



**DANVILLE
COMMUNITY
COLLEGE**

**MS4 PROGRAM
PROGRAM
PLAN**

**EFFECTIVE
JULY 1, 2016**

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DANVILLE COMMUNITY COLLEGE MS4 PROGRAM PLAN

Minimum Control Measure #1: Public Education and Outreach on Stormwater Impacts

Control Measure	BMP	Measurable Goal	Time Frame	What will be Reported	Responsible Party
Provide useful information to raise community awareness related to the DCC stormwater system, water quality concerns and controls, and the receiving water body for the campus (unnamed tributary to Pumpkin Creek).	<p>1.1 DCC will implement a public information and outreach program to address the following three high-priority water quality issues:</p> <ul style="list-style-type: none"> a) Promote awareness of the importance of litter prevention, b) Promote awareness of the importance of recycling and properly disposing of motor oil, and c) Encourage students to report leaking faucets and running toilets to maintenance. d) Promote awareness of the effect of stormwater runoff on local water quality. 	Post information on each issue on flat screen TVs, the DCC News and/or the digital information sign on Main Street. Frequency will be twice a year on each issue.	August - May	<p>Timeframe that the messages were displayed.</p> <p>Size of target audience and estimated percent of target audience reached.</p> <p>Evaluation of appropriateness and effectiveness of each public outreach program and proposed changes.</p>	VP of Financial & Administrative Services
	1.2 DCC will include an e-mail link to be used for public comments on the Public Outreach Program and the Stormwater Management Plan posted on DCC's website.	Review all e-mails.	Ongoing	Pertinent comments and any required revisions	VP of Financial & Administrative Services

Minimum Control Measure #2: Public Involvement/Participation

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Promote public participation and awareness of the Stormwater Management Program.	2.1 DCC will develop and maintain a webpage to promote stormwater awareness and increase public knowledge of pollution, impaired waters, illegal discharges, improper disposal and legal implications.	Website will contain information on the DCC MS4 Program Plan, information on BMP's, and links to information on stormwater management.	Ongoing	Link to DCC's webpage.	VP of Financial & Administrative Services
	2.2 Participate, through promotion, sponsorship, or other involvement, in a minimum of four local activities annually.				
	<p>a) <i>Community/Student Cleanup</i> focused on removing litter and debris, which can have an adverse effect on the stormwater system, from campus streets and adjacent woodlands and waterways.</p> <p>b) Study stormwater runoff characteristics in order to make predictions about particular run off sites, analyze the water quality, and compare the data from previous semesters.</p> <p>c) Promote recycling in order to reduce littering/illicit discharges into the stormwater system.</p>	<p>PTK fraternity will sponsor "Trash Treks" each school year.</p> <p>Biology classes will study stormwater runoff characteristics.</p> <p>PTK fraternity will collect aluminum cans and plastic bottles campus wide and recycle them through the City of Danville's Recycling Program.</p>	<p>One each in fall and spring semesters</p> <p>Annually during spring semester</p> <p>Ongoing</p>	<p>Date of cleanup, number of participants, and amounts and types of materials collected</p> <p>Number of participants</p> <p>Amount of recycled material and approximate number of participants.</p>	<p>B&G Supervisor</p> <p>Biology teacher</p> <p>B&G Supervisor</p>

Minimum Control Measure #2: Public Involvement/Participation

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Promote public participation and awareness of the Stormwater Management Program.	2.3 DCC will post the MS4 Annual Report on the DCC web site.	Post annually.	Ongoing	Link to webpage.	VP of Financial & Administrative Services
	2.4 DCC will promote annual modifications to the MS4 Program Plan on its website.	Post notice of modifications to the Plan on DCC's MS4 website.	Annually in April	Relevant postings and link to webpage.	VP of Financial & Administrative Services

