



**National Pollutant Discharge Elimination System (NPDES)**

**Storm Water Management Program  
Site Registration Form**

**for**

**West Virginia**

**Municipal Separate Storm Sewer Systems (MS4s)  
General Permit WV0116025**

The site registration application (SRA) is for local governments or other regulated entities to submit the required information necessary for their Stormwater Management Program (SWMP) for compliance under the National Pollutant Discharge Elimination System (NPDES) MS4 General Permit to discharge stormwater runoff from a small municipal separate storm sewer system (MS4).

An authorized signature as required by 47CSR10 is needed to complete the application. All information should be included on this form or if needed, additional information can be attached at the end of the SRA.

**Two (2) copies** of the site registration application form shall be mailed to the address below.

**West Virginia Department of Environmental Protection  
Division of Water and Waste Management – MS4 Program  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304**

## Section I. General Information

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### MS4 Operator

Part II A

1.a. Name of City, County or other public entity that operates a small MS4:

Fairmont State University

1.b. Mailing Address:

1201 Locust Avenue, Fairmont, WV 26554

Local staff contact, person responsible for overall program implementation and coordination.  
(This is the person DEP will contact as the need arises for more information and/or details about your stormwater management program or general questions concerning stormwater in your community.)

1.c. Name                      Mr. Raymond Tucker  
1.d. Title                      Assistant Vice President for Facilities & Capital Projects  
1.e. Phone                      304-367-4861  
1.f. E-mail address              Raymond.Tucker@fairmontstate.edu

### Certification

47CSR10

By completing and submitting this application, I have reviewed and understand and agree to the terms and conditions of #WV0116025 small MS4 General Permit issued on January 15, 2014. I understand that provisions of the MS4 general permit are enforceable by law. Violations of any term and condition of the general permit and/or other applicable law or regulations can lead to enforcement action.

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

2.a. Authorized signature   
(Mayor or Principal Executive Officer)

2.b. Print name Ms. Debbie Stiles

2.c. Title Interim Vice President of Finance and Facilities

2.d. Date August 04, 2016

**Co-permittees** (Complete this section if co-permitting with another MS4 entity) N/A  
Part III. A.

- 3.a. Name of MS4 Operator
- 3.b. Contact person
- 3.c. Telephone
- 3.d. Address
- 3.e. Email address
- 3.f. Have legal agreements been finalized between co-permittees?
- 3.g. If yes, provide agreement with this application. (With signatures)

## Section II. Storm Sewer System

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### **Description of storm sewer system**

- 4.a. Area (in acres) that drains into the MS4 from outside the corporate or jurisdictional boundaries:  
*60.28 acres*
- 4.b. Area (in acres) within current corporate or jurisdictional boundaries: *101.03 acres*
- 4.c. For all MS4s, population (using the most recent U.S. Census data) for area served:  
(Universities: give current enrollment plus staff and faculty. Transportation agencies: give population of your MS4 in urbanized areas. Prisons; give current inmate plus staff population.)  
*Enrollment = 5367*  
*Staff & Faculty = 570*  
*Total = 5937*

Part IV.B.

- 4.d. Latitude and Longitude of representative outfall:  
Longitude- *39 Degrees: 28 Minutes: 54 Seconds:*  
Latitude- *80 Degrees: 09 Minutes: 48 Seconds:*

Tip: The MS4 general permit requires that you sample from one representative outfall twice a year. The location of this outfall will be in your most densely populated area.

Part IV.B.

- 4.e. Describe the physical location of your representative outfall. If a street address is not possible use cross street descriptions.  
*There are no outfalls directly into open water within FSU. The campus does their sampling at a representative outfall: the last inlet on Fairmont State University Campus at the intersection of Locust Avenue and Squib Wilson Boulevard.*

Part IV.B.

- 4.f. Describe your monitoring plan to include the frequency and parameters.  
*Stormwater samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previous measurable storm event (greater than 0.1 in rainfall). The grab sample shall be taken during the first 30-minutes of the discharge. If it is impractical during the first 30-minutes, a sample will be taken during the first hour of the discharge, with a monitoring report describing why it was impractical to grab the sample during the first 30 minutes. The samples will be collected during routine work hours and on routine work days of the staff responsible for collection.*

*FSU hires REIC Lab for testing the Total Nitrogen (Total Kneldahl Nitrogen, Nitrate Nitrogen, Nitrite Nitrogen, and Total Phosphorous). If all three constituents of total nitrogen are not detected at its method detection limit (MDL), FSU will follow the reporting procedure: FSU shall sum the actual MDLs for each constituent and report the result as less than the calculation. When calculating the sum of the constituents for total nitrogen, FSU shall use actual analytical results when these results are greater than or equal to the MDL for a particular constituent. FSU will use zero (0) for a constituent if one or two of the constituents are less than the MDL.*

### **Storm Sewer Infrastructure**

Provide the most accurate number possible.

5.a. Storm sewers, in feet	25,125 LF
5.b. Open ditches, in feet	1,000 LF
5.c. Outfalls	3
5.d. Catch basins	246
5.e. Detention* facilities	1
5.f. Retention** facilities	0
5.g. Treatment facilities	0
5.h. Regional stormwater facilities	0

*What's the difference between Detention and Retention?*

\*DETENTION- short-term storage of stormwater.

The objective of a detention facility is to regulate the runoff from a given rainfall event and to control discharge rates to reduce the impact on downstream stormwater systems.

\*\*RETENTION– permanent storing of stormwater indefinitely.

Water is stored until it is lost through percolation, taken in by plants, or through evaporation. Retention systems do not have any discharge of stormwater and associated pollutants.

- 6.a. Does your MS4 receive stormwater discharges from WVDOT storm sewer system, roads or right-of-ways?  
*No*
- 6.b. Does your MS4 discharge into WVDOT storm sewer systems or right-of-ways?  
*Yes*
- 7. Is your MS4 interconnected with another MS4? (Does stormwater flow into or out of your storm sewer system to or from another MS4?) If yes, describe. *Yes, City of Fairmont stormwater runoff flows into the Fairmont State University system.*
- 8. Does your municipality contain combined sewer systems? *No*
- 9.a. What percentage is drained by Combined Sewer System? *0%*
- 9.b. What percentage is drained by separate storm sewer system? *100%*

**Industrial Facilities owned by the MS4 entity**

Part II.C.b.6.d.

- 10.a. Does your MS4 own and/or operate an industrial facility that discharges stormwater into the MS4?  
*Yes, the Physical Plant could be considered Industrial since there is some outside storage areas including recycling collection center, trash compactor, salt storage and fuel storage. There is also some vehicle maintenance however it is located indoors and floor drains within those areas are tied directly into the sanitary sewer system. FSU has also worked alongside the City of Fairmont to correct several sewer leaks observed during dry weather inspections.*

Tip: These types of facilities include vehicle maintenance garages, vehicle washing or fueling areas, parks and recreational facilities that may store chemicals, pesticides and/or fertilizers, salt storage facility, waste transfer facility, wastewater treatment plants and any other industrial facility. Please note, additional information about your facilities must be provided under Minimum Control Measure #6.

- 10.b. If yes, how many?  
*One, the physical plant.*

(Item 11 is intentionally empty)

**Map Requirements**

Please provide a legible map that identifies the following information:

- 12.a. City, County or jurisdiction boundaries
- 12.b. State or Federal operated vocational/college/university campuses and military institutions
- 12.c. Urban area as defined by the 2000 Census, use 2010 Census data if available
- 12.d. Municipal, County, or State wastewater treatment plants and their associated outfalls
- 12.e. Landfills
- 12.f. Municipal, County or State operated vehicle or fleet maintenance garages
- 12.g. Any other Municipal, County or State operated industrial activities, these could include; salt storage areas, parks and recreational areas, chemical storage areas, etc.
- 12.h. Arterial, Municipal, or State roads
- 12.i. Stormwater discharge points and receiving streams

- 12.j. Streams and waterways within the MS4
- 12.k. Delineation of watershed area that drains into your MS4

Part.II.C.b.3.a.iv.

- 12.l. Submit paper maps folded to 8.5" x 11".

Part.II.C.b.3.a.iv.

- 12.m. Multiple maps must be of the same scale, 1:1000 or 1:2000.

**Receiving Streams and Impaired Waterbodies/TMDLs**

Part III.D.1

List all named receiving waters within your MS4 jurisdiction. Indicate those identified as impaired pursuant to Clean Water Act Section 303(d). For a listing of West Virginia’s impaired water bodies and the source of impairment please use WVDEP’s most recent 303d list found at this website:

[http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d\\_305b.aspx](http://www.dep.wv.gov/WWE/watershed/IR/Pages/303d_305b.aspx)

Part III.D.1.a.

13. Locations & Pollutants of Concern

<b>Name of receiving stream</b>	<b>Impaired? Yes or No</b>	<b>Parameters of impairment</b>	<b>Has a TMDL been established? Yes or No</b>
<b>Coal Run (Stream Codes: WVM-16 &amp; WVM-25)</b>	<b>YES</b>	<b>pH, Fecal Coliform</b>	<b>NO (Ph) YES (Fecal Coliform: 2008-WVM-16</b>

Please add additional pages if needed to list your Receiving Waterbodies and any impairments.

**\*\*IMPORTANT\*\***

MS4s that discharge into a receiving water which has been listed on the West Virginia Section 303(d) list of impaired waters, and with discharges that contain the pollutant(s) for which the water body is impaired, **must document in the SWMP how the BMPs will control the discharge of the pollutant(s) of concern.** They must demonstrate that there will be no increase of the pollutants of concern. As you work your way through, describing the various practices, consider how that BMP will address or control the pollutant of concern.

