART VI.D.2: Public Reporting of Construction Site Complaints:

- The MS4 Operator must document construction site complaints in the SWMP with the information contained within.

Part VI.D.4 covers the **Construction Inventory & Inspection Tracking:**

- Maintain an Inventory of ***applicable*** construction sites (see Stormwater Consortium of Rockland County's Inventory. **Use the Enforcement Response Plan for violations at these sites.**

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PART IV.F.1: Enforcement Response Plan:

- The ERP must describe **how the *MS4 Operator* will use the following types of enforcement responses** or combination of responses.
- Enforcement responses are based on the type, magnitude, duration of the violation, effect of the violation on the receiving water, compliance history, and good faith of the operator in compliance efforts. *The Village of Haverstraw does not have any surface waters that are designated Class , T, T(S), or B. and/or are listed in Part VIII Impaired Waters (Appendix C*
- Efforts to obtain a **voluntary correction** of deficiencies through informal enforcement, such as verbal warnings or written notices, **must not exceed sixty (60) days in duration** (from the time of the *MS4 Operator's* initial determination until a return to compliance).(Highlighted below).

The ERP must describe how the *MS4 Operator* will use the following types of enforcement responses or combination of responses:

Verbal warnings	The Village of Haverstraw will pursue compliance with stormwater violations through verbal methods (verbal notices, meetings, telephone notifications, etc.) whenever and wherever possible. The Village deems these methods appropriate for situations in which: violations do not pose a hazard to public health and environmental safety, education is needed, and the Village is convinced that compliance is achievable without escalation. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a verbal warning must not exceed sixty (60) days in duration until a return to compliance.
Written notices	When the Village's SMO determines that an individual/ business/ Corporation contravenes (breaches) or fails to comply with (knowingly or unknowingly) the requirements of Chapter 196 Storm Sewers, the applicant and developer shall be notified in writing of the nature of the violation and the required. No further work shall be conducted except for site stabilization until any violations are corrected and all work previously completed has received approval by the SMO as per Chapter 196 of the Local Law. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a written notice must not exceed sixty (60) days in duration until a return to compliance.
Citations (and associated fines)	The Village of Haverstraw may penalize owner/operator for violations of Chapter 196.
Stop work orders	The Village's SMO may issue a stop-work order for violations of Chapter 196.
Withholding of plan approvals or other authorizations affecting the ability to *discharge* to the MS4; and	The Village's SMO has the Authority to withhold plan approvals and other authorizations affecting the ability to discharge to MS4 if above types of enforcement have not resulted in compliance. Regulations with respect to suspension of access to MS4 are described in Chapter 196. Suspension of access to MS4 of Local Law. Certificate of occupancy may be withheld in accordance with Chapter 196.

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Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be taken against a responsible party that fails to comply with previous remedies or to stop discharges, considered to pose an immediate risk to the public or the environment.
Other- **Possibility of escalating fines in local law code** for continued non-compliance, as per §402-58. First offense up to $350. Second offense $350-$700. Third and subsequent offenses $750-$1000.	**YOU MAY BE ASSESSED THE FOLLOWING PENALTY OR PENALTIES, AS PER Chapter 196 OF THE CODE OF THE VILLAGE OF HAVERSTRAW**: (1) In addition to or as an alternative to any penalty provided herein or by law, any person who violates the provisions of this chapter shall be guilty of a violation punishable by a fine not exceeding $1,000 for conviction of a first offense; for conviction of a second offense, both of which were committed within a period of five years, punishable by a fine not less than $1,000 nor more than $2,500 or imprisonment for a period not to exceed 15 days, or both; and upon conviction for a third or subsequent offense, all of which were committed within a period of five years, punishable by a fine not less than $2,500 nor more than $5,000 or imprisonment for a period not to exceed 15 days, or both. However, for the purposes of conferring jurisdiction upon courts and judicial officers generally, violations of this chapter shall be deemed offenses. Each week's continued violation shall constitute a separate additional offense. Where a person has violated a provision of this chapter, he/she may be eligible for alternative remedies in lieu of a penalty, upon recommendation of the Village of Haverstraw attorney and concurrence of the SMO, where: (1) The violation was unintentional. (2) The discharger has no history of previous violations of this chapter. (3) Environmental damage was minimal. (4) The discharger acted quickly to remedy violation. (5) The discharger cooperated in investigation and resolution. Alternative remedies may consist of one or more of the following: (1) Attendance at compliance workshops. (2) Storm drain stenciling or storm drain marking. (3) River, stream or creek cleanup activities.

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PART VI.D.2: Public Reporting of Construction Site Complaints:

The MS4 Operator must document construction site complaints in the SWMP with the following information.

Date of report	
Location of the construction site	
Follow up actions taken or needed	
Nature of the complaint	
Inspection outcomes and any enforcement taken	

PART IV.F.2: Enforcement Tracking:

- The MS4 Operator must track instances of non-compliance (NOV letters, etc.) in the SWMP Plan. *Kept at the Village of Haverstraw Building Department.*
- The **enforcement case** documentation must include, at a minimum, the following, which is incorporated into the Village's notifications of non-compliance. See sample letter on following page.

Date of report	Noted on non-compliance letters.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	Noted on non-compliance letters.
Location of the *construction site*;	Noted on non-compliance letters.
Description of the violation/Nature of the complaint;	Violations observed on-site are fully noted on the non-compliance letters. Local Law per violation is included.
Schedule for returning to compliance;	Violator given a date to return to compliance on non-compliance letters
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner. Follow up actions taken or needed (including response times);	Noted on non-compliance letters. Identified as Notice of Violation; Stop Work Order, etc. If violations are not resolved by the schedule of compliance date given in a previous notification, **an escalating enforcement response will be used.**
Inspection outcomes and any enforcement taken;	Noted on non-compliance letters as Acceptable; Unacceptable/Further Action Required.
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	Will be kept with violations.
Any referrals to different departments or agencies;	Additional Department/Agencies are always noted on the 'carbon copy' of non-compliance letters.
Date violation was resolved.	A follow-up letter is sent and kept on file.

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SAMPLE LETTER- ERP, Enforcement Tracking

DATE

STOP WORK ORDER/NOTICE OF VIOLATION, ETC
Owner/Operator
Address
Rockland County, NY

SITE NAME: **Rockland**
LOCATION: **Rockland County, NY**
VIOLATIONS NOTED: **Improper Erosion and Sediment Controls**
Discharge of turbid water to the MS4

Overall Inspection Rating:
☐ Satisfactory/Acceptable
☐ Out of Compliance
☐ Unacceptable/Further Action Required

Dear Owner/Operator:

On (DATE), the Village conducted an inspection on the above-referenced site due to a complaint. At the time of inspection erosion and sediment controls were found to be inadequate. Turbid water was exiting the site and entering the Village's storm drain system and discharging to the Ramapo River. The Village is a regulated municipality under NYSDEC's SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (GP-0-24-001). Per GP-0-24-001 and local law **Chapter 196 – *Storm Sewers***, the Village is responsible to minimize increases in pollution caused by stormwater runoff. During the pre-construction meeting you were made aware of and provided with education on our local laws, our Enforcement Response Plan, and the impact of sediment on local waters. **A Stop Work Order/Notice of Violation is enclosed**.

Per GP-0-24-001 the village is required to utilize the Enforcement Response Plan to establish a schedule for returning to compliance, and to address continuing violations through progressively stricter responses to achieve compliance with the terms and conditions of the permit. In accordance, deficiencies noted on-site must be corrected within a timeframe of (#) days prior to the initiation of enforcement responses. Proper erosion and sediment controls must be immediately implemented at this site, and the discharge of turbid water from the site must immediately cease. (MS4 Note: Efforts to obtain a voluntary correction of deficiencies through informal enforcement, such as verbal warnings or written notices, must not exceed sixty (60) days in duration (from the time of the *MS4 Operator's* initial determination until a return to compliance).

Sediment runoff is high in nutrient content, particularly Nitrogen and Phosphorus, which greatly impacts the quality and economic value of the receiving waterbodies and watersheds. It is important that the Village remain in compliance with NYSDEC regulations and our local laws in that construction sites are properly maintained at all times.

Should you have any questions, please feel free to contact me at (NUMBER).

Sincerely,
Building Inspector
cc: Any referrals to different departments or agencies

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Attachment 4C- SCRC Checklist- SWPPP Review

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VILLAGE OF HAVERSTRAW

NYSDEC SPDES General Permit for Stormwater Discharges from MS4s GP-0-24-001

SCRC Checklist- SWPPP Review (for applicable construction sites)

Have the following when reviewing Construction projects for ***applicable*** sites (Part VI.D.1)

- MS4 Operator's SWPPP review sheet (for NYSDEC CGP compliance)
- THIS SHEET -SCRC SWPPP Checklist (for NYSDEC MS4 Permit compliance)

SWPPP Review (Part VI.D.6- pg.33 of MS4 Permit):

Has the SWPPP reviewer received current 4-Hour Training? Individuals who have not received this training cannot review the SWPPP. Annually update reviewer in SWMP (see Construction Oversight signature sheets).

☐ YES

☐ Name: Click or tap here to enter text.

1. Review the SWPPP for conformance with requirements of NYSDEC Construction General Permit (CGP), as per and listed in Part VI.D.6.c of MS4 Permit.
   ☐ YES ☐ NO

2. Document the SWPPP review in the SWMP plan including the information found in Part III.B. of the CGP.
   ☐ YES ☐ NO

3. Is this a Priority Construction Site (Part VI.D.5)(pg. 32)? Review criteria to self-verify. See CCE's Stormwater & Water Quality Interactive Map for assistance.
   ☐ YES ☐ NO

   IF YES, why?
   ☐ Direct conveyance to a surface water listed in Appendix C with silt/sediment, phosphorus, or nitrogen as the POC;
   ☐ Classified as AA-S, AA, or A;
   ☐ 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
   ☐ Within fifty (50) feet of any rivers or streams

4. NYSDEC MS4 SWPPP Acceptance Form (Issued by the Village of Haverstraw): Notify construction site owner/operators their SWPPP has been accepted using the MS4 SWPPP Acceptance Form created by the Department.
   ☐ YES ☐ NO
5. Optional- Request SWPPP in Electronic format (showing all post-construction practices in electronic format).