Minimum Control Measure #3: Illicit Discharge Detection and Elimination

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Prevent illegal dumping and the discharge of illegal toxic and hazardous material to storm drains and receiving bodies of water.	3.1 DCC will maintain a map of the campus, stormwater inlets, outfalls and stormwater management facilities.	Map is checked annually to ensure that it is current and reflects all structures and outfalls.	Ongoing	Current map will be included in Annual Report.	VP of Financial & Administrative Services
	3.2 DCC will maintain an Outfall Information Table.	Table is checked annually to ensure that it is current and reflects all outfalls	Ongoing	Updated table will be included in Annual Report.	VP of Financial & Administrative Services
	3.3 DCC will notify downstream MS4's of known physical interconnection.	Letter is written.	Complete May 2, 2014	Confirmation that notification was sent. (Copy on file with DEQ)	VP of Financial & Administrative Services
	3.4 DCC will inspect stormwater outfalls annually.	A summary of inspections and actions taken will be generated.	March	Results of inspections and actions taken.	B&G Supervisor
	3.5 DCC will inspect the facilities during dry weather to find abnormal smudges, odors, stains and fluids or outfall discharges. Procedures for addressing oil spills are contained in DCC's MS4 Program Policy & Procedure Manual.	Monthly inspection reports.	Ongoing	Results of building and parking lot inspections. Report of any spills or cleanup.	B&G Supervisor

Minimum Control Measure #3: Illicit Discharge Detection and Elimination

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Prevent illegal dumping and the discharge of illegal toxic and hazardous material to storm drains and receiving bodies of water.	3.6 DCC will develop, adopt and maintain a policy that prohibits non-stormwater discharges into the storm sewer system.	MS4 Program Policy & Procedure Manual includes prohibition of illicit discharge.	Ongoing	Reference to Section III of DCC's MS4 Program Policy & Procedure Manual. (On file with DEQ)	VP of Financial & Administrative Services
	3.7 DCC will maintain restrictive control at critical areas where illicit discharges could occur. These include (but are not limited to) areas where fuel is used, recycled oil tank, and material storage areas. Refer to DCC's MS4 Program Policy & Procedure Manual.	Monthly inspection reports.	Ongoing	Results of monthly inspections. Investigation report of suspected illicit discharges, if applicable.	B&G Supervisor

Minimum Control Measure #4: Construction Site Stormwater Runoff Control

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Ensure all construction activities will comply with local and state stormwater regulations, including the VCCS Annual Standards and Specifications, and that the Phase II storm water regulations set forth for permitted small MS4's are followed.	4.1 DCC will coordinate stormwater management of new construction with the A/E firm, the Virginia Community College System (per the VCCS AS&S), and the Bureau of Capital Outlay Management (BCOM). Drawings will be reviewed by each agency, in turn, for compliance. A meeting will be held prior to construction to ensure VSMP permit has been obtained.	All required approvals have been obtained and VSMP permit has been issued when required for construction projects.	Prior to beginning new construction	Project approvals and applicable permits that were issued.	VP of Financial & Administrative Services
	4.2 VCCS will have an on-site inspector whose responsibility will include review and coordination of ongoing construction projects, reviews of projects based on changes or new conditions, and periodic site inspections to determine adherence to the approved plan. The inspector shall be DEQ certified.	Monthly inspection reports on applicable construction projects.	Ongoing during construction	Results of inspections.	VP of Financial & Administrative Services

Minimum Control Measure #5: Post-Construction Stormwater Management in New Development and Development on Prior Developed Lands

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Address stormwater runoff procedures that ensure controls are in place that address both water quality and quantity impacts and require that all procedures and documentation comply with VCCS Annual Standards and Specifications.	5.1 DCC will inspect all stormwater inlets quarterly and following significant rainfall events per procedures in DCC's MS4 Program Policy & Procedures Manual.	A summary of inspections and repairs will be generated.	Ongoing	Results of Inspections and repairs.	B&G Supervisor
	5.2 DCC will maintain an updated electronic database of all known stormwater management facilities that discharge into the MS4.	Electronic database will be maintained.	Ongoing	Stormwater management facility data.	VP of Financial & Administrative Services
	5.3 DCC will inspect stormwater management facilities monthly and following significant rainfall events per procedures in DCC's MS4 Program Policy & Procedures Manual.	A summary of inspections and repairs will be generated.	Ongoing	Results of Inspections and repairs.	B&G Supervisor