If your MS4 discharges into a water body with an approved TMDL, and that TMDL contains requirements for control of pollutants from the MS4 stormwater discharges, then your SWMP must include BMPs **specifically targeted to achieve the wasteload allocations prescribed by the TMDL.** A monitoring component to assess the effectiveness of the BMPs in achieving the wasteload allocations must also be included in the SWMP. Monitoring shall be specific for the pollutants of concern and be of sufficient frequency to determine if the stormwater BMPs are adequate to meet wasteload allocations. Monitoring can entail a number of activities including but not limited to: outfall monitoring, in-stream monitoring, and/or modeling.

- 14.a. List and quantify the BMPs you plan to implement to address each impairment. For each BMP describe how it is expected to control the pollutant of concern.

*FSU does not outfall into open water. Sampling is done at a representative outfall. Tests for pH are performed twice annually at outfall #1. The TMDL documents have been reviewed and FSU is not listed as stressor. pH is an impairment that typically derives from acid mine drainage and is not associated with runoff from storm drainage on parking lots and buildings. No mines are known to be contained within the Fairmont State University Campus and therefore, the University is unlikely able to help remediate the contamination of pH in Coal Run. The "AML" division of WVDEP works to rehabilitate abandoned mine lands, thus achieving a reduction in the pollutant levels for pH. Such BMPs associated with this existing program include regrading, revegetation, daylighting of abandoned underground mines, and the use of limestone in conveyance ditches in order to neutralize the acidity. As a result, this Storm Water Management Program does not propose action to address pH. Also all previous outfall tests show neutral pH leaving campus.*

*Coal Run is impaired for fecal coliform. Fecal coliform testing is being conducted twice a year. The testing is performed at the last downstream outlet from FSU property, representative outfall #1. This is shown on the campus watershed map that has been submitted. The coordinates of the location are: latitude 80 degrees 9'48" and longitude 39 degrees 28'54". The representative outfall is the only suitable location to sample for fecal coliform. There are no other suitable outfall locations on campus. There are no sanitary overflows.*

*A known source of Fecal Coliform on FSU property is anticipated to be pet waste. There is not a policy allowing animals on FSU property. FSU runs a Veterinary Technician Program The program allows six to eight animals in their facility at one time. The Veterinary Technician program is isolated to a small area in Hunt Haught Hall.*

*The University has implemented an "animal waste" program, encouraging proper disposal of animal waste throughout campus. Several "waste stations" have been added on campus with signage encouraging pet walkers to properly dispose of animal waste. There are three (3) animal waste stations, installed on 7/14/14 (College Park, Hunt Haught Hall, & Parking Garage), to correspond with the hot spots identified by the Roads and Grounds crew. In addition, proper disposal bags are provided at these locations. The BMP has been fully implemented.*



*The program called for one of these stations to be located at the turf football field because it was designated as a hot spot. FSU does NOT condone animals on this field so this station was relocated to the College Park apartments and a new sign put up at the field stating no animals allowed. A pet waste brochure was created and distributed to the Veterinary Tech program.*

Tip: BMPs for Fecal Coliform might include a robust pet waste program; sewer line inspections and repair; procedures for identifying and repairing failing septic tanks.

Your plan needs to be quantifiable. For example: how many sewer line inspections do you plan to conduct each year? How many and of what sort of outreach campaigns to the community about pet waste do you plan to conduct, etc.?

Part III.D.1.b & Part III.D.2

- 14.b. Describe your monitoring plan for impaired waterbodies and those with TMDLs. Give locations and frequencies.

*FSU has established (Outfall #1) as the representative outfall for the University. This outfall is a catch basin on campus and is the last point gathering FSU runoff prior to the system joining the City of Fairmont and Division of Highways drainage systems. This outfall has been tested twice a year for Fecal Coliform in order to establish a baseline. The pet waste program will continue. The baseline does show that the impairment exists; subsequent testing will show whether the animal waste program is helping.*

- 14.c. If visual documentation of removal of pollutant sources is a component of your plan, please describe fully. For example, do you plan to use before and after photos?

*FSU will document removal of pollutants as they occur. Before and after photos will be taken.*

#### Evaluating the effectiveness of your SWMP for impaired waterbodies/TMDLs

- 14.d. Explain how your approach is expected to achieve wasteload allocations for waterbodies with established TMDLs. Discuss flow monitoring, outfall monitoring, in-stream monitoring, modeling, and/or other methodology to evaluate effectiveness.

*Fairmont State University complies with the wasteload allocations by testing their outfall for the impairments listed on the 303D list. The campus has implemented BMP's specific to that impairment and will test the outfall twice annually to evaluate effectiveness.*

*For the impairment on fecal coliform in Coal Run, Fairmont State University's BMP is implemented by encouraging the public to properly dispose of their pet waste. The baseline for present levels has*

*been established at the designated area by monitoring the outfall during rain events. As the stream remains impaired and FSU knows that they are a contributor to the unacceptable levels, Fairmont State has developed a partnership with the City of Fairmont. FSU has coordinated efforts with the City on correcting sewer line leaks, education & outreach to students, as well as closely monitoring the animal waste program implemented on campus to potentially reduce the levels on campus. As the levels are reduced, FSU will know that the impairment may be coming from another source.*

- 14.e. Explain how will you determine if your SWMP and mix of BMP's need to be modified to meet wasteload allocations?

*Effectiveness of the BMPs will continue to be apparent in the levels of Fecal Coliform obtained in the regular testing compared to the established baseline and to the TMDL allowed. If levels are under the TMDL, FSU will know that the pollution comes from another source. As levels are high and improvement is needed, FSU will adjust or add BMPs to further reduce impairments. FSU will continue to analyze the result within their annual report and can make adjustments to the Program and/or BMPs as a result.*

You are required to evaluate the effectiveness of your stormwater management program and your chosen BMP's. There are a variety of ways to do this. By identifying appropriate evaluation methods early, you then have a road map that will guide overall program implementation and BMP implementation. For example, you might analyze all your monitoring data, assess how aggressively your chosen BMPs were used, and describe any reductions in the pollutant of concern.

## Section III. Minimum Control Measures

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### Instructions:

For each Minimum Control Measure (MCM), state your control objective and describe BMPs selected for implementation in your jurisdiction. For each BMP, include a brief description, measurable goals, and milestones as appropriate towards achieving each goal. Indicate if the BMP is part of an existing program and if another entity will share responsibility for implementing that BMP.

In cases where another entity will perform one or more BMPs or components thereof on behalf of the permittee, specifically describe the activities each entity will conduct and include reference to legal agreement where appropriate.

Describe as many BMPs as necessary to fulfill the requirements of the small MS4 General Permit. If you need more space attach additional pages.

### Measurable Goals

Measurable goals are numeric or narrative standards used to gauge program effectiveness. These are design objectives or goals that quantify the progress of program implementation. For each BMP a measurable goal must be established. Describe what you expect to accomplish or achieve by certain dates or milestones, when you implement that particular BMP. Your expected outcome or accomplishment should be expressed as a measurable goal. You should have a variety of short and long term goals.

Milestones are a quantifiable target to measure progress toward achieving the activity or implementation of that BMP.

Additional guidance on selecting BMPs and developing measurable goals can be found at the following EPA website: [www.epa.gov/npdes/stormwater/measurablegoals/index.htm](http://www.epa.gov/npdes/stormwater/measurablegoals/index.htm)

USEPA's measureable goal guidance can be found here:  
<http://cfpub.epa.gov/npdes/stormwater/measurablegoals/index.cfm>

### Your stormwater management program should specify:

- *What* needs to happen (Specific stormwater control measure)
- *Who* needs to do it (Which department of the MS4 will be implementing this stormwater control measure?)
- *How much* they need to do (milestones and measurable goals)
- *When* they need to get it done
- *Where* it is to be done

There must be specific performance measures. Without a goal, you will have a difficult time measuring progress.

## **Public Education and Outreach on Storm Water Impacts – MCM #1**

Part II.C.b.1.

### **Responsible Person**

Identify the responsible person(s) for implementing this MCM. (There may be more than one person or different departments that provide outreach to various targeted groups. If so, discuss.)

- 15.a. Name: *Ms. Stephanie Slaubaugh*
- 15.b. Title: *Construction Project Manager*
- 15.c. Department: *Physical Plant*
- 15.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 15.e. Phone number: *304-367-4401*
- 15.f. Email address: *sslaubaugh1@fairmontstate.edu*

Part II.C.b.1.

- 15.g. State your overall objective for this minimum control measure.  
*Continue to increase awareness of students, faculty, and staff as to the adverse effects of storm water runoff and its potential to affect the water quality of West Virginia waters.*
- 15.h. State and describe your BMPs. Indicate if BMPs are part of your existing program.  
*A new website was developed linked in from the University webpage that identifies how the groups above contribute to storm water pollution and what changes they can make to help clean up the storm water discharge. In addition, posters have been made and distributed at various locations throughout campus. Physical Plant staff makes and distributes flyers to various locations throughout campus (Physical Plant staff is any staff employee that reports under the Assistant VP for facilities & capital projects).  
Locations are currently monitored to ensure continual availability.*
- 15.i. Is another entity sharing responsibility for the BMP? If so, who?  
*No.*

### **MCM Components**

Part II.C.b.1.a.i

- 15.j. Describe your education and outreach strategy targeting the general public.  
*A website was developed. The website created provides information on MS4, FSU's SWMP and web links to fact sheets for students, faculty, and staff to educate them on how bad habits on an individual level can negatively impact the environment. The website has a built in counter (133 views last year) and allows people to submit feedback, or report an illicit discharge.  
Mass email communications have been setup to notify campus about MS4 developments, such as when the new website went live. A stormwater educational brochure was created for distribution. All freshmen in Fall 2014 received a flyer as part of their orientation packet. FSU also regularly stock these brochures in 3 buildings and track the number taken weekly. A simple yet powerful poster was created and one placed in every building on campus. Other major MS4 program milestones & goals have been provided in on-line updates as another source of public education and outreach.*

Part II.C.a.ii

- 15.k. Describe your education and outreach strategy targeting businesses including home-based and mobile businesses.