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☐ YES ☐ NO ☐ NA

6. Optional- Permanent Catch-Basin stamping with 'DO NOT DUMP' installed. Codify your municipal detail.
   ☐ YES ☐ NO ☐ NA



7. Optional- The following information must be completed on the MS4's Construction and Post-Construction inventories. Ask the Design Engineer to include the following information when submitting the SWPPP. This info can be found on the Hudson Valley Resource Mapper.
   - Receiving Waterbody Name
   - Receiving Waterbody Class
   - Receiving Waterbody WI-PWL Segment ID
   - Tax Parcel ID # of project location (for Post-Construction SMP mapping)
     - *Find this on Hudson Valley Resource Mapper (Turn ON Reference Layer: Tax Parcels) or Rockland County's Base Map Application; see "PRINT KEY"*

*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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

Qualified Professional- a person who is knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, or other Department endorsed individual(s). It can also mean someone working under the direct supervision of, and at the same company as, the licensed Professional Engineer or Registered Landscape Architect, provided that person has training in the principles and practices of erosion and sediment control.

Qualified Inspector- a person who is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect, or other Department endorsed individual(s).

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Attachment 4D- SCRC Checklist Pre-Construction Meetings

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VILLAGE OF HAVERSTRAW

NYSDEC SPDES General Permit for Stormwater Discharges from MS4s GP-0-24-001

SCRC Checklist- Pre-Construction Meetings

Construction Oversight Program- Part VI.D.3

Pre-Construction oversight requirements (Part VI.D.7.)

Pre-Construction Meeting

Date of meeting: Click or tap here to enter text.

Required attendance:

1. The MS4 Operator (Name, Title, Contact info):
   Click or tap here to enter text.

   The Owner/Operator (Name, Title, Contact info) listed on the NYSDEC NOI Database.
   Click or tap here to enter text.

2. The Contractor(s) responsible for implementing the SWPPP for the construction activity
   Names, Titles, Contact info:
   Click or tap here to enter text.

3. The Qualified Inspector (if required for the construction activity by Part IV.C. the CGP)
   Names, Titles, Contact info:
   Click or tap here to enter text.

Project overview:

1. Qualified Inspector's proof of current 4-Hour Training*. ☐ YES ☐ NO

2. Confirm the project site received coverage under the CGP or an individual SPDES permit.
   ☐ YES ☐ NO NOI Submission ID: Click or tap here to enter text.
   Start date of permit coverage:

3. Have contractors and subcontractors identified at least one individual that has received current 4-Hour Training* as required by the CGP and the NYSDEC MS4 Permit?
   ☐ YES ☐ NO
   Names, Titles, Contact info:
   Click or tap here to enter text.

4. Review of the Construction Oversight Program (Part VI.D.3 of MS4 Permit) and expectations for compliance (see next pages).

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VILLAGE OF HAVERSTRAW

NYSDEC SPDES General Permit for Stormwater Discharges from MS4s GP-0-24-001

SCRC Checklist- Pre-Construction Meetings

Construction Oversight Program- Part VI.D.3

Construction Site Inspection requirements (Part VI.D.8.)
Enforcement process/expectations for compliance (Part VI.D.3.)
Other procedures associated with the control of stormwater runoff (Part VI.D.3)
Construction Site Close-Out requirements (Part VI.D.9.)

Verify the **Receiving Waterbody Name**: Click or tap here to enter text.

8. **Construction Site Inspection Requirements:**

   Annually the MS4 Operator, who has received 4-Hour Training* will inspect construction sites during active construction using the NYSDEC's Construction Site Inspection Report Form (Appendix D of the MS4 Permit), or an equivalent**. Inspections will occur sooner if deficiencies are noted that require attention, or if Construction Site complaints** are received. **Follow-up to inspections** must confirm corrective actions are completed within the timeframes established by the NYSDEC Construction General Permit (CGP) and the Enforcement Response Plan (see below).

9. **Enforcement Process/Expectations for Compliance:**

   a) The Village of Haverstraw has a **Local Law for Erosion and Sediment Control.**
   Purpose and Intent: Improper management of stormwater controls from Land Development activities can directly contribute to sediment transport and deposition in local waters (see photos). Further, clearing and grading during construction increases soil erosion and the velocity of stormwater runoff, thereby increasing stream bank erosion and sedimentation. Substantial economic losses can result from these adverse impacts on the waters of the municipality. **The Local law provides a mechanism to ensure that Stormwater management practices are properly maintained and enforced to eliminate threats to public safety.**

   b) Enforcement Response Plan: Per NYSDEC requirement, the Village of Haverstraw has an Enforcement Response Plan (ERP) outlining actions to be taken for violations. The ERPs set forth a protocol to address **repeat and continuing violations through progressively stricter responses** (i.e., escalation of enforcement) as needed to achieve compliance. The Enforcement Response Plan provides provisions to initiate enforcement **within sixty (60) days** of the inspection if follow-up actions are not complete. REVIEW ERP.

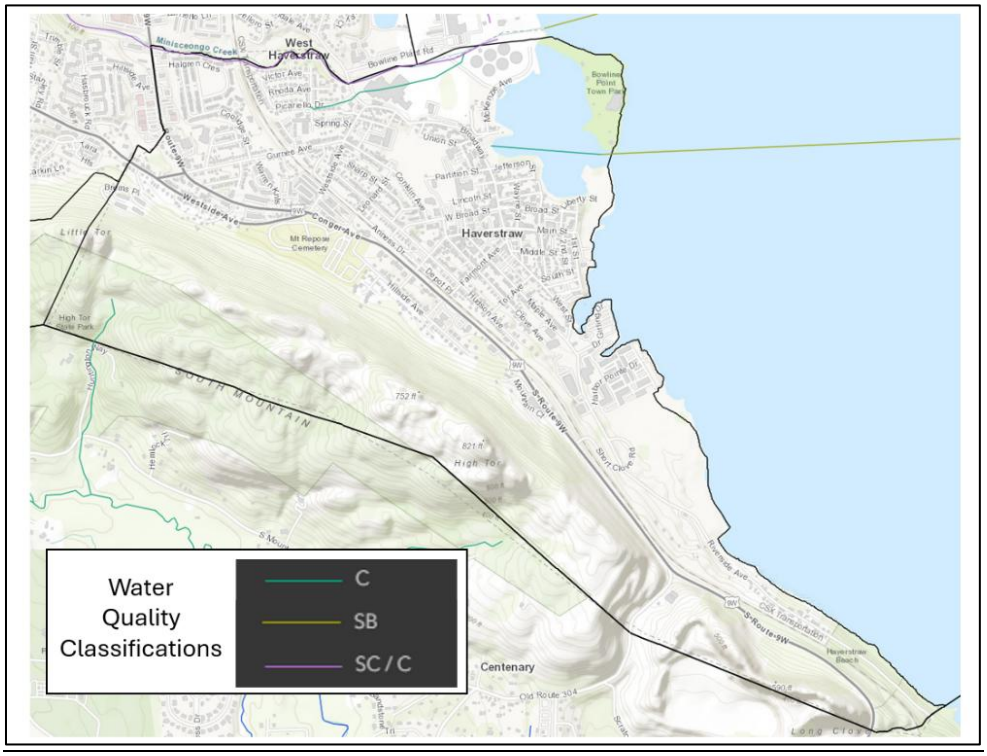
10. **Other Procedures associated with the control of Stormwater runoff:**

    Sediment impact on Water Quality: It is expected that Contractors will know about the impact of sediment on water quality. Sediment is a **leading pollutant** that greatly impacts surface, drinking, and recreational water quality. Excess nutrients in sediment (Phosphorus, Nitrogen) are a food source for algae, leading to rapid algae and harmful algae growth. Excess sediment clogs fish gills and leads to aquatic vegetation overgrowth and substantial economic losses to our fishing, recreational and drinking waters.

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Rockland CCE Interactive Map:
https://rocklandcce.org/stormwater-consortium-water-quality-education/water-quality-stormwater-education-homepage/#InteractiveMaps



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11. **Construction Site Close-Out requirements:**

a) Final Site Inspection: MS4 Operator must ensure a final site inspection is done. Document using the Construction Site Inspection Report Form (Appendix D of the MS4 Permit), or an equivalent form containing the same information, or accept the construction site owner/operator's qualified inspector final inspection certification required by the CGP.

b) Submission of "As-Builts" for SMPs including sloping to ensure compliance with pre-construction plans.

c) NOTICE OF TERMINATION: The Notice of Termination (NOT) found on the Department's website must be signed by the MS4 Operator as required by the CGP for projects determined to be complete, in accordance with Part X.J (pg. 123 of MS4 Permit).

OWNER/OPERATOR- MS4 Construction Oversight Program ACKNOWLEDGEMENT:

Name (Print): _____

Signature: _____

Date: _____

MS4 Operator:

- Print out signature page
- Convert remaining document to PDF and insert signature page
- Email to attendees

*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. Training must be completed within 3 years of the EDC (January 2024) and every 3 years thereafter. Individuals who meet the definition of a *qualified professional* or *qualified inspector* are exempt from this requirement.

Qualified Professional- a person who is knowledgeable in the principles and practices of erosion and sediment control, such as a licensed Professional Engineer, Certified Professional in Erosion and Sediment Control (CPESC), Registered Landscape Architect, or other Department endorsed individual(s). It can also mean someone working under the direct supervision of, and at the same company as, the licensed Professional Engineer or Registered Landscape Architect, provided that person has training in the principles and practices of erosion and sediment control.

