NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

Pilot Municipal Separate Storm Sewer System (MS4) Audit Report (for SPDES General Permit GP-02-02)

MS4 Name: Village of Mamaroneck	Date: May 12, 2008
County: Westchester	Permit #: NYR20A2_3_3
On-Site Representative (s): Leonard M. Verrastro, Village Manager Phone Number: (914) 777-7703	
Name and Address of MS4 Contact Person//Title/Phone/Fax Numbers: Robert A. Yamuder Phone: (914) 777-7703 Assistant Village Manager Fax: (914) 777-7760 123 Mamaroneck Avenue, Mamaroneck, NY	

INSPECTION CHECKLIST

Program Management - Individual MS4s and Intermunicipal MS4s

	Yes	No	N/A	
1.	☒	☐	☐	Are regular meetings conducted during which SWMP management/planning/coordination is discussed by pertinent operating departments, the Mayor, Supervisor, Planning Board, Trustees, etc?
2.	☒	☐	☐	Are adequate formal record keeping procedures in place in relevant operating departments and at facilities?

3. How/when are new staff and new officials kept advised and up-to-date concerning NY Phase II requirements and the MS4s SWMP?

New staff and newly elected officials are advised and kept current regarding NY Phase II requirements and the MS4's SWMP through initial introduction of stormwater matters, BMP's, current regulations, advisory committees, intermunicipal meetings and newsletters.

Program Management – Intermunicipal/Third Party MS4s

	Yes	No	N/A	
4.	☒	☐	☐	Are the permittees' intermunicipal/third party SWMP initiatives, roles, and responsibilities formalized through a written agreement?

5. How is delivery/implementation of the BMPs that are being provided by another MS4/third party being ensured within the permittees' jurisdictions?

Delivery and implementation of the BMP's will be determined by the proposed creation of a Stormwater Utility District. The Village will partner with 11 other municipalities to form this District.

6. How are annual reports prepared? How is individual permittee progress reported?

To be determined.

Public Education & Outreach

	Yes	No	N/A	
7.	XX	☐	☐	Has the MS4 identified it's pollutants of concern (POC's)? List POC's: D.O./oxygen demand/silt/sediment/floatables, pathogens, phosphorous, nitrogen
8.	☒	☐	☐	Has the MS4 identified waterbodies of concern? List waterbodies of concern: Mamaroneck River (upper, lower, tributaries) Mamaroneck Harbor Sheldrake River Long Island Sound
9.	XX	☐	☐	Has the MS4 identified geographic areas of concern? List geographic areas of concern: Flood Plain areas, waterfront properties

10. Which target audiences is the MS4s education and outreach program directed at? (i.e. homeowners, industry, developers/contractors, etc.)

Boating community, homeowners, industry, developers/contractors, schools.

11. Describe the components of the outreach and education program and how the MS4 is measuring their effectiveness:

The Village completed a video on improper sewer hook-ups, maintains information on website (linked to LISWIC), various brochures reproduced and distributed, Village newsletter highlights reducing stormwater pollution, storm drains marked with "no dumping" markers, stormwater information on file with library, Historic Streetfair annually involves environmental components/booths, posters distributed on non-point source pollution.

	Yes	No	N/A	
12.	☒	☐	☐	Do the materials disseminated relate to priority pollutants?
13.	☒	☐	☐	Did they reach the target audience?

14. How much material was disseminated and how frequently?

To date, thousands of posters, brochures, fliers, door-hanger signs, and labels have been disseminated and are updated regularly throughout the year.

Public Involvement/Participation

	Yes	No	N/A	
15.	XX	☐	☐	Has the MS4 identified and published the name of the stormwater contact?

16. How was the annual report presented? Public meeting: May 12, 2008

Internet: (Identify website): www.village.mamaroneck.ny.us

17. What participatory/stewardship activities (i.e. water body cleanups, stormwater advisory groups, hotlines, storm drain stenciling) did the MS4 implement? Do they relate to priority pollutants and waterbodies of concern? How was their effectiveness evaluated?

Activities include storm drain marking, school participation, local environmental organizations, public works department maintenance, water quality committee and community participation.

18. How many people participated in the MS4s stormwater program activities? (Including annual report meeting, cleanups, etc.)

To date, numbers of participants amounted to hundreds of people including volunteers, civic groups, students, residents, public works employers, contractors and community environmental organizations.

IDDE Audit Criteria

	Yes	No	N/A	
19.	☒	☐	☐	Have local laws been evaluated and certified to be equivalent to the State model law?
20.	☐	☒	☐	Has outfall mapping been completed?
21.	☒	☐	☐	Is there a plan for additional mapping?