*FSU does not have any home-based business. Education and outreach is being accomplished through the website, as well as notifications throughout campus by means of posters and flyers. For mobile businesses, education is provided as part of the service contract/agreement documents. FSU will distribute MS4 documents to 3rd parties and request copies of spill procedures/ O & M.*

Part II.C.b.1.a.iii.

- 15.l. Describe your education and outreach strategy targeting homeowners, landscapers, and property managers.

*Physical Plant staff training sessions have been implemented yearly to provide information on the SWMP, IDDE Policy, E&SC policy, and SWPPP.*

*FSU does not have faculty/staff residing on the grounds. FSU has staff dedicated to landscaping on campus. Since this staff works for the physical plant, they are being educated and given direction directly from the department which is maintaining this document. In addition, this staff is directed to read and understand the Storm Water Management Program. FSU landscape staff is provided with training sessions at least once a year to ensure they understand the program and any new requirements. Work practices will be monitored on a routine basis by Physical Plant staff to make sure the program is understood and is being followed.*

*Routine basis means before and during a time when chemicals or fertilizers may be dispersed on campus. This could and will be seasonal and scheduled based on need. Monitoring at every occurrence, but at a minimum of once during Spring-Summer. Training may be based on specific chemicals and fertilizer use. This training will be logged as to time, date and specific elements.*

*FSU does not have faculty or staff residents on campus.*

Part II.C.b.1.a.iv

- 15.m. Describe your education and outreach strategy targeting engineers, contractors, developers, review staff, and land use planners.

*FSU purchasing has included our SWMP requirements in all future construction contracts. In addition to accessibility to the newly developed website, the groups listed above are made aware of any new "guidelines and/or policies" created by the University as a part of the Storm Water Management Program. FSU purchasing advises all designers, contractors, etc. of our program and includes mention of the program and compliance within future contracts. All contracts for design and/or construction contain reference to the storm water management program and University website. The website is also referenced in the educational flyers that are distributed on campus. The targeted audience of engineers and contractors is required to comply with the regulations per all future contracts with Fairmont State University. FSU staff is essentially the developer/review staff/land use planner on all projects. Physical plant staff monitors projects to ensure they comply*

*with the storm water management plan. Effectiveness of the plan and training is gauged by project compliance with the storm water management plan.*

## **Schedule**

Part II.C.a.1

15.n. Provide a schedule for implementing each component, including dates for interim and full implementation.

*The website will be updated annually. The flyers will be counted quarterly.*

## **Measurable Goals**

Part II.B.4

15.o. List and fully describe your Measurable goal(s) for this MCM.

*The website contains a web counter to track the number of visits. Twenty-five website visits are the goal.*

*Flyers have been distributed through enrollment services at time of registration; 25 brochures are the goal.*

*Posters are maintained in visible areas strategic to heavy traffic areas. They are maintained in good condition and replaced. Monthly inspections of these posters ensure they are still visible and in good condition. So far FSU has not had to replace any.*

*During physical plant trainings, staff reads through the document, watch brief videos, and complete a short quiz to ensure they comprehend the material.*

## **Tracking**

Part II.C.b.1.c.

15.p. Describe your plan to track the activities associated with this MCM.

*As described above, the website contains a counter and survey for public response and a count is kept on dispersal of educational documents.*

*Anytime FSU identifies an opportunity to educate students/faculty/staff, FSU takes that opportunity. FSU finds the in-prompt conversations to be the most rewarding. For the most part these have been recorded in a public education/outreach log.*

*In addition, weekly updates are provided to the President's cabinet and Board of Governors members that often include MS4 related material. FSU has their full support.*

## **Evaluation**

Part II.B.7 & Part II.C.b.1.b.

15.q. Explain how you plan to gauge the effectiveness of your public education and outreach efforts.

*FSU will implement an optional survey as part of the exit interview for graduating seniors. The survey will be fully implemented by 2020.*

**TIP:** Changes in awareness, knowledge, and attitudes can be measured effectively using statistically valid surveys or questionnaires. Other approaches include monitoring attendance at public meetings, tracking requests for information, and counting hits on web sites. Keep in mind that simply reporting the number of meetings held or the number of brochures printed is not an effective method to document changes in stormwater knowledge.

Assess behavior changes. Measurement of change in pollution-generating behavior in a watershed can be an important indicator of progress toward achieving SWMP goals. Examples include: A. Changes in lawn fertilizer sales in response to a publicity campaign, B. Pounds of hazardous waste turned in at collection events, participation in streambank clean-up events, and C. Sign-ups for environmental action pledges.

## **Public Involvement and Participation – MCM #2**

Part II.C.b.2.

### **Responsible Person:**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 16.a. Name: *Ms. Stephanie Slaubaugh*
- 16.b. Title: *Construction Project Manager*
- 16.c. Department: *Physical Plant*
- 16.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 16.e. Phone number: *304-367-44011*
- 16.f. Email address: *sslaubaugh1@fairmontstate.edu*
- 16.g. State your overall objective for this minimum control measure.  
*Create opportunities for students/faculty/staff to become involved in the implementation of the University's stormwater management plan and support the plan through participation, education, and outreach.*
- 16.h. State and describe your BMPs. Indicate if the BMP is part of the existing program.  
*The University conducts an "Annual Campus wide Student Litter Cleanup Program" The annual campus clean-up initiative has been very productive. FSU has been partnering with "make Marion shine" community group with additional cleanups. FSU is also working with various student organizations to participate in litter clean up initiatives. FSU is developing a student "adopt a parking lot" program to be targeted to student clubs and other organizations. The "adopt a parking lot" program has not been enticing for student organizations; however, this cleanup initiative is still performed by physical plant staff. FSU has reached their goal of cleaning each parking lot a minimum of once a year. Students seem more interested in sponsoring the cleanup after specific events.*  
  
*Fairmont State also contracted with Pruntytown Correctional facility in the past year. Inmate crews were provided (at a cost) to assist with litter and cleanup of campus.*
- 16.i. Is another entity sharing responsibility for the BMP? If so, who?  
*No*

### **MCM Components**

Part II.C.b.2.

- 16.j. Describe at least two methods you plan to use to engage the public in your SWMP.
- 1) *Annual Campus Clean-up*
  - 2) *Adopt a Parking Lot/Event*
- The focus of FSU's storm water management plan is to include on-campus parking lots. Student organizations are encouraged to participate in activities that will improve the community, whether on-campus or not. It is the hope of the University that such efforts will be expanded within the community; however the University will not guide those activities.*



3) FSU is also working with Housing department on creating a community service program for students who get into trouble & would assist the physical plant in litter cleanup. We hope this will keep students from littering, promote good behavior, and spread awareness. Their goal is to fully implement the Housing community service program in 2015. FSU will track the number of students that participate & the hours worked.

4) FSU fully implemented the pollution prevention plan March 2015. This plan will continue to evolve & be added to.

Part II.C.b.2.a

16.k. Describe how you will accommodate public participation in the decision making process for your SWMP.

*The students/faculty/staff are offered the opportunity to contribute to the annual report on the successes/failures of the events that they participated in during the previous year. In addition, those groups are utilized for suggestions and coordination of future events.*

*Any and all student/faculty/staff/community participation has been recorded.*

*FSU's SWMP is provided online for anyone to access and comment. The website provides Stormwater Program Feedback as a direct way to submit comments for all aspects, reports, and all documents related to the SMWP.*

*<http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/stormwater-program-feedback>*

*Correspondence with the hospital and/or city will be sent. Any correspondence with those entities is documented in the annual report.*

Part II.C.b.2.b

16.l. Describe your communication process for notifying groups of opportunities to become involved in stormwater activities in your watershed(s).

*Opportunities on campus or within the watershed are officially notified through the website. An e-mail system is in place to communicate events to the different groups, i.e. Freshman orientation, fraternities and sororities, and annual correspondence with the City.*

Part II.C.b.2.c

16.m. List the URL of your **Stormwater** website.

*FSU's SWMP is provided at <http://www.fairmontstate.edu/adminfiscalaffairs/physical-plant/stormwater-program>*

*This year is FSU's first annual report, after completion it will also be provided at the above website.*

## **Schedule**

Part II.C.a.1

16.n. Provide a timeline of implementation of each component of your program for this MCM, including dates for interim and full implementation.