Qualified Inspector- a person who is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect, or other Department endorsed individual(s).

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NYSDEC Construction Site Inspection Report Form

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Department of Environmental Conservation

New York State Department of Environmental Conservation

Construction Site Inspection Report for SPDES MS4 General Permit GP-0-24-001

Project Name:		Date:	
Project Location:		Weather:	
Permit # (if any): **NYR**	Contacted: ☐Yes ☐No	Entry Time:	Exit Time:
Name of SPDES Permittee:		Inspection Type:	☐NOT ☐ Complaint
Phone Number(s):			☐ Compliance ☐ Referral
On-site Representative(s) and Company(s):		MS4 Operator Name:	
		MS4 Permit ID: NYR20A	

SPDES Authority

	Yes	No	N/A		Citation
1.	☐	☐	☐	Does the project have permit coverage?	GP-0-20-001: I.A & II. B
2.	☐	☐	☐	Is a copy of the NOI and Acknowledgment Letter available on site and accessible for viewing?	GP-0-20-001: II.D.2
3.	☐	☐	☐	Is a copy of the MS4 SWPPP Acceptance Form available on site and accessible for viewing?	GP-0-20-001: II.D.2
4.	☐	☐	☐	Is an up-to-date copy of the signed SWPPP retained at the construction site?	GP-0-20-001: II.D.2. & III.A.4
5.	☐	☐	☐	Is a copy of the SPDES General Permit retained at the construction site?	GP-0-20-001: II.D.2
6.	☐	☐	☐	Does the NOI accurately report the number of acres to be disturbed?	GP-0-20-001: II.B.4

SWPPP Content

	Yes	No	N/A		Citation
7.	☐	☐	☐	Does the SWPPP describe and identify the erosion and sediment control measures to be employed?	GP-0-20-001: III.B.1.e
8.	☐	☐	☐	Does the SWPPP provide an inspection schedule and maintenance requirements for the E&SC measures?	GP-0-20-001: III.B.1.i
9.	☐	☐	☐	Does the SWPPP describe and identify the stormwater management practices to be employed?	GP-0-20-001: III.B.2
10.	☐	☐	☐	Does the SWPPP identify the contractor(s) and subcontractor(s) responsible for each measure?	GP-0-20-001: III.A.6
11.	☐	☐	☐	Does the SWPPP identify at least one trained individual from each contractor(s) and subcontractor(s) companies?	GP-0-20-001: III.A.6
12.	☐	☐	☐	Does the SWPPP include all the necessary Contractor Certification Statements and signatures?	GP-0-20-001: III.A.6
13.	☐	☐	☐	Is the SWPPP signed by the permittee?	GP-0-20-001: VII.H.2
14.	☐	☐	☐	Is the SWPPP prepared by a qualified professional (if post-construction stormwater management required)?	GP-0-20-001: III.A.3
15.	☐	☐	☐	Do the SMPs conform to the Enhanced Phosphorus Removal Standards (projects in TMDL watersheds)?	GP-0-20-001: III.B.3

Recordkeeping

	Yes	No	N/A		Citation
16.	☐	☐	☐	Are self-inspections performed as required by the permit (weekly, or twice weekly for >5 acres disturbed)?	GP-0-20-001:IV.C.2.a. & b
17.	☐	☐	☐	Are the self-inspections performed and signed by a qualified inspector and retained on site?	GP-0-20-001:II.C.2.,IV.C.6 & VII.H.3
18.	☐	☐	☐	Do the qualified inspector's reports include the minimum reporting requirements?	GP-0-20-001: IV.C.4
19.	☐	☐	☐	Do inspection reports identify corrective measures that have not been implemented or are recurring?	GP-0-20-001: IV.C.5

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NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Visual Observations

	Yes	No	N/A		Citation
20.	☐	☐	☐	Are all erosion and sediment control measures installed properly?	GP-0-20-001: VII.L
21.	☐	☐	☐	Are all erosion and sediment control measures being maintained properly?	GP-0-20-001: IV.A.1
22.	☐	☐	☐	Was written authorization issued for any disturbance greater than 5 acres?	GP-0-20-001: II.D.3
23.	☐	☐	☐	Have stabilization measures been implemented in inactive areas per Permit (>5acres) or ESC Standard?	GP-0-20-001: II.D.3.b & III.B.1.f
24.	☐	☐	☐	Are post-construction stormwater management practices constructed/installed correctly?	GP-0-20-001: III.B.2
25.	☐	☐	☐	Has final site stabilization been achieved and temporary E&SC measures removed prior to NOT submittal?	GP-0-20-001: V.A.2
26.	☐	☐	☐	Was there a discharge from the site on the day of inspection?	
27.	☐	☐	☐	Is there evidence that a discharge caused or contributed to a violation of water quality standards?	ECL 17-0501, 6 NYCRR 703.2 & GP-0-20-001: I.D

Water Quality Observations

Describe the discharge(s): location, source(s), impact on receiving water(s), etc.

Describe the quality of the receiving water(s) both upstream and downstream of the discharge:

Describe any other water quality standards or permit violations:

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E. MCM 5- Post-Construction Stormwater Management

The Village of Haverstraw has a program to ensure proper operation and maintenance of post-construction Stormwater Management Practices (SMPs) for new or redeveloped sites. This MCM is designed to promote the long-term performance of post-construction SMPs in removing pollutants.

Municipal Means of Enforcement of Post-Construction SMPs:

- **Local Law for Erosion & Sediment Control** (Appendix 1- Legal Authority):
  The local law provides the municipality with the legal authority to manage post-construction sites. Chapter 197. *Stormwater Management and Erosion Control*. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007.
  https://ecode360.com/10994974

- **Enforcement Response Plan (ERP) for Post-Construction** (Attachment 5B):
  The **Enforcement Response Plan** sets forth a protocol to address repeat and continuing violations through progressively stricter responses and provides guidance on the permit requirements for Enforcement Tracking. Instances of non-compliance must be tracked in the SWMP.

1. Applicable Post-Construction SMPs

The post-construction SMP program must address stormwater runoff to the *MS4* from *publicly owned/operated* post-construction SMPs that meet the following. The NYSDEC NOI Database is utilized to assist with this information, as the database dates back to March 2003.

a) Post-construction SMPs that have been installed as part of any Construction General Permit (CGP) covered construction site or individual SPDES permit (**since March 10, 2003**).

b) All new post-construction SMPs constructed as part of the construction site stormwater runoff control program (MCM 4).

2. Post-Construction SMP Inventory & Inspection Tracking

The Village of Haverstraw must document the Inventory of post-construction SMPs in the SWMP Plan. Annually, the Inventory of post-construction SMPs will be updated to ensure all sites are included (Attachment 5A).

a) The Village of Haverstraw must:

(1) Maintain the Inventory from previous iterations of the MS4 permit for post-construction SMPs installed after March 10, 2003 and;

(2) Develop the Inventory for post-construction SMPs installed after March 10, 2003 including as SMPs are approved or discovered; or after the owner/operator of the construction activity has filed the Notice of Termination with the Department.

b) Within five (5) years (Jan 2029) the following must be included in the inventory either by maintenance records or by verification of maintenance records provided by the owner of the post-construction SMP.

(1) Street Address or Tax Parcel;
(2) Type
(3) Receiving Waterbody Name
(4) Receiving Waterbody Class
(5) Receiving Waterbody WI/PWL Segment ID
(6) Date of Installation (if available) or discovery

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(7) Ownership
(8) Responsible Party for Maintenance
(9) Contact Information for party responsible for maintenance
(10) Location of O&M requirements and legal agreements for post-construction SMPs
(11) Frequency for inspection as specified in the O&M plan in the approved SWPPP or as specified in the NYSDEC Maintenance Guidance for Stormwater Management Practices.
(12) Reason for installation, if known (new development, redevelopment, retrofit)
(13) Date of last inspection

3. SWPPP Review

For full post-construction SMP SWPPP review requirements, see MCM 4- SWPPP Review.

SMP SWPPP review requirements must address the following:

a) Individuals responsible for reviewing post-construction SMPs must be qualified professionals or under the supervision of a qualified professional; and

b) Post-construction SMPs must be reviewed for conformance with the NYS Stormwater Management Design Manual (NYS SWMDM) 2015 or equivalent, including:

(1) All post-construction SMPs must meet the sizing criteria contained in the CGP and NYS SWMDM 2015.
(2) Deviations from the performance criteria of the NYS SWMDM 2015 must demonstrate that they are equivalent.
(3) The SWPPP must include an O&M plan that includes inspection and maintenance schedules and actions to ensure continuous and effective operation of each post-construction SMP. The SWPPP must identify the entity that will be responsible for the long-term operation and maintenance of each practice.

4. Post-Construction SMP Inspection & Maintenance Program

The Village of Haverstraw has developed and is implementing a Post-Construction SMP Inspection & Maintenance Program, documented in the SWMP.

The SCRC has created the following documents to assist in meeting the Post-Construction Oversight Program requirements.

- ***Attachment 5B****- Enforcement Response Plan*
- ***Appendix 2****- Annual Program Compliance Documentation form* in Appendix 2 (MM 5)

a) **The Post-Construction SMP Inspection and Maintenance Procedures. (Review Annually by April 1)**

The Post-Construction SMP Inspection and Maintenance **Procedures** are as follows:

(1) All SMPs identified in the post-construction SMP inventory are inspected at the frequency specified in the O&M plan in the approved SWPPP, or as specified in the NYSDEC Maintenance Guidance for Stormwater Management Practices, if available.
The Village of Haverstraw has an inspection and maintenance program to ensure SMPs are inspected at the frequency specified in the filed (Rockland County Clerk's Office) Post Construction Stormwater Maintenance Agreement and/ or as specified in the O&M plan within the approved SWPPP.
(2) Documentation of post-construction SMP inspections using the Post-Construction SMP Inspection Checklist or an equivalent form containing same information. Completed

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inspections must be included in the SWMP Plan. Level 1 inspections can only be accepted by private owners inspecting post-construction SMPs. Level 2 and level 3 inspections must be performed by qualified individuals (NYSDEC Maintenance Guidance for SMPs, 2017).