Showing (Check applicable): Outfalls X(*) Stormwater Management Practices ____
Catch basins/storm drain inlets X(*) Storm sewer lines X(*) Receiving water bodies ____
Storm Sewer Shed ____

(*) Digital mapping planned.

22.	☒	☐	☐	Are there written procedures in place for conducting the IDDE program?
23.	☒	☐	☐	Is dry weather screening conducted?

What is the frequency of inspection for major and minor outfalls?

Inspections performed on an "as needed" basis.

Are inspections adequately documented?

Yes.

24.	☒	☐	☐	Is a reporting mechanism in use for illicit discharges (hotline, website, other)?

How many have been reported during this reporting period (March 10 - March 9)?

150 this reporting period.

How many have been responded to?

100 this reporting period. Remaining 50 being responded to.

How many have been eliminated?

25 eliminated to date. Remaining 125 will be addressed under County-mandated I&I relining contract underway.

	Yes	No	N/A	
25.	☒	☐	☐	Is a training/education program in-place for:
	☒	☐	☐	MS4 Employees?
				Spill Prevention & Response:
				IDDE Procedures (response, investigation, elimination, prevention):
	☒	☐	☐	Industry/Commercial?
				Hazards of illegal dumping & illicit discharges:
	☒	☐	☐	Public?
				Hazards of illegal dumping & illicit discharges:
				Used oil & household hazardous waste educational materials:
				Recycling & disposal facilities:
				IDDE reporting procedures:
	☐	☐	☒	Other:

26.	☒	☐	☐	Have any enforcement actions been taken?

Describe:
Enforcement actions have been taken including issuance of Order to Remedy Violations issued by Code Enforcement Officials.

Construction Site Stormwater Runoff Control

	Yes	No	N/A	
27.	☒	☐	☐	Have local laws governing construction activity and post construction controls been adopted?
	☒	☐	☐	Are they being implemented?
28.	☒	☐	☐	Have local laws been evaluated and certified to be equivalent to the State model law?
29.	☒	☐	☐	Are procedures in place to receive public comments on construction activities? What are the procedures?

Village Building Department is contacted and Code Enforcement Officers respond accordingly. Street excavation is monitored by the Department of Public Works.

SWPPP Review

	Yes	No	N/A	
30.	☒	☐	☐	Are procedures for reviewing SWPPPs in writing? What is the procedure?

Applications for construction are submitted to the Building Department for review and applicants are briefed on SWPPP procedures.

31. What department/personnel are responsible for SWPPP review? What are their qualifications?

Building Inspector reviews SWPPP's. Building Inspector remains current on SWPPP procedures.

32. Number of SWPPPS reviewed during this reporting period (March 10 - March 9)?

Two SWPPP's reviewed.

33. Number of SWPPPs approved/disapproved during this reporting period (3/10 - 3/9)?

Two SWPPP's approved.

	Yes	No	N/A	
34.	☒	☐	☐	Does the SWPPP review process insure that SWPPPs meet state technical standards or demonstrate to be equivalence to state standards?

Construction Site Inspections

35. List the Department/Personnel responsible for construction site inspections.

Construction work performed in the Village right-of-way is enforced by the Village's Department of Public Works. Building related construction inspections are within the purview of the Building Department.

	Yes	No	N/A	
36.	☒	☐	☐	Have inspectors received training? If so, what type of training and when?

NYSBOC Sponsored training regularly attended by inspectors.

37.	☒	☐	☐	Are adequate procedures in place for conducting inspections? (See DEC Inspection Manual)
38.	☒	☐	☐	Is a standardized inspection form used (obtain a copy of form)?

39. What is the number of active construction sites requiring inspection?

All construction sites require and receive inspections.

40. What is the number of inspections performed and the frequency over the past 12 month?

All construction sites require and receive inspections.

41.	☒	☐	☐	Are procedures in place for tracking inspections? What are the procedures?

Digital reporting procedures are in-place and remain active.

42. How many violations were found in the prior year?

200 violations

43. What are the procedures if violations are found?

Building Inspector and/or designated code enforcers issue order-to-remedy violations. If violations are not remedied, summons' may be issued as necessary.

44. How were violations handled?

Violations can be in the form of orders-to-remedy, 10 day notices, or full summons to Court.

45. What is the procedure when citizen complaints are received?

All complaints are reviewed by the Building Department and are corrected as required.

Post Construction Control Practices

	Yes	No	N/A	
46.	XX	☐	☐	Is there an inventory in place for post construction control practices?
47.	XX	☐	☐	Is there an effective procedure (O&M Manuals) for inspecting/maintaining post construction control practices?

48. Who is responsible for inspecting/maintaining the post construction control practices?

Building inspectors and code enforcement officers.