*The first campus wide cleanup was performed. Campus cleanup is planned to occur once every six months/ twice a year, and parking lot cleanup once a year. Student organizations have been approached for the "Adopt a Parking Lot/Event" program. .*

## **Measurable Goals**

Part IV.A. & Part II.B.4

- 16.o. List and fully describe your measurable goal(s) for this MCM.  
*Any and all student/faculty/staff/community participation has been recorded.  
FSU's SWMP is provided online for anyone to access and comment.*

*The number of cleanups and the number of groups/individuals participating is used to gauge success of these measures.*

*\*Campus cleanup and parking lot: The goal is to hit each parking lot once a year and do two campus cleanups a year. Measure will be based on the turnout of how many people the school gets involved. Initially, the first year will be monitored by the number of materials distributed in order to establish a baseline. The program's annual report will evaluate the change in distribution from year to year in order to measure whether the program awareness is growing or not.*

*FSU has reached their goal of cleaning each parking lot a minimum of once a year, by utilizing physical plant staff to do so. FSU has found that students are more inclined to offer services for the cleanup after events. In fact, one fraternity has agreed to pick up litter after every home football game and it has been successful. FSU will continue to try for parking lot adoption but possibly will look for student assistance at other events.*

*Based off of first year, how many people/times were reported to get involved for years #2 thru #5, will help determine if there is a need to increase advertising, etc.*

## **Tracking**

Part II.B.7.

- 16.p. Describe your plan for tracking activities associated with this MCM.  
*Any and all student/faculty/staff/community participation has been recorded.  
FSU's SWMP is provided online for anyone to access and comment.  
The physical plant tracks the campus wide cleanup activities and the "adopt a parking lot/event" activities. Educational material circulated on campus directs student organizations to contact Physical Plant staff for clean-up activities and what to wear to participate. In addition, Physical Plant staff directs such organizations to document exactly what activities take place and to submit a description to the physical plant after the activities are completed. This gives the physical plant a way to track the activities, if a Physical Plant staff member cannot be present.*

*The goals will be measured by how many cleanup activities take place, how many people participated, number of bags of trash. This information will be submitted by the organizer to Physical Plant and will be tracked in log-format.*

## **Evaluation**

Part II.B.7

- 16.q. Explain how you plan to gauge the effectiveness of your Public Involvement and Participation program.  
*Effectiveness is gauged based on the number of participants in cleanup activities and the number of activities held annually. Numbers are recorded for participants at a given activity. As the activity is*

*repeated, the number of attendants and the amount collected is recorded to demonstrate the awareness of the public and the effectiveness as compared to previous events of the same nature.*

*Also, the general appearance of the campus as it pertains to trash, litter, and other pollutants may be used as a gauge of how well this control measure is working. The first year or two are used to establish a baseline, with subsequent years being compared to those before. Each year is measured against the previous years in terms of not only the number of activities that take place but also the magnitude of the “clean up” projects. The University’s goal is to increase such activities annually. This plan is intended to be a “working” document that is reviewed and subsequently adjusted each year.*

## Illicit Discharge Detection and Elimination – MCM #3

Part II.C.b.3.

### Responsible Person

Identify the responsible person(s) for implementing this MCM. If there is more than one person or department responsible for implementation of this MCM, please discuss.

- 17.a. Name: *Ms. Stephanie Slaubaugh*
- 17.b. Title: *Construction Project Manager*
- 17.c. Department: *Physical Plant*
- 17.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 17.e. Phone number: *304-367-4401*
- 17.f. Email address: [sslaubaugh1@fairmontstate.edu](mailto:sslaubaugh1@fairmontstate.edu)
- 17.g. Is another entity sharing responsibility for the MCM? If so, who? *No*

### Control Objective & BMPs

- 17.h. State your overall objective for this MCM.  
*Reduce or eliminate the impacts of illicit pollutant discharges into the storm water conveyance system.*
- 17.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.  
*Storm Drain System Map (map of entire University watershed, indicating hotspots and discharge points) and program to detect, identify, and eliminate illicit discharges. The MS4 map was updated by performing some in-house dye testing of storm drains to confirm or deny their routing. Where discrepancies were found the CAD utility drawing was updated to reflect those discoveries. FSU is working on sectioning off campus into multiple quadrants to perform future investigation. Fairmont State has developed a partnership with the City of Fairmont and has worked alongside the City to target the correction of sewer leaks observed during dry weather inspections, education & outreach to students as well as a student project involving the development of a bioswale that will also benefit the City.*

### MCM Components

Part II.C.b.3.a.

- 17.j. Do you have a current map of your municipal storm sewer system?

*Yes*

Do your map components include/do you plan to include:

Part II.C.b.3.ai

- 17.k. All known storm sewer outfalls? *Yes*
- 17.l. Receiving waters? *Yes*
- 17.m. Structural BMP's owned, operated or maintained by the permittee? *Yes*
- 17.n. The location and type of all other stormwater conveyances located within the boundaries of the permittees MS4 watershed? *Yes. As shown within provided mapping, stormwater conveyances consist*

*of storm sewer piping and inlets as well as ditches, storm water management basins and gutters/roof drains.*

17.o. Updating the known connections to the municipal separate storm sewer authorized after July 22, 2009? *NA*

17.p. Geographic areas that discharge stormwater into the permittees MS4, which may not be located within the municipal boundary?

*Yes*

*The MS4 map was updated by performing some in-house dye testing of storm drains to confirm or deny their routing. Where discrepancies were found the CAD utility drawing was updated to reflect those discoveries.*

*FSU is working on sectioning off campus into multiple quadrants to perform future investigation.*

Tip: Your map should show new outfalls, structural stormwater BMPs owned by the MS4, other stormwater conveyances, and other pertinent information. You must update your map on an annual basis.

Part II.C.b.3.b.

17.q. Do you have an IDDE Ordinance?

*A policy has been adopted.*

Part II.C.b.3.b.

17.r. Describe your Ordinance review and update procedure, including milestones of IDDE Ordinance review.

*The IDDE Policy is to be reviewed annually by Physical Plant Staff, following the completion of each year's annual report. The Storm Water Management Program review will be used to gauge the effectiveness of the Policy.*

Does your IDDE Ordinance prohibit the following:

Part II.C.b.3.ii

17.s. Discharges from hyperchlorinated water line flushing? Yes or No. If not, how are these discharges handled when they occur?

17.t. Lawn watering and other irrigation runoff? Yes or No. If not, have you addressed lawn watering in your public education and outreach activities? *Education and outreach literature discuss the effects of watering lawns.*

17.u. Street, parking lot, and sidewalk wash water, and external building wash down? Yes or No. If not, have you addressed these types of runoff in your public education and outreach activities?

*Education and outreach literature discuss the effects of the above activities, urging the students/faculty/staff to abstain from or at least limit those activities. FSU Physical Plant has policies*

*in place for activities such as building and parking garage wash downs. (these were incorporated into new pollution prevention plan)*

Part II.C.b.3.b.v.

- 17.v. Does your IDDE Ordinance include escalating enforcement procedures and actions?  
*The ordinance contains enforcement procedures.*

Part II.C.b.3.b.v.

- 17.w. Briefly describe your enforcement strategy.  
*The policy states that FSU may monitor and inspect contractor's work within FSU property and may stop a project if policy is not being followed. Furthermore, in the event that an infraction is not rectified in a timely manner, FSU may contract someone else to complete the work and bill the delinquent contractor for the repairs.*

Tip: The IDDE Ordinance shall be reviewed on an annual basis. The Ordinance shall be reviewed to ensure that it contains the necessary required information that the 2009 small MS4 general permit requires.

Your Ordinance is required to prohibit and eliminate non stormwater discharges, illegal discharges, and/or dumping into the storm sewer system, and any necessary procedures for evaluation, assessment, investigation and enforcement to prevent polluted stormwater discharges from entering local streams, lakes or rivers. Except for newly permitted entities, MS4's should already have this Ordinance in place.

Part II.C.b.3.c .

- 17.x. Describe your field assessment activities, including how many assessments you plan to conduct each year.  
*The physical plant staff is required to assess campus for illicit discharges monthly, during rain events. An inspection form has been developed that staff must review on a scheduled basis to insure such assessments are being completed and logged.*

Part II.C.b.3.c.i.

- 17.y. Describe how you will locate "priority areas".  
*Priority areas are determined based on the potential for pollution as well as the recurrence of discharge. Complaints are evaluated and logged into the program records. Where it is apparent that multiple complaints have been submitted concerning a specific concern, that area will be designated as a "hot spot", meaning that priority will be given to addressing that particular concern.*

Part II.C.b.3.c .iii

- 17.z. Describe your procedures for characterization of illicit discharges.  
*The characterization of an illicit discharge is subject to investigation within 15 days from the occurrence as a permit requirement. The characterization of an illicit discharge will be any discharge within the MS4 that is not composed entirely of storm water. Generally speaking, any discharge that doesn't appear to be comprised completely of storm water (having discoloration or*

sheen) will be investigated. Other characteristics of illicit discharge include odor, staining, fish kills, and overgrowth.

*Physical Plant staff will be directed to investigate and report any discharge that is questionable. Basically, if there is anything that indicates that discharge is not 100% water, staff will be required to report it as well as attempt to trace and identify it. Staff will also take the same actions if there is no discharge present but staining, odor, or overgrowth is present. There are no streams located on campus; therefore, fish kills are highly unlikely. The Policy does not specify these steps but instead outlines the enforcement prior to identification.*

Part II.C.b.3.c .iv

17.aa. Describe your procedures for tracing the source of the discharge.

*Once an illicit discharge or problem area is detected, multiple activities may be used to trace the source. Methods may be as simple as following the “sheen” upstream until it takes you to the source or may be comprised of more intense activities such as dye-testing, smoke testing, or camera work within the storm sewer system.*

Part II.C.b.3.c.v

17.bb. Describe your procedures for removing the source of the discharge.