The Village of Haverstraw utilizes an Annual Report submission checklist. The Village requires and utilizes equivalent checklists for all SMPs approved and constructed. ALL Private owners are informed when the required inspection report is delinquent.

(3) Upon receipt of a completed inspection checklist, the Village of Haverstraw will inform the owner that follow-up actions indicated on the checklist (maintenance, repair, or higher-level inspection) must occur within **thirty (30) days** of inspection (See Attachment 5B, Enforcement Response Plan). *Village procedure is outlined on the Enforcement Response Plan.*

(4) The Village of Haverstraw will initiate enforcement **within sixty (60) days** if follow-up actions are not completed (See Attachment 5B, **Enforcement Response Plan** for course of action). *Village procedure is outlined in the Enforcement Response Plan. The Village will utilize the plan as guidance for further course of action.*

(5) 2024 MS4 General Permit (GP-0-24-001) Fact Sheet (pg. 40):
The final GP-0-24-001 specifies that, *for practices where an associated SWPPP is not on file*, MS4 Operators must follow the frequencies outlined in the NYS DEC Maintenance Guidance 2017. Using the NYS DEC Maintenance Guidance 2017 to complete inspections satisfies the Phase II Remand Rule and allows the MS4 Operators to reduce the discharge of pollutants to the MEP.

b) **Annual Training** and **Program Procedure** review

The Annual Program Compliance Documentation form in Appendix 2 is updated annually to document the following requirements.

(1) **Annually,** the names, titles, and contact information for the individuals who have received **training** on the Post-Construction SMP Inspection and Maintenance Procedures must be updated and documented **in the SWMP.**

(2) **Annually, by April 1**, the Village of Haverstraw must review and update the Post-Construction SMP Inspection and Maintenance Procedures and document the completion in the SWMP Plan.

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Attachment 5A- Post-Construction Site Inventory

Kept on file on ArcGIS and Excel download.

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Attachment 5B- Enforcement Response Plan, Post-Construction Sites

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Enforcement Response Plan **Post-Construction Stormwater Management Practices (SMPs)** NYSDEC GP-0-24-001 Effective Date: July 6, 2024		**MS4:** Village of Haverstraw

Legal Authority:
Chapter 197. *Stormwater Management and Erosion Control*. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007.
https://ecode360.com/10994974

ENFORCEMENT RESPONSE PLAN
POST-CONSTRUCTION

INSTRUCTIONS FOR USE

Part IV.F: Enforcement Measures & Tracking:

- The MS4 Operator must develop and implement an **Enforcement Response Plan (ERP)** clearly outlining actions to be taken for Post-Construction violations.
- The ERP must set forth a protocol to address ***repeat and continuing violations through progressively stricter responses*** (i.e., escalation of enforcement) as needed to achieve compliance with the terms and conditions of this *SPDES* general permit.
- **The ERP must be documented in the SWMP Plan**.
- Instances of non-compliance (NOV letters, etc.) on construction sites **must be documented in the SWMP Plan**. *Kept at the Village of Haverstraw Building Department.*

Part VI.E.2: Post-Construction SMP Inventory & Inspection Tracking:

- Maintain an Inventory of post-construction sites installed after 2003 (see Stormwater Consortium of Rockland County's Inventory). **Use the Post-Construction SMP Enforcement Response Plan for violations at these sites.**

Part VI.E.4: Post-Construction SMP Inspection & Maintenance Program:

- By January 2025 the MS4 Operator must develop and implement a Post-Construction SMP Inspection and Maintenance Program.
- Upon receipt of a completed SMP inspection checklist, inform owner that follow-up actions (i.e., maintenance, repair, or higher- level inspection) must occur within thirty (30) days of the inspection. **Document in ERP**.
- Initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete. **Document in ERP**.

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PART IV.F.1: Enforcement Response Plan:

- The ERP must describe **how the *MS4 Operator* will use the following types of enforcement responses** or combination of responses.
- Enforcement responses are based on the type, magnitude, duration of the violation, effect of the violation on the receiving water, compliance history, and good faith of the operator in compliance efforts. *The Village of Haverstraw does not have any surface waters that are designated Class A, T, T(S), or B. and/or are listed in Part VIII Impaired Waters (Appendix C).*
- Efforts to obtain a **voluntary correction** of deficiencies through informal enforcement, such as verbal warnings or written notices, **must not exceed sixty (60) days in duration** (from the time of the *MS4 Operator's* initial determination until a return to compliance).(Highlighted below).
- Per Part VI.E.4: Provisions to initiate follow-up actions **within thirty (30) days** of post-construction *SMP* inspection; and Provisions to **initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete**. (Highlighted below).

The ERP must describe how the *MS4 Operator* will use the following types of enforcement responses or combination of responses:

Verbal warnings	The Village of Haverstraw will pursue compliance with stormwater violations through verbal methods (verbal notices, meetings, telephone notifications, etc.) whenever and wherever possible. The Village deems these methods appropriate for situations in which: violations do not pose a hazard to public health and environmental safety, education is needed, and the Village is convinced that compliance is achievable without escalation. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a verbal warning must not exceed sixty (60) days in duration until a return to compliance.
Written notices	When the Village's SMO determines that an individual/ business/ Corporation contravenes (breaches) or fails to comply with (knowingly or unknowingly) the requirements of Chapter 245 Article IX Stormwater Control, the applicant and developer shall be notified in writing of the nature of the violation and the required. Per Part IV.F.1.c. of the MS4 Permit, efforts to obtain a voluntary correction of deficiencies through a written notice must not exceed sixty (60) days in duration until a return to compliance.
Citations (and associated fines)	Citations will be issued for failure to comply with a Written Notice or for extreme violations of the Village's construction site stormwater requirements. Penalties for offences are described in Chapter 245, Article IX of the Local Law.

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Stop work orders	Not applicable for post-construction.
Withholding of plan approvals or other authorizations affecting the ability to *discharge* to the MS4; and	Not applicable for post-construction.
Additional measures, supported in local legal authorities, such as collecting against the project's bond or directly billing the responsible party to pay for work and materials to correct violations.	Further appropriate actions will be taken against a responsible party that fails to comply with Chapter 30D, considered to pose an immediate risk to the public or the environment as per Chapter 245 Article IX.
Other- NYSDEC state model language for Post-Construction did not contain a clear and specific procedure for *escalation of non-compliance*. The Village of Haverstraw has a boiler plate Maintenance Agreement. Procedure for Village of Haverstraw for escalating non-compliance is: First Offense: Notification letter sent that inspection report not received, with **30 days** to comply. Second Offense: Second Notification sent with **10 days** to comply or will be referred to town attorney's office. Third Offense and beyond: Referral to the Village of Haverstraw's village attorney's office, as noted in the Village of Haverstraw's Post-Construction Maintenance Agreement boilerplate.	If the Village of Haverstraw determines that the Facility Owner has failed to maintain the storm water control measures in accordance with the project plan or has failed to undertake corrective action specified by the Village of Haverstraw or by the inspecting engineer, the Village of Haverstraw is authorized to undertake such steps as are reasonably necessary for the preservation, continuation or maintenance of the storm water control measures and to affix the expenses thereof as a lien against the property. Failure to comply with the obligations under this Agreement shall be considered a violation of Site Plan and Land Use Board Approvals for the subject site, and the Village of Haverstraw may pursue all available legal and equitable remedies against the Facility Owner.
Per Part VI.E.4, Post-Construction Inspection & Maintenance Program: Provisions to initiate follow-up actions (i.e., maintenance, repair, or higher- level inspection) within thirty (30) days of post-construction *SMP* inspection.	Send letter or email to private facility owner stating the following: 1)The Department notes that the **report received** calls for maintenance or repair; 2) Provide the Village with a schedule of when maintenance or repair will take place; 3) Provide documentation once the maintenance or repair is complete, i.e. correspondence (email) with photographs; 4) Request that the maintenance or repair is documented in next year's maintenance report.
Per Part VI.E.4, Post-Construction Inspection & Maintenance Program: Provisions to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.	1) Repeat items 1-4 as a Second Notice. If not compliant then (2) Department will refer to the town attorney's office.

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PART IV.F.2: Enforcement Tracking:

- The MS4 Operator must **Track** instances of non-compliance (NOV letters, etc.) in the SWMP Plan. *Kept at the Village of Haverstraw Building Department.*
- The **enforcement case** documentation must include, at a minimum, the following, which are incorporated into the Village's notifications of non-compliance.

Date of report	Noted on non-compliance letters.
Name of the owner/operator of the facility or site of the violation (can be redacted from the publicly available SWMP Plan);	Noted on non-compliance letters.
Location of the *post-construction site*;	Noted on non-compliance letters.
Description of the violation/Nature of the complaint;	Noted on non-compliance letters.
Schedule for returning to compliance;	Noted on non-compliance letters.
Description of enforcement response used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner. Follow up actions taken or needed (including response times);	Noted on non-compliance letters.
Inspection outcomes and any enforcement taken;	Not applicable for post-construction.
Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violations)	Sent with 'Third Offense and beyond' when referred to the town attorney's office.
Any referrals to different departments or agencies;	Additional Department/Agencies are always noted on the 'carbon copy' of non-compliance letters.
Date violation was resolved.	Noted on follow-up report indicating compliance.