49. What is the frequency of inspection? (Proactive/Response to emergencies)

As needed. Violations issued as required.

Pollution Prevention and Good Housekeeping for Municipal Operations

Infrastructure and Stormwater Management Facilities Inspection:

	Yes	No	N/A	
50.	XX	☐	☐	Is there a schedule for inspection and cleaning of catch basins and conveyance system established?

51. What is the frequency of inspection? (Proactive/Response to emergencies)

3,000 Village catch basins are cleaned on a regular basis or as-needed. Flood prone areas of the Village are prioritized accordingly.

52. How are the spoils disposed of?

100% of the Village waste oil at its facilities is picked up for recycling.

Facilities Operation and Maintenance:

53. Identify the facilities which need Operation and Maintenance.

The Village's Department of Public Works (DPW) maintain their facilities, including the newly constructed salt shed which fully encloses a large capacity of snow salt for for winter use.

54. Is there a designated stormwater person/facility?

The Building Inspector is designated as the Stormwater contact person located in the Building Department. Building Inspector consults with DPW Foreman as needed.

55. What type of maintenance operations are performed (List Facility, Frequency, Guidance & Procedures, Resources)?

Road sweeping is performed regularly on 46 miles of Village owned roads.

56. Is there a checklist for inspection?

DPW employees attend workshops and seminars on pollution prevention and inspections follow standard procedures.

57.	☐	XX	☐	Is there a SWPPP for facilities that would otherwise (if not covered under the MS4 General Permit) require a Multi-Sector General Permit?

Road Maintenance:

	Yes	No	N/A	
58.	X	☐	☐	Is there a road maintenance plan that considers water quality impact in geographic areas of concern? (See Question 9)

59. How often does street sweeping occur?

Street sweeping is regularly performed on 46 miles of Village roads.

60. How are the street sweeping spoils disposed of?

Street sweeping spoils are disposed of off site according to current regulation.

Pesticide, Herbicide, Fertilizer, & other chemicals:

	Yes	No	N/A	
61.a.	X	☐	☐	Is there a written Integrated Pest Management (IPM) program for municipal properties?
b.	X	☐	☐	If yes, is there a person assigned to coordinate the IPM program?
c.	X	☐	☐	If yes, is there an IPM auditing process in place?
62.	X	☐	☐	Are storage locations identified for chemicals?
63.	X	☐	☐	Does the municipality adequately address road salt storage?
64.	X	☐	☐	Are there procedures for chemical applications?

65. How many Household Hazardous Waste pick-up events are there annually?

Westchester County holds 8 separate Household Hazardous Waste pick-up events in our local area every year.

Standards, Guidance, & Outreach:

	Yes	No	N/A	
66.	X	☐	☐	Is there technical guidance designated and made available for maintenance staff?

67. What types of training have been received?

Employees are trained in hazardous spill response, regularly attend relevant workshops and seminars on pollution prevention.

68. How many of the staff have been trained? (List by facility)

DPW - 20 employees
Building Department - 5 employees
Fire Department - all firefighters

69.	☐	☐	X	Do maintenance contracts include language on stormwater impact and appropriate BMPs?

Additional Watershed Requirements:

	Yes	No	N/A	
70.	X	☐	☐	Is the MS4 complying with their additional watershed requirements?

Wrap-Up:

	Yes	No	N/A	
71.	☒	☐	☐	Are program goals being achieved? If not, why not? What corrective measures have been taken? Corrective measures are continually incorporated by the Village in an effort to keep current on BMP's. For example, the Village altered the original structure of its newly installed Floatable Debris Boom to capture more floatable debris from the Mamaroneck River which flows to the Long Island Sound.

72. How is effectiveness evaluation of program components addressed?

Program components are effectively addressed and evaluated by implementing Best Management Practices (BMP's) outlined in each Minimum Control Measure described above.

73. Are Best Management Practices (BMPs) for each Minimum Control Measure effectively being implemented?

Yes. The Village continues to effectively implement BMP's for each Minimum Control Measure.

74. Has the MS4 coordinated SWMP implementation among various agencies or units within the MS4 and with third parties responsible for SWMP implementation?

Yes. The Village coordinates it's SWMP with all levels of government including but not limited to: USACE, USEPA, NYSDEC, Westchester County, neighboring municipalities, environmental committees and Village departments.

Additional Comments: The Village of Mamaroneck continues to apply for Stormwater related grants in an effort to defray the cost of implementing BMP's within the Village and to stay current with repairs and replacements to Village infrastructure.

Comments Continued:

Overall Audit Rating: ❑ Satisfactory ❑ Marginal ❑ Unsatisfactory	
Name/Agency of Lead Auditor:	**Signature of Lead Auditor:**
Names/Agencies of Other Auditors:	