*The policy has established a 15 day window to address any appeal to a given Notice of Violation (NOV).*

Tip: Each permittee shall continue to assess, update and implement an ongoing program to detect and address non-stormwater discharges, spills, illicit connections and illegal dumping into the MS4.

C.b.3.d.

17.cc. Describe how you will inform public employees, businesses and the general public of hazards associated with illegal discharges and improper disposal of waste.

*Information about illegal discharges has been posted on the University website and literature has been distributed throughout campus. The adopted Illicit Discharge Detection & Elimination policy was reviewed with both Pierpont & FSU Board of Governors. Prior to approval the policy was submitted for a 30-day public comment. FSU has also educated the community of the efforts and what to do when a spill is spotted and how to report.*

Part II.C.b.3.f.

17.dd. Describe your plan to training your staff on the identification and reporting of illicit discharges.

Include the number of training sessions planned for each year.

*FSU will train employees annually on IDDE and E&S. The University will be contacting other area MS4's in effort to combine training for staff. Also, the University will utilize the WVDEP and EPA for documentation and/or instruction for properly addressing the identification of illicit discharges.*

## **Schedule**

Part II.C.a.1

17.ee. Describe how and when you will implement each component of program, including dates for interim and full implementation.

- *Mapping: FSU will perform mapping updates annually and will complete total update of campus wide drainage map by October 2020.*
- *Field assessments: field assessments for sanitary leak detection will be held annually. The complete drainage system will be investigated by October 2020.*

## **Measurable Goals**

Part II.B.4

17.ff. List and fully describe your Measurable goal(s) for this MCM:

*The measurable goals for illicit discharge are considered to be both the number of illicit discharges reported and the number of illicit discharges found as well as the documentation that assessments and inspections are being made on a regular schedule.*

## **Tracking:**

Part II.C.b.3.d.ii & Part II.C.b.3.e.

17.gg. Describe your procedures for tracking activities related to each component of this MCM.

- *Mapping: Anything found different than the initial map showed will be logged and updated in the existing mapping annually.*
- *Field assessments: any leaks detected will be logged in and shared with the City of Fairmont. Physical Plant employees charged with detection are required to fill out “logs”, keeping record of when and where the discharge took place as well as any follow up activities/procedures. FSU schedules the updates to mapping, field assessments annually. Investigations are performed as events take place that may require immediate attention to protect the SWMP for the Campus. As the investigations take place, FSU uses an inspection form to log the incident and any measures taken, as well as images of the occurrence.*

## **Evaluation**

Part II.B.7

17.hh. Fully explain how you plan to gauge the effectiveness of your IDDE program.

*The program will have several ways to gauge its effectiveness ranging from keeping track of the number of reported discharges, number of actual illicit discharges detected, and number of illicit discharges corrected - FSU has tried to be proactive as opposed to reactive. FSU has also worked alongside the City of Fairmont to correct several sewer leaks observed during dry weather. Also, the “logs” filled out by FSU staff will serve as a gage on how the program is working.*

*It can also be evaluated by the quick response-time for reporting observed illicit discharges.*



Tip: The IDDE program evaluation can consist of a data base that contains the information including tracking the number and type of spills, illicit discharges identified, inspections conducted, illicit connections removed, and any feedback received from public education efforts. If you have a hotline, you may also be able to determine trends of awareness to your IDDE program.

## Construction Site Run-off Control – MCM #4

Part II.C.b.4.

### Responsible Person:

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 18.a. Name: *Ms. Stephanie Slaubaugh*
- 18.b. Title: *Construction Project Manager*
- 18.c. Department: *Physical Plant*
- 18.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 18.e. Phone number: *304-367-4401*
- 18.f. Email address: [sslaubaugh1@fairmontstate.edu](mailto:sslaubaugh1@fairmontstate.edu)
  
- 18.g. Is another entity sharing responsibility for this MCM? If so, who?  
*No*

### Control Objective & BMPs

- 18.h. State your overall objective for this minimum control measure.  
*Reduce or eliminate the discharge of sediment from FSU construction activities.*
  
- 18.i. State and describe your BMPs. Indicate which BMPs are part of your existing program.  
*The University has developed and adopted an “Erosion and Sediment Control” policy that set forth guidelines for construction site activities. Also, an inspection routine has been developed for construction sites to make certain proposed devices are working properly and maintained. All construction activities within FSU resulting in land disturbance of 5,000 sf or greater are required an Erosion and Sediment Control Plan in addition to the West Virginia Department of Environmental Protection requirements for sites disturbing over one acre. All policies are included within the storm water management plan submitted to the West Virginia Department of Environmental Protection. The Policies include: Construction Site Runoff Control, Illicit Discharge Detection and Elimination, and Storm Water Management.*

*FSU has also worked alongside the City of Fairmont to provide education & outreach to students as well as a student project involving the development of a bioswale that will also benefit the City.*

### MCM Components

Part II.C.b.4.a.

- 18.j. Do you have an Ordinance to control construction site run-off?  
*Policy has been adopted. All policies are included within the storm water management plan submitted to the West Virginia Department of Environmental Protection. The Policies include: Construction Site Runoff Control, Illicit Discharge Detection and Elimination, and Storm Water Management.*

Part II.C.b.4

- 18.k. Does your program regulate disturbance of one acre or more and also less than one acre if part of a larger common plan? Does your Ordinance regulate disturbances of less than one acre? If so, what is the size threshold?

*The policy states that all construction activities resulting in land disturbance of 5,000 sf or greater must have an Erosion and Sediment Control Plan. This is in addition to the NPDES/WVDEP requirement which regulates activities greater than 1 acre.*

Part II.C.b.4.a.i-ix.

- 18.l. Does your Ordinance contain the nine required components?

*The Policy does contain the nine required components.*

Tip: The nine required components your ordinance must address include: Sediment & erosion control BMPs; requirements for construction site operators to actually implement these BMPs and to control waste; demonstration of appropriate NPDES registration; authority for site plan review; authority for public input; authority for site inspections & enforcement; adequate funding for inspections & enforcement; and training for construction site operators.

Part II.C.b.4.b.

- 18.m. Describe the plan review process for your construction site run off program.

*Any construction activity resulting in a disturbance of 5,000 sf or greater requires an Erosion and Sediment Control Plan. Any activity resulting in a disturbance of more than one acre requires a construction site plan review, accompanied by an erosion and sediment control plan. This plan will be reviewed by Fairmont State University to determine compliance with the West Virginia Erosion and Sediment Control Handbook and other criteria set forth within the newly developed "Erosion and Sediment Control Policy".*

- 18.n. Describe the inspection process of your construction site run off program.

*In addition to a contractor's agreement to install and maintain E&SC devices per plan, the University will routinely inspect construction sites for compliance. At a minimum, sites shall be inspected monthly and/or after rain events.*

- 18.o. Describe the enforcement process of your construction site run off program.

*The "Erosion and Sediment Control" Policy states the following...*

*If inspection reveals that proper installation and/or maintenance of E&SC devices is not present on a site, the University will notify the contractor that there are deficiencies and that immediate action must be taken. The contractor will have 14 calendar days to remediate the site. If repairs are not made in the timeline provided, the University shall have authority to shut the project down. The University then reserves the right to have the site stabilized and bill the contractor for the cost.*

Part II.C.b.4.b.

- 18.p. Discuss how your program will address the regulation of both private and public sector construction site run-off.

*All construction activities within the University limits, disturbing more than 5,000 sf will be required to develop an Erosion and Sediment Control Plan. Any construction project within the property of Fairmont State University is a “public” sector project and will be owned and controlled by the University. In the event that a portion of the University land is sold and developed by a Private entity, that piece of property would then fall within the City of Fairmont and not Fairmont State University. The University’s Physical Plant staff will inspect new construction projects to ensure compliance. Additionally, some projects may include a resident project inspector provided by the hired engineer. In that event, there will be two forms of inspection. The engineer’s inspector will also be required to monitor program compliance through their contract with FSU.*

## **Schedule**

Part II.C.b.4.a.

- 18.q. The Ordinance shall be reviewed on an annual basis. Describe your Ordinance review and update procedures.

*The policy is reviewed annually on the anniversary of its adoption. A report will be filed by the Physical Plant Inspector on how the previous year’s controls had been working and maintained and should include suggestions for improving the program. Checklists will be utilized for inspections throughout the entire year. These checklists, inspections, and all other data gathered throughout the course of the year are utilized to evaluate the program on an annual basis.*

- 18.r. If your Ordinance does not contain the standards required by the permit, provide a schedule for implementation and measureable goals for getting these components into your Ordinance. Include a mid-point and full implementation date.

*The newly developed “Erosion and Sediment Control” Policy has been adopted. This policy includes plan review requirements, maintenance requirements, and sets forth inspection routines. The plan review portion of this Policy requirement has been implemented fully. The inspection/enforcement portion of the Policy is also fully operational.*

*The approved Erosion and Sediment Control Policy must be abided by. The policy will be in effect as outlined in the agreements. Contractors will be held responsible for following it.*

Tip: The components of your construction site runoff control program must include:

- Plan review and approval process for new development and redevelopment projects
- Inspection protocol
- Development of enforcement strategy
- Education and training for construction site operators
- Development of an application process.
- Record keeping for approved projects, inspections, and enforcement.