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SAMPLE LETTERS

MCM 5, Part VI.E: Post-Construction Stormwater Management

Post-Construction Inspection Report request letter:

Date

Owner/Operator
Address
Rockland County, NY

SITE NAME: **Rockland**
LOCATION: **Rockland County, NY**
PURPOSE: Post-Construction Stormwater Management Practice inspection reports

Dear Owner/Operator:

The Village is a NYS Department of Environmental Conservation regulated Municipal Separate Storm Sewer System (MS4) community. Per NYSDEC regulation* the Village is therefore required to implement a Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program. The purpose of the program is to ensure the long-term performance of SMPs in removing pollutants from stormwater runoff.

According to our records an applicable SMP is on-site at your location. Please forward to our attention an inspection report at the frequency specified in the O&M plan contained in the approved SWPPP. Per NYSDEC requirements, document the inspecting using the Stormwater Management Practices Inspection Checklist** or an equivalent form containing the same information. The Village can only accept **Level 1 inspections** on the SMP Inspection Checklist by private owners inspecting post- construction SMPs.

Please forward the inspection report by (DATE). The maintenance of SMPs is enforced through the Village's Local Law Chapter 198, Stormwater Management. Failure to comply will put you in violation of the Local Law, and a Notice of Violation will be issued. The Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program further requires the Village to utilize Enforcement Response Plans to initiate follow-up actions (i.e., maintenance, repair, or higher-level inspection) within thirty (30) days of inspection; and to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.

The Village appreciates your cooperation to comply with the NYSDEC's new stormwater permit requirements. Stormwater Management Practices are vital to controlling and treating stormwater pollutants. Excess nutrients in sediment is a leading pollution issue that is greatly impacting surface water quality and leading to aquatic weeds, algae and harmful algae growth, and degradation of drinking and fishing waters. It is important that the Village remain in compliance with State regulation, and that SMPs within the Village boundary remain in fully functioning shape.

Sincerely yours,

Building Department

Notes:
NYSDEC Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit, GP-0-24-001
Part VI.E.4: Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program
Part VI.E.1: Applicable SMP
**Stormwater Management Practices Inspection Checklist is available at NYSDEC's Construction Stormwater Toolbox

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Post-Construction Inspection Report letter with deficiencies:

Date

Owner/Operator
Address
Rockland County, NY

SITE NAME: **Rockland**
LOCATION: **Rockland County, NY**
PURPOSE: Post-Construction Stormwater Management Practice inspection reports

Dear Owner/Operator:

An inspection report for Stormwater Management Practices at your location noted deficiencies. The NYSDEC's Post-Construction Stormwater Management Practice (SMP) inspection and maintenance program requires the Village to utilize an Enforcement Response Plan to initiate follow-up actions (i.e., maintenance, repair) within thirty (30) days of inspection; and to initiate enforcement within sixty (60) days of the inspection if follow-up actions are not complete.

Follow-up actions to correct the deficiencies must be initiated by (date- 30 days from report). Please forward to our attention by (60 days from inspection) a follow-up report ensuring the deficiencies have been corrected (or there is a plan of action in place). If a response is not received, a Notice of Violation will be given and legal action may be taken per the Village's Local Law Chapter 198, Stormwater Management.

The Village appreciates your cooperation to comply with the Local Law and the NYSDEC's stormwater permit requirements. Stormwater Management Practices are vital to controlling and treating stormwater pollutants. It is important that the Village remain in compliance with State regulation, and that SMPs within the Village boundary remain in fully functioning shape.

Sincerely yours,

Building Department
Cc: Village attorney

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F. MCM 6- Pollution Prevention and Good Housekeeping

The Village of Haverstraw has a pollution prevention and good housekeeping program for municipal facilities and municipal operations to minimize pollutant discharges (to be fully implemented in Jan 2029). This MCM is designed to ensure the MS4 Operator's own activities do not contribute pollutants to surface waters of the State.

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

By January 2027 the Village of Haverstraw must incorporate BMPs into the Municipal Facility and Municipal Operations programs. The BMPS to be considered are as follows and must be documented in the SWMP Plan. *The Stormwater Consortium of Rockland County has an MCM 6 education program, and the following are incorporated*.

a) Minimize Exposure

(1) Exposure of materials to rain, snow, snowmelt, and runoff must be minimized, unless not technologically possible or not economically practicable and achievable in light of best industry practices, including areas used for loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations, with the following BMPs:

(a) Locate materials and activities inside or protect them with storm resistant coverings;

(b) Use grading, berming, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas;

(c) Locate materials, equipment, and activities so leaks and spills are contained in existing containment and diversion systems;

(d) Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;

(e) Store leaky vehicles and equipment indoors or, if stored outdoors, use drip pans and absorbents;

(f) Use spill/overflow protection equipment;

(g) Perform all vehicle and/or equipment cleaning operations indoors, under cover, or in bermed areas that prevent runoff and run-on and also captures any overspray;

(h) 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/or

(i) Minimize exposure of chemicals by replacing with a less toxic alternative (e.g., use non-hazardous cleaners).

(2) No Exposure Certification for High Priority Municipal Facilities

(a) Municipal facilities may qualify for No Exposure Certification (Appendix H) when all activities and materials are completely sheltered from exposure to rain, snow, snowmelt, and/or runoff.

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(b) High priority municipal facilities with uncovered parking areas for vehicles awaiting maintenance may be considered a low priority municipal facility if only routine maintenance is performed inside and all other no exposure criteria are met. Details on high/low priority municipal facilities are addressed later in this section.

(c) Municipal facilities accepting or repairing disabled vehicles and/or vehicles that have been involved in accidents are not eligible for the No Exposure Certification.

(d) Municipal facilities must maintain the No Exposure Certification and document in the SWMP Plan. The No Exposure Certification ceases to apply when activities or materials become exposed.

b) Follow a Preventive Maintenance Program

(1) The Village of Haverstraw has a preventative maintenance program that includes routine inspection, testing, maintenance, and repair of all vehicles and equipment and systems to prevent leaks, spills and other releases that includes:

(a) Performing inspections and preventive maintenance of stormwater drainage, source controls, treatment systems, and plant equipment and systems;

(b) Maintaining non-structural BMPs (e.g., keep spill response supplies available, personnel appropriately trained, containment measures); and

(c) Ensuring vehicle wash water is not discharged to the MS4 or to surface waters of the State. Washing equipment/vehicles in a designated and/or covered area where water is collected to be recycled or discharged to the sanitary sewer is required.

*The Village of Haverstraw has a Wash Bay at the DPW Garage that discharges to an oil-water separator which ultimately leads to the Haverstraw Joint Regional sanitary sewer system. Should the sanitary system be inoperable for any reason, vehicle and equipment washing can be achieved at the Rockland County Highway Department (*Attachment 1- Alternative Implementation Agreements. See email from Rockland County Highway Department).

(2) Routine maintenance is performed to ensure BMPs are operating properly.

(3) When a BMP is not functioning to its designed effectiveness and needs repair or replacement:

(a) Maintenance is performed before the next anticipated storm event, or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable; and

(b) Interim measures are taken to prevent or minimize the discharge of pollutants until the final repair or replacement is implemented, including cleaning up any contaminated surfaces so that the material will not be discharged during subsequent storm events.

c) Spill Prevention and Response Procedures

d) Erosion and Sediment Controls

e) Manage Vegetated Areas and Open Space on Municipal Property

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f) Salt Storage Piles or Pile Containing Salt
g) Waste, Garbage and Floatable Debris
h) Alternative Implementation Options

2. Municipal Facilities

a) Municipal Facility Program

b) Municipal Facility Inventory

(1) By Jan 2026 the Village of Haverstraw has developed and maintains an Inventory of all Municipal Facilities in the SWMP Plan, which includes the following as required (Attachment 6A). A Municipal Facility is owned and/or operated by the MS4 with the potential to discharge pollutants to the MS4 and/or surface water of the State of the State (example: if water flows from updrainage to a facility then into the MS4, should include it. Must be certain it will not get to the MS4 to not include it).

(a) Name of Municipal Facility;
(b) Street Address;
(c) Type of Municipal Facility;
(d) Prioritization (High or Low);
(e) Receiving Waterbody name;
(f) Receiving Waterbody Class;
(g) Receiving Waterbody WI/PWL Segment ID;
(h) Contact Information;
(i) Responsible Department;
(j) Location of SWPPP (if high priority; when completed);
(k) Type of activities present on site;
(l) Size of facility (acres);
(m) Date of last assessment;
(n) BMPs identified and;
(o) Projected date of next comprehensive site assessment depending on the Municipal Facility prioritization.

(2) **Annually,** the Village of Haverstraw will update the Inventory if new Municipal Facilities are added and document in the SWMP. See the Annual Program Compliance Documentation form in Appendix 2.

c) Municipal Facility Prioritization

(1) The Village of Haverstraw has Prioritized the Municipal Facilities as follows (Attachment 6A):

(a) At a <u>High Priority Municipal Facility</u>

A Municipal Facility that has one or more of the following on-site **and** is exposed to stormwater:

(i) Storage of chemicals, salt, petroleum, pesticides, fertilizers, antifreeze, lead-acid batteries, tires, waste/debris;
(ii) Fueling stations; and/or
(iii) Vehicle or equipment maintenance/repair.

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(b) Low Priority Municipal Facilities include any facilities that do not meet the criteria for high priority.

(c) Municipal Facilities that qualify for a No Exposure Certification are Low Priority.

(2) The Village of Haverstraw will Prioritize a Municipal Facility **within 30 days** of being added to the Inventory.