Minimum Control Measure #6: Pollution Prevention/Good Housekeeping for Municipal Operations

Control Measure	BMP	Measurable Goal	Target Date	What will be Reported	Responsible Party
Monitor and control operation and maintenance activities and ensure that good housekeeping procedures are followed.	6.1 DCC will control chemicals throughout the campus according to DCC's MS4 Policy and Procedures Manual.	Policies and procedures are maintained.	Ongoing	Copies of Chemical Spill Report forms, if applicable.	B&G Supervisor
	6.2 DCC will prohibit the application and use of fertilizer through its MS4 Policy & Procedures Manual.	No fertilizer or nutrients are used on campus.	Ongoing	DCC is in compliance. Report of inspections showing status of fertilizer prohibition.	B&G Supervisor
	6.3 DCC will store chemicals, salt, and sand indoors and will wash vehicles at an off-campus commercial facility.	No outdoor storage on campus. No activities that introduce chemicals into storm drains.	Ongoing	DCC is in compliance. Report of inspections showing status of prohibition of outdoor storage of chemicals.	B&G Supervisor
	6.4 DCC will dispose of all chemicals, petroleum products, and other contaminated materials in appropriate containers.	Waste receptacles are in place in appropriate locations.	Ongoing	Receptacles are in place in appropriate locations.	B&G Supervisor
	6.5 DCC will conduct annual training for Maintenance staff.	DCC will document Maintenance staff training annually.	June	Summary of training and list of individuals involved.	B&G Supervisor

**APPENDIX A: Danville Community College's Website for the
Stormwater Management Program**



DCC Quick Links

Activities

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[Home](#) / [Storm Water Management](#)

Storm Water Management

Storm Water management is now an integral part of our interaction with our environment. As students, faculty and staff, our most common daily activities can have an unhealthy impact on Virginia's waterways. Every time that it rains, everything we leave on the streets, parking lots and lawns washes through our ditches and storm drains into our streams, rivers, and lakes. What the rain washes away (known as storm water runoff) can pick up chemicals, dirt, debris and other pollutants that flow in the College's storm sewer system.

Polluted storm water runoff effects the environment we live in through the following pathways:

- Sediment – sediment clouds the water and makes it difficult or impossible for aquatic plants to grow.
- Bacteria (and other pathogens) – bacteria and other harmful microorganisms can wash into swimming areas and create health hazards..
- Debris – debris such as plastic bags, bottles and cigarette butts that are washed into bodies of water can choke, suffocate or disable aquatic life.
- Hazardous Waste – hazardous waste such as insecticides, pesticides, motor oil and anti-freeze can poison aquatic life. Land animals and people can become sick from eating diseased fish and shellfish or ingesting polluted water.

For developed areas, like DCC's campus, natural conditions are changed by creating large areas of impermeable surfaces, such as roads, buildings, and parking lots. The water that would normally infiltrate into the ground now runs off these impermeable surfaces and enters storm sewers where it then flows to adjacent streams, rivers and lakes. If we are not mindful of what we leave behind, pollutants such as automobile oil, grease, sediment from construction sites, bacteria from animal waste, excess lawn care fertilizers and pesticides will be discharged into our storm sewer system and the water sources that we use for drinking water, swimming and fishing.

Storm Water Regulations:

- Storm water draining from our campus is collected by an individual storm sewer system that functions independently of Danville's city system. These systems are regulated as small municipal separate storm sewer systems (MS4s) by the Environmental Protection Agency (EPA) and the Commonwealth of Virginia. Pursuant to the Virginia Storm Water Management Program (VSMP) and Storm Water Management Act. The College is registered to obtain coverage under the General Permit for Storm Water Discharges of Storm Water from Small Municipal Separate Storm Water Systems. The general MS4 permit authorized DCC's storm sewer system to discharge into surface waters within Virginia state boundaries.