## **Measurable Goals**

Part IV.A. & Part II.B.4

- 18.s. List and fully describe your measurable goal(s) for this minimum control measure.  
*Measurable goals will include tracking the number of regulated construction projects under the new policy as well as the acreage of disturbed land protected by the new Policy.*

*All construction on campus goes through the Physical Plant. Their plans will be submitted to the Physical Plant, and a log created to track project name, description and acreage.*

## **Tracking**

Part II.B.7.

- 18.t. Describe your plan for tracking activities associated with this minimum control measure.  
*Besides plan review, inspection logs will be filled out on specific construction sites. A routine will be implemented for enforcement on deficient sites.*

## **Evaluation**

Part II.B.7

- 18.u. Explain how you plan to gauge the effectiveness of your Construction Site Run-off Control program.  
*Routine inspection of construction sites during and after rainfall events will document application methods of various controls. Within the first year of implementation, inspectors will be looking for overall improvement in the percentage of control measures that are installed and maintained correctly.*

*Inspectors will be directed to look for common problems with the E & SC measures such as silt fence being knocked down, or lack of inlet protection. As the program evolves and becomes more effective, it is expected that contractors will keep these controls maintained better and without the need for the University to bring the items to their attention. Another item that staff will be directed to look for is dirty runoff water from construction sites. The program will be considered to be effectively working when construction site runoff is consistently clear water on a regular basis.*

## **Controlling Run-off from New Development and Redevelopment – MCM #5**

Part II.C.b.5

### **Responsible Person(s):**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or department responsible for various portions of this control measure, If so, discuss.

- 19.a. Name: *Ms. Stephanie Slaubaugh*
- 19.b. Title: *Construction Project Manager*
- 19.c. Department: *Physical Plant*
- 19.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 19.e. Phone number: *304-367-4401*
- 19.f. Email address: *sslaubaugh1@fairmontstate.edu*
  
- 19.g. Is another entity sharing responsibility for this MCM? If so, who?  
*No*

Tip: This MCM will likely have more than one department responsible for implementation. Often planning, zoning, building, public works; sewer boards, and stormwater managers are involved in the new development and re-development program. Explain who deals with each component of this MCM.

### **Control Objectives & BMPs**

- 19.h. State your overall objective for this MCM.  
*Develop, implement, and enforce management strategies that will lead to the reduction or elimination of the impacts of storm water runoff from new development and redevelopment projects, with the aim on full compliance with campus policy on new construction projects.*

## MCM Components

### *Watershed Protection Elements*

Part II.C.b.5.ai.

19.i. Have you incorporated the six watershed protection elements into your subdivision ordinance or equivalent document? Name the document(s) where each element is found & give the review date for the document. \* If there is no review, describe how you will incorporate the element into your document(s).

Watershed Protection Elements	Name of document that contains the element	*Review Date
1. Minimizing impervious surfaces	<i>Storm Water Management Policy</i>	<i>N/A</i>
2. Preserving ecologically sensitive areas	<i>Storm Water Management Policy</i>	<i>N/A</i>
3. Reducing thermal impacts	<i>Storm Water Management Policy</i>	<i>N/A</i>
4. Reducing or avoiding hydromodification	<i>Storm Water Management Policy</i>	<i>N/A</i>
5. Tree protection	<i>Storm Water Management Policy</i>	<i>N/A</i>
6. Protection of native soils, prevention of compaction of soils	<i>Storm Water Management Policy</i>	<i>N/A</i>

*FSU incorporates the six watershed protection elements by the adoption of the “Policy” on “Storm Water Management”. The new policy requires managing the first 1” of rainfall for new development disturbing one acre or more. Designers are required to address each of the watershed elements. If an element cannot be utilized, the designer is required to explain why. In addition, FSU staff will work with the designers to encourage utilization of the many elements provided. Tasks include:*

- 1) FSU will evaluate future plans for parking lots and other large impervious surfaces, looking to reduce spaces and incorporate green space. In addition, the University will evaluate the use of pervious pavement in less trafficked areas throughout campus.*
- 2) The Policy on stormwater management will require designers to address development proposed for ecologically sensitive areas. Construction in such areas is discouraged and will take place only as a last resort. (Proper permits must be obtained)*
- 3) Stormwater management practices will be encouraged that will not increase runoff temperatures. Infiltration and bio-retention will be encouraged before dry detention.*
- 4) Alteration of a natural watercourse is strongly discouraged. If a watercourse must be moved for new construction activities, the stormwater management policy requires the design of a new watercourse that mimics the original, aiming to have very little impact on the natural drainage.*
- 5) Where future development requires the removal of trees on campus, FSU plans on planting one new tree for each tree removed.*

Part II.C.b.5.a.i.B

- 19.j. List your quantifiable objectives for each watershed protection element, including time frames to achieve them.

*FSU will encourage design on new projects that utilize protection elements. The University will track how many projects take place and how many elements are used on an annual basis. The long term goals for the Watershed Protection Elements are that all new construction will take place while addressing each of the six elements in a positive manner.*

*The short term objective is to institute the “Policy” on “Storm Water Management” and begin review of storm water design plans, requiring each element to be addressed. FSU’s goal in reviewing these plans is that each construction activity requiring SWM design will positively address at least one of the elements. FSU’s goal is to have addressed all 6 elements within the first 10 projects and to incorporate multiple elements in each.*

- 19.k. State and describe your BMPs. Indicate if any BMPs are part of your existing program.

*BMPs shall be those suggested in the West Virginia MS4 Stormwater Compliance Spreadsheet. Such practices may include but should not be limited to vegetated roofs, disconnection of rooftop drains, rain gardens, rainwater harvesting, stormwater planters, permeable pavement, grass channels, dry swales, bioretention, infiltration, extended detention, and sheet flow over pervious surfaces. As a part of FSU’s draft storm water management policy, all activities resulting in land disturbance of one acre or more will require a “storm water management plan” and a “maintenance and inspection schedule”. Other activities smaller than an acre will also be subject to policy if they are part of a larger plan with the total disturbance equaling greater than an acre. Fairmont State University will generally not require a specific BMP, as long as it is able to comply with the requirements of managing the 1<sup>st</sup> inch of rainfall. However, the University will evaluate designs on a case by case basis, considering topography, drainage area, depth to water table, soils, slopes, terrain, etc. As a guide, Fairmont State suggests practices such as, but not limited to, vegetated roofs, disconnection of rooftop drains, rain gardens, rainwater harvesting, stormwater planters, permeable pavement, grass channels, dry swales, bioretention, infiltration, extended detention, and sheet flow over pervious surfaces.*

## **Site Design Standards**

Part II.C.b.5a.ii.A.1.

- 19.1. Do you have an ordinance or other enforcement mechanism for the required site design standards? If not, what is your schedule of implementation? Include mid-term and full implementation dates for Ordinance review and enactment.

*The Policy has been adopted; however FSU have not had new or redevelopment on campus to administer this program.*

Tip: The site design standards should include managing the 1st 1-inch of rainfall in a 24-hr storm following 48 hrs without rain.

There are several practices that manage rainfall on site including: canopy interception, soil amendments, evaporation, rainfall harvesting, engineered infiltration, extended infiltration, and evapotranspiration and any combination of these practices.

Part II.C.b.5.ii.A.2.i,ii



- 19.m. Does your Ordinance have provisions for reducing pollutant loadings for stormwater discharges from Hot Spots? If the project is a potential hot spot and cannot meet water quality treatment with on-site controls, are there provisions for proper disposal of stormwater discharges at a treatment/disposal facility?

*Yes and Yes*

Part II.C.b.5.ii.A.2.iii

- 19.n. Do you know where drinking water source protection areas are located within your MS4 watershed? Describe how this information will be kept confidential, and made available to WVDEP only when requested.

*Drinking water source protection areas are typically located within proximity of a “water intake”, supplying a specific water source. For example, the water intake that supplies the City of Fairmont’s water treatment plant would be covered under a drinking water source protection. Fairmont State University’s water is supplied by the City of Fairmont’s water lines and the intake for the water treatment facility is located in the City of Fairmont, not within the Fairmont State University property.*

Tip: You may need to coordinate with your local Health Department about where additional discharge protections may be needed to comply with source water protection. Document any obstacles that you encounter in regards to this component.

- 19.o. Describe your program for reducing impervious surfaces.  
*The program for reducing impervious surfaces is the Storm Water Management Policy itself. Minimization of impervious area will reduce the required capacity of stormwater control facilities.*
- 19.p. If you choose mitigation/payment in lieu for those projects that cannot implement the one inch runoff reduction requirements, please provide a time frame for creating an inventory of appropriate mitigation projects, and your process to develop standards to value, evaluate, and track transactions.  
*FSU is working on developing an inventory of mitigation projects. In addition to the inventory, a process will be implemented to identify and evaluate how those projects are prioritized.*

(Note: WVDEP has created standard criteria and guidance material to assist MS4’s in developing a mitigation and payment in lieu program.

"Extended filtration is an allowable control. Where the permit allows the volume in excess of the first inch to be discharged through an underdrain system, the DWWM issued a Memorandum of Understanding, titled Extended Filtration Memo that acknowledges that some of the first one inch of rainfall may be discharged – though it is released after filtration. The permit also clarifies structures for capturing/managing the first 1 inch of rainfall are to be designed for the average 24-hour storm event. In light of the fact that this understanding came after the permit was issued, this reissuance allows the permittee to submit an alternative approach to managing the first inch of rainfall as that approach is as protective of water quality as the ,methods spelled out in the permit. The DWWM has determined that there are many variables that could affect a permittee’s decision to require a particular storm water control at a development site. Clayey soils, buried utilities, steep slopes, and

limited space are all examples of conditions affect the best management practice that is most appropriate for controlling the volume and pollutant loading of stormwater discharges.