(3) **Annually** the Village of Haverstraw will update the Prioritization in the Inventory based on information gathered as part of the Municipal Facility program (part VI.F.2.a) including cases where a No Exposure Certification ceases to apply. The completion will be documented in the SWMP. See the Annual Program Compliance Documentation form in Appendix 2.

d) High Priority Municipal Facility Requirements

e) Low Priority Municipal Facility Requirements

3. Municipal Operations & Maintenance

a) Municipal Operations Program

b) Municipal Operations Corrective Actions

c) Catch Basin Inspection and Maintenance

The Village DPW is responsible for catch basin inspection and maintenance. Basins in commercial and business areas (40% of total inventory) are inspected and cleaned at roughly 90% per year. Stormwater in the remainder of the other basins in the Village tends to flow through, given the topography. Disposals are taken to the Rockland Green Transfer Station in Haverstraw. Records are maintained at the DPW. DPW personnel note which catch basins need maintenance on the Work Chart in their office and will immediately report any illicit discharges to the DPW Commissioner, due to the required timeframes for initiation and track down. The Commissioner will then report illicit discharges to the Building Department.
Inventory catch basin inspection information including:
a) Date of inspection; (on Village Work Chart)
b) Approximate level of trash, sediment, and/or debris captured at time of clean-out (None, lt<50% of the depth of the sump, gt>50%) (all accumulated debris per schedule)
c) Depth of structure; (on ArcGIS online)
d) Depth of sump; (ability to calculate from ArcGIS online) and
e) Date of clean out, if applicable. (on Village Work Chart).

d) Roads, Bridges, Parking Lots, & Right of Way Maintenance

(1) The Village of Haverstraw has developed and is implementing procedures for sweeping and/or cleaning municipal streets, bridges, parking lots, and right of ways that are owned/operated (see Attachment 6B). The procedures and completion of this permit requirements **must be documented in the SWMP** specifying:

(a) All roads, bridges, parking lots, and right of ways must be swept and/or cleaned once every 5 years in the spring (following winter activities such as sanding). This requirement is not applicable to:

(i) Uncurbed roads with no catch basins;

(ii) High-speed limited access highways; or

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(iii) Roads defined as interstates, freeways and expressways, or arterials by the US Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.

(b) Annually, from April 1 through October 31, roads in businesses and commercial areas must be swept. This requirement is not applicable to:

(i) Uncurbed roads with no catch basins;

(ii) High-speed limited access highways; or

(iii) Roads defined as interstates, freeways and expressways, or arterials by the US DOT 2013.

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MUCH MORE TO FILL IN FOR MM 6

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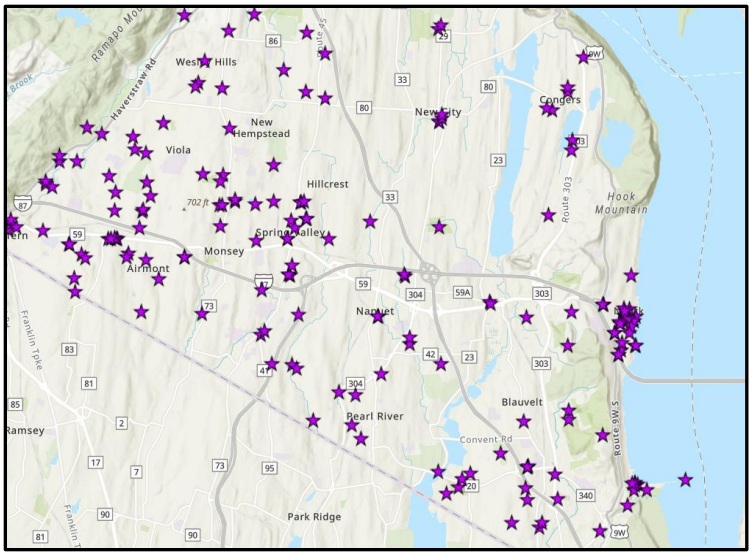
MCM 6- List of Attachments

- Municipal Facility Inventory (Update Annually)
- Annual Street Sweeping Requirements (Annual)
- Catch Basin Inspection and Maintenance (To be Developed and incorporated into Highway)
- No Exposure Certification (if using)
- Municipal Facility Assessment Form (Every 5 years)
- Storm Event Data Form (Wet Weather Visual Monitoring- Every 5 Years)
- Visual Monitoring Form (Wet Weather Visual Monitoring- Every 5 Years)
- Municipal Facility Specific SWPPP (To be Developed)

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Attachment 6A- Municipal Facility Inventory

Kept on file on ArcGIS and Excel download.



Source: Stormwater Consortium ArcGIS Online database, 2026

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Attachment 6B- MM 6 Annual Street Sweeping Requirements

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Village of Haverstraw	
Schedule for Sweeping Streets, Parking Lots, Bridges, and Right of Ways (owned by Municipality)	
Purpose	*Per Part VI.F.d (pg. 54) of the NYSDEC Stormwater MS4 Permit (GP-0-24-001), the MS4 Operator* must *develop* and implement procedures for sweeping and/or cleaning *municipal* Streets, Bridges, Parking lots, and Right of ways owned/operated by the *MS4 Operator*. The procedures and completion of permit requirements must be documented in the municipal Storm Water Management Plan (SWMP)*.
Location	*Department of Public Works*
Entity in charge of street sweeping:	*Village DPW*
Municipal contacts:	*Commissioner of Public Works over seeing Procedures: Osvaldo Reyes* *Municipal Stormwater Management Officer: Ruben Berrios* *Municipal Stormwater Mapping (GIS) contact: Osvaldo Reyes*

PERMIT EXEMPTIONS: Per Part VI.F.(pg. 54) these requirements are NOT applicable to:

1. Uncurbed roads with no *catch basins*;
2. High-speed limited access highways; or
3. Roads defined as interstates, freeways and expressways, or arterials by the United States Department of Transportation, Federal Highway Administration, Highway Functional Classification Concepts, Criteria and Procedures, 2013.

PRE-REQUISITES:

1. Employees and outside contractors performing these procedures must read the SOP.
2. **The procedures, noting completion of the sweeping requirements, must be documented in the *SWMP Plan.***
3. All applicable employees should be trained in stormwater pollution prevention; including how to recognize and report illegal connections or discharges. Report these matters immediately to the Stormwater Management Officer listed above.
4. When utilizing Contractors, annual agreements **must be documented in with SWMP** per the **Alternative Implementation Agreements** (pg. Part VI.A.1).

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Sweeping Inventory, Frequency, and Recordkeeping

Streets should be swept according to an established schedule. The schedule, **inventory of the below municipal (ex. List of municipal parking lots, bridges, etc.), and record keeping** are located at Village of Haverstraw DPW. A completed record will be provided for the Storm Water Management Plan.

Permit Requirement	Required Frequency (see Exemptions)	Date Accomplished (or TBD)	Asset Inventory Location (GIS, physical file, etc.)	Record Location for SWMP (GIS, physical file, etc.)
Municipal Streets	*Swept and/or cleaned **once every five (5) years in the Spring** (following winter activities such as sanding).*	Swept and/or cleaned daily weather permitting.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.
Municipal Bridges	*Swept and/or cleaned **once every five (5) years in the Spring** (following winter activities such as sanding).*	Swept and/or cleaned daily weather permitting.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.
Municipal Parking Lots	*Swept and/or cleaned **once every five (5) years in the Spring** (following winter activities such as sanding).*	Swept and/or cleaned at least monthly.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.
Municipal Right of Ways	*Swept and/or cleaned **once every five (5) years in the Spring** (following winter activities such as sanding).*	Swept and/or cleaned daily, weather permitting.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.
Business Areas	***Annually, from April 1 through October 31***	Daily, weather permitting.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.
Commercial Areas	***Annually, from April 1 through October 31***	Daily, weather permitting.	Kept physically & electronically on file at Village DPW.	Kept physically & electronically on file at Village DPW.

How are street sweeping debris disposed of?
The Village dispose of debris at the Rockland Green Bowline/Haverstraw Transfer Station.

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Part VIII. Enhanced Requirements for Impaired Waters

Part VIII requirements apply in the sewersheds which discharge to Impaired Waters listed in Appendix C (Phosphorus, Pathogens)(Clarkstown, Orangetown, Piermont).

A. Pollutant Specific BMPs for Phosphorus
This requirement does not apply to the Village of Haverstraw.

B. Pollutant Specific BMPs for Silt/Sediment
This requirement does not apply to the Village of Haverstraw.

C. Pollutant Specific BMPs for Pathogens
This requirement does not apply to the Village of Haverstraw.

D. Pollutant Specific BMPs for Nitrogen
This requirement does not apply to the Village of Haverstraw.

E. Pollutant Specific BMPs for Floatables
This requirement does not apply to the Village of Haverstraw.

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Part IX. Watershed Improvement Strategy Requirements for TMDL Implementation

This requirement does not apply in Rockland County.

Refer to the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems Permit, GP-0-24-001 (PDF) for the following sections:

Part X. Standard Permit Conditions
APPENDIX A (Acronym List, Definitions)
APPENDIX B (Designation Criteria)
APPENDIX C (List of Impaired Waters)
APPENDIX D (Forms)

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APPENDIX 1- SWMP Permit Requirements

Attachment 1- Alternative Implementation Agreements
Attachment 2- Staff/Organizational Chart
Attachment 3- Notice of Intent (entire NOI document: can attach entire document or incorporate by reference)
Attachment 4- Legal Authority
Attachment 6- Documentation of Annual Report completions (only need to attach DEC submission confirmation email)
Attachment 7- Documentation of Interim Progress Report completions
Attachment 8- Public Notice and Input Documentation (SWMP & Draft Annual Report)
Attachment 9- SWMP Evaluation (2029) See Part V.C.

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Appendix 1

Attachment 1- Alternative Implementation Agreements

Alternative Implementation Agreements

The MS4 may utilize other entities assisting in any portion of the SWMP development, implementation, or enforcement. Annually review and update the agreements in the SWMP Plan.