Certain sites are unaccepting of stormwater controls and the permit acknowledges these sites by offering mitigation or payment-in-lieu options. This reissuance goes a step further by allowing permittees to seek approval of additional options rather than face the very real possibility of losing a development project to a location outside town limits where post-construction rules do not apply. The rationalization here is to prevent urban sprawl as the State of West Virginia has no post-construction stormwater management rules outside this MS4 permit. The DWWM will review applications from permittees who are interested in presenting alternative approaches to the retention, off-site mitigation, and payment-in-lieu options spelled out in the permit. The review will determine whether those approaches are equally protective of water quality. Included in possible alternative approaches are mitigation or payment-in lieu options for new development projects that may be applied at a 1:1 ratio when it is technically infeasible to manage a portion or all of the subject 1 inch rainfall onsite."

If your MS4 does not already have a mitigation or payment in lieu program – make a statement in the SWMP that you do not have one. If you want to use what WVDEP develops, then make a statement to that effect. If you are planning to develop your own mitigation and payment in lieu program, then your SWMP has to include a time frame for development of this program.)

Part II.C.b.5.ii.B.(1)

19.q. Describe the planning process for new development and redevelopment projects in your MS4.

*The plan review process shall consist of an initial review of concept between FSU and the designer. After the initial conceptual review, the designer will complete full plans, including Erosion and Sediment Control Plans, Storm Water Management, etc. The designer (professional engineer) must sign and seal plans, verifying that they meet all policy requirements and submit plans to Fairmont State for further review.*

Part II.C.b.5.ii.B(2)&(3)

19.r. Describe your plan review and approval process for new development and redevelopment projects.

*The plan review process shall consist of an initial review of concept between FSU and the designer. After the initial conceptual review, the designer will complete full plans, including Erosion and Sediment Control Plans, Storm Water Management, etc. The designer (professional engineer) must sign and seal plans, verifying that they meet all policy requirements. Upon completion of the project, the designer is required to submit "as-built" plans to the University, verifying that the constructed project meets the intent of the design. If storm water management controls are in place for the particular project, the designer shall provide staff with education on how to maintain the controls.*

*The designer is required to certify that the plans are designed in accordance with the University's Policy. The University will hold retainage from the contractor at the start of the project. Once the project construction is complete, the designer will be required to submit as-built plans and certify whether or not the construction meets the intent of the design. In the event that it does not, the University may hold the retainage until the contractor remediates the work.*

Tip: Plan review, approval and enforcement processes include:

- a. Procedures for review and approval of a pre-application concept plan
- b. Procedures for site plan review and approval
- c. Submittal of as-built drawings
- d. Post construction verification
- e. An educational program targeting internal staff and external project proponents about the stormwater management requirements.

Part II.C.b.5.ii.C

19.s. Describe your maintenance procedures for structural stormwater control practices including a detailed discussion about maintenance agreements & your ability to enforce them.

*All plans are required to include maintenance schedules for storm water management controls. Since this is a University, maintenance will be performed by University Staff. Fairmont State must agree to the types of controls and maintenance schedule prior to plan acceptance, however, once the project plans are accepted, the University will be responsible for carrying out the maintenance on the facilities.*

Part II.C.b.5.ii.D

19.t. Describe your method of inventory and tracking of stormwater control practices for this MCM.

*Physical Plant staff will keep a log of all storm water control practices. As new practices are added, their locations and description of practice will be added to the overall storm system map. In addition, logs will be kept on the maintenance and inspection of each practice. Logs should include photographs as well as description of activities for each inspection or maintenance activity. The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.*

Tip: The tracking system should accommodate: Source control practices, treatment practices, GIS locations, digital photographs, maintenance requirements, and inspection data.

Part II.C.b.5.ii.E

19.u. Describe your inspection protocol for ensuring stormwater control BMPs/practices function as designed and constructed: How many per year? How often?

*At a minimum, physical plant staff inspects each facility annually.*

Part II.C.b.5.b.

19.v. Does your MS4 have requirements for street design, parking, and parking lots? If so, which departments regulate this?

*No*

## **Schedule**

Part II.C.b.5

- 19.w. Describe how and when you will implement each component of this minimum control measure. Include mid-point and full implementation dates for Ordinance revisions, implementation of plan review and approval, inspection and enforcement procedures, and for developing/acquiring and using a tracking system.

*Implementation for storm water control is outlined within the Policy on “Storm Water Management”. A copy of this Policy has been included. The policy has been finalized and adopted. All other portions, including plan review, inspection, enforcement procedures, and tracking will be in place within two years of program approval. Tracking will take place by the use of log books and the existing storm system mapping.*

## **Measurable Goals**

Part IV.A

- 19.x. List and describe your measurable goals for this MCM.

*The measurable goals include the adoption and implementation of this policy as well as the implementation of review procedures and maintenance schedules. The University’s intention is that every future project will meet the requirements of the program. In the event that the program is not followed properly, the success of the program will be evaluated by the ability of the University to enforce actions upon the negligent parties.*

## **Evaluation**

Part II.B.7

- 19.y. Describe how you plan to gauge the effectiveness of your program for this MCM.

*The effectiveness of this MCM will be gauged by the use of storm water controls for new construction projects as well as the implementation of the six watershed protection elements, while aiming toward full compliance with campus policy on new construction projects.*

## **Pollution Prevention/Good Housekeeping for Municipal Operations- MCM #6**

Part II.C.b.6

### **Responsible Person(s):**

Identify the responsible person(s) for implementing this MCM. There may be more than one person or different departments responsible for various projects. If so, discuss.

- 20.a. Name: *Ms. Stephanie Slaubaugh*
- 20.b. Title: *Construction Project Manager*
- 20.c. Department: *Physical Plant*
- 20.d. Address: *1201 Locust Avenue, Fairmont WV 26554*
- 20.e. Phone number: *304-367-4401*
- 20.f. Email address: [sslaubaugh1@fairmontstate.edu](mailto:sslaubaugh1@fairmontstate.edu)
  
- 20.g. Is another entity sharing responsibility for this MCM? If so, who?  
*No*

### **Control Objectives & BMPs**

- 20.h. State your overall objective for this MCM.  
*Develop and implement general procedures for FSU Physical Plant operations and maintenance program that will reduce or eliminate the impacts of storm water pollution from open space maintenance, snow disposal, vehicle and building maintenance, land disturbances, and other maintenance.*
  
- 20.i. State and describe your BMPs. Indicate if any BMPs are part of your existing program.  
*The BMPs for the above operations include street and parking lot cleaning programs as well as routine storm water conveyance system cleaning. Also, vehicle maintenance facilities will be required to operate under the storm water management program.  
Spill cleanup procedures have been developed. A comprehensive SWPPP has also been developed. FSU finalized March 2015.*

### **MCM Components**

Part II.C.b.6

- 20.j. List the municipal facilities and their locations owned by your MS4.  
*Vehicle Maintenance Garage, Trash Compaction, Salt Storage, Fuel Storage, Chemical Storage, and Maintenance Garage.*

Tip: List municipally owned or operated facilities that would reasonably be expected to discharge contaminated runoff and are not covered under a NPDES permit. For example; vehicle maintenance garages, vehicle fueling centers, waste transfer operations, golf courses, recreation areas with fertilizer or herbicide storage, salt or other materials storage, municipal construction activities, waste water treatment plant, potable drinking water treatment plant or open landfills.

Part II.C.b.6.a

20.k. Briefly describe your operation and maintenance program for each municipal facility.

*An operations and maintenance program is under development. Currently, O & M procedures are followed but unwritten. A formal document will be completed within two years of program approval.*

Part II.C.b.6.a

20.l. Does each site have a pollution prevention plan? Is there a spill response plan included in the pollution prevention plan? If not, provide a time frame for developing pollution prevention plans at all MS4 owned municipal facilities, including mid-point and full completion dates.

*The physical plant currently has developed a SWPPP. This plan continues to evolve. FSU's goal was to have a finalized plan March 2015; this was accomplished. FSU continues to update the pollution prevention plan to incorporate all aspects. All industrial uses on campus are located at the Physical Plant; therefore, one SWPPP has been developed to include all uses. Inspections of the physical plant have been performed and a tracking system established.*

*As provided in the plan:*

***SPILL CLEANUP PROCEDURES***

*Binders are readily available in applicable areas. Binders contain: MSDS sheets, proper use and disposal of elements being used, and proper emergency spill containment procedures. General action for a spill:*

- 1. Isolate element to area*
- 2. Absorb contaminant with absorption pad, kitty litter, etc.*
- 3. Contact third party for disposal*

*The mechanical maintenance includes, but is not limited to: small engine repair, routine mechanical inspections and service procedures performed by maintenance staff. The fluids that are produced from these procedures are removed and stored using proper methods as prescribed by the manufacturer of the product. The used fluids are then collected and removed by a third party hazardous waste vendor.*

*Individual fertilizers are dispersed as prescribed by the manufacturers. Instructions for dispersion are printed on the containers/bags or sent by brochure from the manufacturer.*

Part II.C.b.6.b

20.m. Have you identified all the lands owned or operated by your MS4? (Such as parks, road right-of-ways, maintenance yards, and water/sewer/stormwater infrastructure.)