Name of Entity	Permit Requirement
Rockland County Highway Dept	Part I.B.2.D Unauthorized Discharges. The discharge of vehicle and equipment wash water from municipal facilities to the MS4 System is prohibited (including tank cleaning operation). See email from County Highway on 4-22-25 on washing vehicles at county facility.
CCE Rockland	See contract. Typically, Part IV (SWMP, Mapping, MCMs).
Haverstraw Joint Regional Sewer District?	
Weston & Sampson	

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Appendix 1

Attachment 1- Alternative Implementation Agreements
MS4 Truck Washing at County Facility

Attach letter from SWMP Supporting Documents Folder

From: Jen Zunino-Smith <jmz75@cornell.edu>
Sent: Tuesday, April 22, 2025 1:33 PM
Subject: DEC Permit- MS4 Truck Washing at County Facility

Dear Town of Ramapo and Village of Sloatsburg-

Your MS4 has been identified as one that does not have a wash bay at your highway facility for vehicle/equipment washing.

In January 2024 the NYSDEC released an updated Stormwater MS4 permit, and in accordance with Part I.B.2.d, the Towns and Villages ('MS4 Operators') **cannot** wash their vehicles or equipment in an area that discharges to the stormwater conveyance system. It is the '*discharge of vehicle and equipment wash water from municipal facilities, including tank cleaning operations*' that is prohibited. Wash water must be collected to be recycled or discharged to the sanitary sewer.

Legislator Paul Cleary has reached out to Rockland County on behalf of the Stormwater Consortium, and the County has made their truck washing facility available to the Towns and Villages. Please note the following;

- The county facility is available to clean **Large** trucks & Equipment. Smaller pick-ups, SUV's and cars are brought to a local car wash.
- You must **call to make an appointment** with the Operations Dept. so that personnel can be assigned to operate the Wash Bay. The truck wash is not open every day.
- There is a charge of $10.00 and each municipality is billed directly. Drivers must identify their vehicles (by # if possible) and sign a form at the wash site.
- The address is 550 Old Nyack Turnpike, Spring Valley, NY. The facility is accessed off of N. Pascack Rd.

Please keep a copy of this correspondence in the **Alternative Implementation Options** section of your Storm Water Management Plan, as we are utilizing the county facility to meet the requirements of Part I.B.2.d.

Any questions please let me know. Thank you Legislator Cleary and Skip Vezzetti for your prompt attention and assistance in this matter!

Jen

Jennifer Zunino-Smith
Environmental Educator
Cornell University Cooperative Extension, Rockland County
10 Patriot Hills Drive
Stony Point, NY 10980
Phone: 845-429-7085 x125- EMAIL IS BEST
Fax: 845-429-8667
Email: Jmz75@cornell.edu
Website: www.rocklandcce.org
Rockland County Flood Studies: *Cornell Box Link*
Stormwater and Water Quality Education, Interactive Maps: https://rocklandcce.org/stormwater-consortium-water-quality-education
Educational Brochures: https://rocklandcce.org/fact-sheets
Volunteer & Internship Opportunities: https://rocklandcce.org/stormwater-consortium-water-quality-education/environmental-internship-volunteer-opportunities
Trainings & Grant Opportunities: *https://rocklandcce.org/stormwater-consortium-of-rockland-county/stormwater-trainings-and-grant-programs*
CCE YouTube * CCE Facebook * CCE Twitter * CCE Instagram

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Appendix 1

Attachment 2- Staff/Organizational Chart

See examples from SWMP Supporting Documents Folder

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Appendix 1

Attachment 3- Notice of Intent

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Appendix 1

Attachment 4- Legal Authority

TOWN/VILLAGE LETTER HEAD OR ATTY LETTER HEAD

Date:

Name-Mayor
Address

Name- Atty
Address

RE: Certification of Local Laws

Dear Mayor:
I hereby certify the following:

1. **Chapter 196. Storm Sewers. §196-1 to §196-18. Adopted by the Board of Trustees of the Village of Haverstraw 7-12-2010 by L.L. No. 6-2010**. is hereby equivalent to the 2006 NYSDEC Model IDDE Law. https://ecode360.com/14676661

2. **Chapter 197. Stormwater Management and Erosion Control. Adopted by the Board of Trustees of the Village of Haverstraw 3-19-2007 by L.L. No. 4-2007**. is hereby equivalent to the 2006 NYSDEC Sample Local Law for Stormwater Management and Erosion and Sediment Control. https://ecode360.com/45096632

Sincerely yours,
Village Attorney

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Appendix 1

Attachment 5- Documentation of Annual Report Completions

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Appendix 1

Attachment 6- Documentation of Interim Progress Report Completions

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Appendix 1

Attachment 7- Public Notice & Input Documentation

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Appendix 1

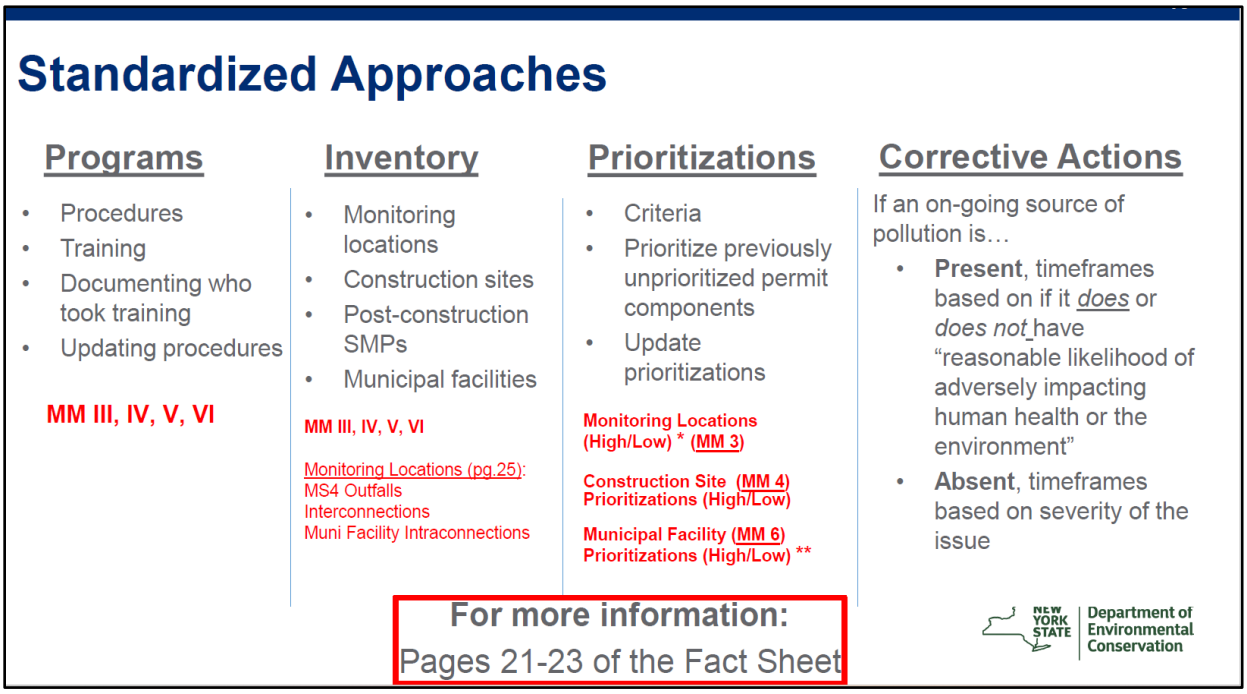
Attachment 8- SWMP Evaluation (2029) See Part V.C.

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APPENDIX 2 - Annual Program Compliance Documentation

Annually, the signature sheets must be signed to document completion of the following in the SWMP

1. Minimum Measure 1- MS4's Focus Areas, Target Audiences, and/or Education and Outreach topics. (Jan 2027)
2. Minimum Measure 3- Procedures, Training, Inventory & Prioritization. (Jan 2026)
3. Minimum Measure 4- Procedures, Training, Inventory & Prioritization. (due now)
4. Minimum Measure 5- Procedures, Training, Inventory & Prioritization (due now)
5. Minimum Measure 6- Procedures, Training (Jan 2027), Inventory & Prioritization (due now)



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Appendix 2- Program Compliance Documentation

MCM 1- Public Education & Outreach Program

Updates to the Program (due by January 2027):

By April 1, the MS4 Operator must review and update the Focus Areas, Target Audiences, and/or Education and Outreach topics and document the completion in the SWMP.

Part VIII Education on Pathogens/Phosphorus:

Following completion of mapping, **twice a year**, once from **March to August** and once from **September to February**, provide educational messages specific to the impaired pollutant to the applicable target audiences within the sewersheds for impaired waters.

DATE	*Focus Areas Updated?*	*Target Audiences Updated?*	*Education and Outreach Topics Updated?*	*Part VIII: 2x/Year March to August*	*Part VIII: 2x/Year Sept to February*

After completing Focus Areas, Target Audiences, and/or Education and Outreach, and **once every 5 years thereafter**, the MS4 Operator must deliver an educational message to each Target Audience for each Focus Area based on the defined Education and Outreach topics and document the completion in the SWMP.

DATE	*Educational Message delivered to each Target Audience for each Focus Area identified*
	(Yes- See MM 1)

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Appendix 2- Program Compliance Documentation

MCM 3- Illicit Discharge Detection and Elimination

PROCEDURES:

By April 1, the MS4 Operator must review and update the following ***Procedures*** *if needed* and *d*ocument the completion in the SWMP.

- ***Monitoring Locations Inspection and Sampling Procedures*** based on inspection results (e.g., trends, patterns, areas with illicit discharges, and common problems, etc.).
- ***Illicit Discharge Track Down Procedures***
- ***Illicit Discharge Elimination Procedures***

MS4 Review of* Illicit Discharge Detection and Elimination *Procedures

DATE	*Monitoring Locations Inspection and Sampling Procedures Updates or No Updates to Procedure?*	*Illicit Discharge Track Down Procedures Updates or No Updates to Procedure?*	*Illicit Discharge Elimination Procedures Updates or No Updates to Procedure?*
2026	*Updates based on new permit*	*Updates based on new permit*	*Updates based on new permit*

TRAINING OF STAFF:

Annually, the names, titles, and contact information for the individuals who have received **training** on the Illicit Discharge Detection and Elimination *Procedures* must be updated and documented in the SWMP.