*Yes*

Part II.C.b.6.b

20.n. Describe your overall pollution control approach policy and procedures for these lands.  
*Fairmont State University currently has a Pollution Prevention Plan that evolves and was finalized March 2015, These procedures include stipulations on building wash down, removal of debris at storm inlets, parking garage wash down, etc. For instance, before wash down of the parking garage, Fairmont State University has the ability to switch the outlet pipe from the storm system to the sanitary system, thus sending the contaminated water to the sewer treatment plant instead of the stream. Also, all fertilizers, pesticides, herbicides, chemicals, etc. are stored in totally enclosed buildings, not subject to rainfall or seepage.*

*Most chemicals paint, equipment, tools, etc. are stored inside in areas without floor drains. Where chemicals are stored and floor drains do exist, the drains tie directly into the Sanitary Sewer System; City of Fairmont's waste water treatment plan. The indoor storage and maintenance areas contain floor drains in many locations including paint storage, equipment storage, and vehicle maintenance.*

Tip: Your policy and procedures plan should address fertilizers, pesticides, and herbicides; sediment and erosion control; landscape maintenance and vegetation disposal; trash management; cleaning and maintenance of building exteriors; chemical and material storage; street sweeping & cleaning of inlets/catch basins.

Part II.C.b.6.c

20.o. Describe your training program including your target employees, and how often training occurs.  
*Training program is targeted for Physical Plant Staff that performs outdoor maintenance such as landscaping, cleaning buildings, road maintenance, etc. Training occurs once annually and may be combined with training for illicit discharges and erosion and sediment controls. Fairmont State University will use information available from DEP and EPA websites to coordinate training using existing literature, videos, etc.*

20.p. For any industrial facilities owned or operated by your MS4, list each facilities registration number under the WV NPDES General Permit for Storm Water Discharges Associated with Industrial Activities or the individual WV NPDES permit number. If your industrial facilities are not covered under another NPDES permit, you will be prompted to provide additional information below.  
N/A

## **Schedule**

Part II.C.b.6

20.q. Describe how and when you will implement each component of your program for this minimum control measure. Include mid-point and full implementation dates.  
*A SWPPP has been developed. FSU continues to update the pollution prevention plan to incorporate all aspects, acceptable storage and cleanup procedures.*



Part II.C.b.6

20.r. Describe the inspection schedule for ensuring municipal facilities are in compliance with pollution prevention plans.

*Physical Plant staff will conduct weekly inspections of the grounds to ensure that items are not stored outside or thrown in the compactor that could cause pollution to the groundwater.*

### **Measurable Goals**

Part IV.A

20.s. List and fully describe your measurable goals for this MCM.

*Goals for this measure include taking inventory on existing protocol for various on-campus activities such as street cleaning, storm sewer cleaning, fleet maintenance, etc. Existing protocol will be reviewed and revised as necessary in order to conform to this permit.*

### **Tracking**

Part II.B.7 & Part II.C.b.6.a.iii

20.t. Describe your plan for record keeping and tracking of facilities, employee training, pollution prevention plans, and inspections for this MCM.

*All projects, inspections, training sessions, etc. are, and will continue to be documented and listed within the annual report.*

*The employees who receive training are instructed to review FSU's control approaches provided in the SWMP and to review with their immediate staff. No documentation has been performed further than this level. The SWPPP went into effect March 2015.*

### **Evaluation**

Part II.B.7

20.u. Explain how you plan to gauge the effectiveness of your good housekeeping/ municipal operations program efforts?

*The effectiveness will be gauged by recording street/lot cleanings and the implementation of other BMP's for vehicle/building maintenance areas. While reviewing the program on an annual basis, the effectiveness of the plan will be measured on the number of actions taken throughout the year. Items considered will be the number of times the streets/parking lots were cleaned, number of times storm water conveyances were inspected/cleaned, as well as the number of activities related to fleet maintenance such as inspection of the University vehicle parking areas to identify and fix leaks. In addition, effectiveness will be measured by the need of the action items to occur. For example, if a sufficient number of street washes are taking place, the amount of debris found within the storm water conveyance system during its inspection should be less. Staff will be instructed to document not only that such routine maintenance is being completed but also the state of the system as the work is done.*



**Industrial Stormwater Coverage for Municipal Operations**

If your facility/s discharges stormwater from any industrial operation that is not covered under another NPDES permit, you must now obtain coverage for those discharges.

20.v. For each facility, provide the name and contact information of the operator if applicable.  
*NA (there is no operator) Vehicle Maintenance Garage, Trash Compaction, Salt Storage, Fuel Storage, Chemical Storage, and maintenance Garage.*

20.w. For each outlet, list the latitude and longitude to the nearest second and the River Mile Point (if known).  
*All uses flow to the same outlet.*

Outlet Number	Longitude			Latitude			River Mile
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds	
1	80	09	20	39	29	20	

20.x. List the Standard Industrial Classification (SIC) Code designated for your facility/s.

20.y. List the nature of activity at the industrial facility.  
*This facility is the physical plant for the University. The physical plant operations’ buildings are fully enclosed, occupied buildings, containing office space as well as garage space. There are two types of “under roof” storage at the Fairmont State Physical Plant. The first is a shed style structure that is fully enclosed but is not attached to the main operations building and is not occupied space. (such as salt storage) The second type of under roof storage is the storage space allocated within the main physical plant operations buildings (metal buildings), that are occupied spaces.*

*The following activities generally take place in the garage spaces: small engine repair, routine mechanical inspections, service procedures, and chemical storage.*

*All chemical storage and vehicle maintenance is held indoors and floor drains tie into the sanitary system. Salt storage is outside, but enclosed, it is stored in a large shed with double swing doors. The truck that distributes the salt is parked outside, next to the salt shed. The procedure followed for loading the salt into the truck is as follows: The double doors are opened and a loader drives into the shed to scoop a load of salt. The loader then pulls out of the shed and dumps the scoop into the truck for distribution. After the truck is full, the double doors are closed. If a significant amount of salt is spilled during loading, physical plant staff shovels it back into the storage shed. Fuel storage is located outside, within a containment system. The fuel tanks are “double walled” and are located on a concrete pad that is walled on three sides. The concrete pad is open on one side to allow for filling. The recycling collection center and the trash compactor are outside; however, items and waste that are introduced to these are limited to materials that are recyclable and safe for the environment as it corresponds.*

20.z. Is there a wet pond at your facility that collects runoff from areas on which industrial activities occur?  
If so, how many acres drain into it?  
*NO*

20.aa. Is there a dry pond at your facility that collects runoff from areas on which industrial activities occur?  
If so, how many acres drain into it?  
*NO*

20.bb. Do any of your storm water outlets discharge through an oil water separator? If yes, provide the outlet numbers.

*NO. Since there is outside storage including a recycling collection center, a trash compactor and fuel storage, FSU will continue to collect storm water samples as directed within section 6d of the General Permit. The sample point will be an existing storm inlet that is located near the Physical Plant, behind the salt storage facility and is pictured below.*



Based on your responses to this section, a Discharge Monitoring Report may be issued.



Physical Plant



*Salt Storage*





*Fuel Storage*



*Indoor Storage*



*Indoor Storage*

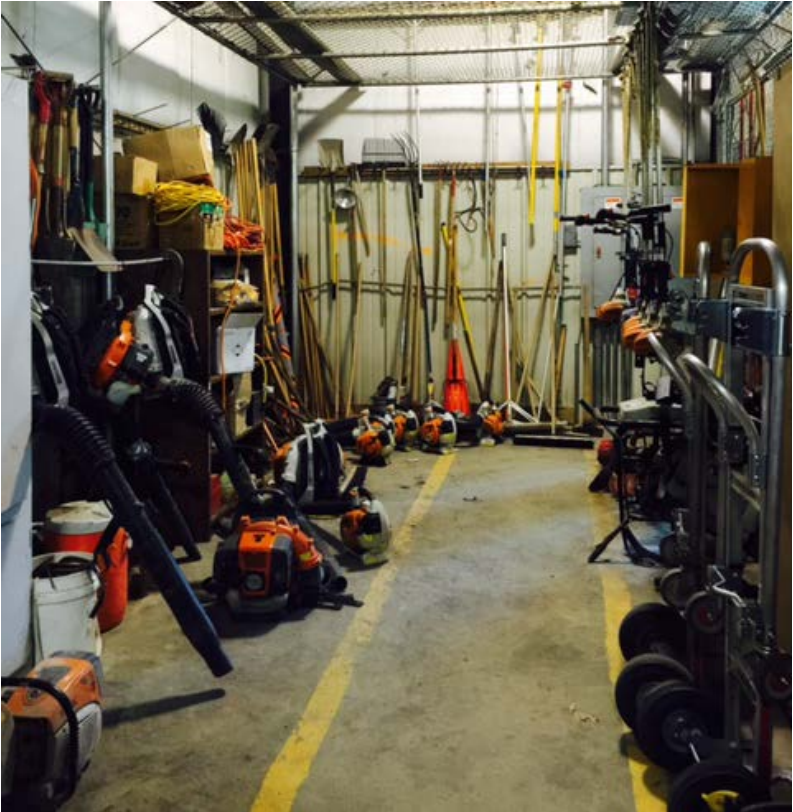


*Indoor Storage*





*Indoor Storage*



*Indoor Storage*



*Indoor Storage*



*Indoor Storage*





*Outdoor Storage*



*Outdoor Storage  
- Recycle Collection Center*





*Outdoor Storage  
- Salt Storage*



*Outdoor Storage  
- Trash Compactor*



*Vehicle Maintenance*