For **New** and **Existing** staff:

- Training on the ***Monitoring Locations Inspection and Sampling Procedures*** must be given prior to conducting inspections and sampling procedures. For existing staff, training must be given once every five (5) years thereafter.
- Training on the ***Illicit Discharge Track Down Procedures*** and the ***Illicit Discharge Elimination Procedures*** must be given prior to conducting illicit discharge track downs and eliminations. For existing staff, training must be given once every five (5) years thereafter.

- If MM 3 Program Procedures are **Updated**:
  - When updated, training on the ***Monitoring Locations Inspection and Sampling Procedures***, the ***Illicit Discharge Track Down Procedures***, and the ***Illicit Discharge Elimination Procedures*** must be given to all staff prior to conducting program Procedures.

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Annually- Training of Staff on MS4 Illicit Discharge Detection and Elimination Procedures

YEAR	*NAME*	*TITLE CONTACT INFO*	*Monitoring Locations Inspection and Sampling Procedures*	*Illicit Discharge Track Down Procedures*	*Illicit Discharge Elimination Procedures*
2026	Eve Mancuso	*Village Engineer* mancuso.eve@wseinc.com	*Yes*	*Yes*	*Yes*
2026	Isabel Gonzalez-Soto	*Village Clerk* Isabel.gonzalez@villageofhaverstraw.org	*Yes*	*Yes*	*Yes*
2026	Elaine Fernandez	*Deputy Village Clerk/Treasurer* frontdesk@vohny.com	*Yes*	*Yes*	*Yes*
2026	Osvaldo Reyes	*DPW Commisioner* dpwcommissioner@ villageofhaverstraw.org dpw@villageofhaverstraw.org	*Yes*	*Yes*	*Yes*
2026	Luis Morales	*Laborer* Teamskat03@gmail.com	*Yes*	*Yes*	*Yes*
2026	Brandon Riccaldi	*Laborer* Bwr1127@gmail.com	*Yes*	*Yes*	*Yes*

INVENTORY:

Annually, update the following Inventories if locations are created or discovered, and Prioritize. **Document in the SWMP.**

- MS4 outfalls
- Interconnections
- Municipal Facility Intra-connections

The Monitoring Locations Inventory mapping is maintained on the Stormwater Consortium's ArcGIS Online unified database. The consortium has a Field Guide and a training video on mapping the conveyance system available.

Annually- Monitoring Locations Inventories updated

YEAR	Name	MS4 Outfalls	Interconnections	Municipal Facility Intra-connections	Prioritized
2026	Eve Mancuso				

Monitoring Locations Inspections:

During *dry weather,* one (1) inspection of each monitoring location identified in the Inventory every five (5) years following the most recent inspection. Aim for roughly 20% per year.

YEAR	% or # Inspected	Total Number
2026		

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Appendix 2- Program Compliance Documentation

MCM 4- Construction Site Stormwater Runoff Control

PROCEDURES:

By April 1, the MS4 Operator must review and update the ***Construction Oversight Procedures*** and *d*ocument the completion in the SWMP.

MS4 Review of Construction Oversight Procedures (by April 1)

DATE	*Construction Oversite Procedures Updates or No Updates to Procedures?*
2026	*Updates based on new permit*

TRAINING OF STAFF:

Annually, the names, titles, and contact information for the individuals who have received **training** on the *Construction Oversight Procedures* must be updated and documented in the SWMP.

- If **New** staff are added, training on the *Construction Oversight Procedures* must be given prior to conducting any construction oversight activities.
- For **Existing** staff, training on the *Construction Oversight Procedures* must be given prior to conducting any construction oversight activities and once every five (5) years thereafter.
- If the *Construction Oversight Procedures* are **Updated**, training on the updates must be given to all staff prior to conducting construction oversight activities.

Training of Staff on MS4 Construction Oversight Procedures (Annually):

YEAR	NAME	TITLE	CONTACT INFO
2026	Eve Mancuso	*Village Engineer*	*mancuso.eve@wseinc.com*
2026	*Building Dept Staff*		
2026	*Building Dept Staff*		

4-Hour Training requirements:

Annually update the names, titles, and contact information for the individuals who have received the following trainings in the SWMP.

- Ensure all *SWPPP Reviewers* receive 4-Hour Training prior to conducting review. Individuals who meet the definition of a qualified professional or qualified inspector are exempt from this requirement.

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- Ensure all *MS4 Construction Site Inspectors* receive 4-Hour Training prior to conducting construction site inspections, and every three (3) years thereafter.
- Procedures to ensure those involved in the construction activity itself (*Contractors*) have received 4-Hour Training. (Outlined on the Stormwater Consortium's **Pre-Construction Meeting Checklist** within and discussed at pre-construction meeting). 4-Hour training kept on file.

Individuals reviewing SWPPPs who have received 4-Hour Training (Annually):

YEAR	NAME	TITLE	CONTACT INFO
2026	*Eve Mancuso Weston & Sampson*	*Qualified Inspector (PE)*	*mancuso.eve@wseinc.com*

MS4 Construction Site Inspectors who have received 4-Hour Training (Annually):

YEAR	NAME	TITLE	CONTACT INFO
2026	*Building Dept Staff*		

INVENTORY:

Annually, update the Construction Site Inventory if sites are approved or completed, and Prioritize. Document the completion in the SWMP. (Use Stormwater Consortium's *Construction & Post-Construction Inventory*).

Construction Inventory update (Annually)

YEAR	Name	Construction Inventory Updated	Construction Sites Prioritized
2026	Eve Mancuso		

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Appendix 2- Program Compliance Documentation

MCM 5- Post-Construction Stormwater Management

PROCEDURES:

By April 1, the MS4 Operator must review and update the *Post-Construction SMP Inspection and Maintenance Procedures* and document the completion in the SWMP.

MS4 Review of Post-Construction SMP Inspection & Maintenance Procedures (by April 1)

DATE	*Post-Construction SMP Inspection & Maintenance Procedures Updates or No Updates to Procedures?*
2026	Updates based on new permit

TRAINING OF STAFF:

Training on Post-Construction SMP Inspection and Maintenance Procedures(Part VI.E.4.):

Annually, the names, titles, and contact information for the individuals who have received **training** on the *Post-Construction SMP Inspection and Maintenance Procedures* must be updated and documented in the SWMP.

- If new staff are added, training on the MS4 Operator's *Post-Construction SMP Inspection and Maintenance Procedures* must be given prior to conducting any post-construction SMP inspection and maintenance;
- For existing staff, training on the MS4 Operator's *Post-Construction SMP Inspection and Maintenance Procedures* must be given prior to conducting any post-construction SMP inspection and maintenance and once every five (5) years, thereafter.
- If the *Post-Construction SMP Inspection and Maintenance Procedures* are updated, training on the updates must be given to all staff prior to conducting post-construction inspection and maintenance.

Training of Staff on MS4 Post-Construction SMP Inspection & Maintenance Procedures (Annually):

YEAR	NAME	TITLE	CONTACT INFO
2026	*Eve Mancuso*	*Village Engineer*	*evemancuso@gmail.com*
2026	*Building Dept Staff*		
2026	*Building Dept Staff*		

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INVENTORY:

Annually, update the update the Post-Construction SMP Inventory and document completion in the SWMP. By January 2029 the Inventory must be fully completed. (See the Stormwater Consortium's *Construction & Post-Construction Inventory*).

Update the Post-Construction SMP Inventory (Part VI.E.2.c)(Annually):

YEAR	NAME	Post- Construction Inventory Updated
2026	*Eve Mancuso*	

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Appendix 2- Program Compliance Documentation

MCM 6- Pollution Prevention and Good Housekeeping

PROCEDURES:

By April 1, the MS4 Operator must review and update the *Municipal Facility Procedures* and the *Municipal Operations Procedures* and document the completion in the SWMP.

MS4 Review of Municipal Procedures (by April 1)

DATE	*Municipal Facility Procedures Updates or No Updates to Procedures?*	*Municipal Operations Procedures Updates or No Updates to Procedures?*
2026	*Updates based on new permit*	*Updates based on new permit*

TRAINING OF STAFF:

Training on Municipal Facility Procedures and Municipal Operations Procedures:

Annually, the names, titles, and contact information for the individuals who have received **training** on the *Municipal Facility Procedures* and the and the *Municipal Operations Procedures* must be updated and documented in the SWMP.

- If new staff are added, training must be given prior to conducting any procedures;
- For existing staff, training on the procedures must be given prior to conducting procedures and once every five (5) years, thereafter.
- If the procedures are updated, training on the updates must be given to all staff prior to conducting procedures.

Training of Staff on Municipal Facility Procedures (Annually):

YEAR	NAME	TITLE	CONTACT INFO
2026	Eve Mancuso	*Village Engineer*	*mancuso.eve@wseinc.com*
2026	Isabel Gonzalez-Soto	*Village Clerk*	*Isabel.gonzalez@villageofhaverstraw.org*
2026	Esther Castellano Navarro	*Deputy Village Clerk/Treasurer*	*frontdesk@vohny.com*
2026	Osvaldo Reyes	*DPW Commissioner*	*dpwcommissioner@villageofhaverstraw.org* & *dpw@villageofhaverstraw.org*
2026	Luis Morales	*Laborer*	*Teamskat03@gmail.com*
2026	Brandon Riccaldi	*Laborer*	*Bwr1127@gmail.com*

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INVENTORY:

Annually, update the update the Municipal Facility Inventory and document completion in the SWMP, and Prioritize.

Update the Municipal Facility Inventory (Part VI.F.b)(Annually):

YEAR	Name	Municipal Facility Inventory Updated	Municipal Facility Sites Prioritized
2026	*Eve Mancuso*		

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