Related Documents

- [Danville Community College General Storm Water Discharge Permit](#)
- [Danville Community College MS4 Annual Report for July 1, 2014 through June 30, 2015](#)
- [Map of DCC Campus Storm Water Structures and Outfalls](#)
- [Danville Community College MS4 Program Plan July 1, 2015](#)
- [Danville Community College MS4 Policy & Procedures Manual April 1, 2015](#)

Annual Modifications

Danville Community College reviews and updates its program plan annually. A summary of the program modifications incorporated into the most recent plan and the updated plan are available below:

- [Annual Review of MS4 Program Plan and modifications](#)

We invite your comments and feedback on the plan and modifications to the plan. See the [Feedback](#) section below to contact us.

Faculty and Staff:

As faculty and staff at DCC, we have the responsibility to be good stewards of the campuses natural resources. By being mindful of how potential pollutants are handled and stored, we can successfully prevent storm water pollution and improve the quality of water in our streams, lakes and rivers.

Below are some suggestions that you can implement as faculty and staff at DCC. We hope that you will help us keep our waterways clean.

- When using chemical fertilizers, pesticides or herbicides, use them sparingly and follow the label directions carefully. Never apply fertilizers or pesticides when a heavy rain is forecast.
- Make use of recycling programs for paper, aluminum, plastics and electronics.
- Recycle or properly dispose of used motor oil and other hazardous wastes. One quart of motor oil can contaminate up to 250,000 gallons of water!
- Keep leaves, grass clipping, soaps, litter and harmful chemicals away from streets, ditches, storm drains and waterways. The added nutrients and toxins present in those products contribute to harmful algae blooms and fish kills.
- Group plants by water needs to make watering more efficient.
- Make sure students working in labs have been trained in proper lab techniques and waste disposal. Make sure the students understand potential problems which may arise as a result of chemical interactions or accidentally mixing the wrong chemicals.
- Keep up with the maintenance of campus equipment and vehicles. Catching leaks early prevents oil, antifreeze and other contaminants from spilling onto the ground and contaminating storm water runoff.

Students:

Making a commitment to change at least one habit that contributes to storm water pollution can result in benefits to our water resources that will be shared by the DCC community as a whole.

We hope that you will implement the suggestions offered.

- Place litter, including cigarette butts, in trash receptacles. Never throw litter in streets or down storm drains.
- Make use of recycling programs for paper, aluminum and plastics.
- Report leaking faucets or running toilets to maintenance staff. Decreasing water usage, you can help prevent the sewer system from overloading and contaminating ground water and surface water.
- Get involved in the planning and zoning process in your community. That's where the decisions are made that shape the course of development and the future quality of our environment.
- Regular tune-ups and inspections can help keep automotive waste and byproducts from contaminating runoff.

- Participate in clean-up activities on campus and in the surrounding community.
- Write or call your elected representatives to inform them about your concerns and encourage legislation to protect water resources.
- Get involved in local planning and zoning decisions and encourage your local officials to develop erosion and sediment control ordinances.
- Form student groups to promote environmental education. Help educate people in your college and surrounding community about ways in which they can help protect water quality.

Storm Water Links:

- [Department of Environmental Quality \(Storm Water Management\)](#)
- [Department of Environmental Quality \(Storm Water Management Permits\)](#)
- [Department of Environmental Quality Protecting Virginia's Environment](#)

Local Links

- [City of Danville Storm Water Management Program](#)
- [City of Danville MS4 Program Plan](#)

Environmental Organizations

- [Dan River Basin Association](#)
- [The Chesapeake Bay Foundation](#)

Feedback:

Danville Community College encourages your input and feedback on our Storm Water Plan. If you would like to contact us about our plan, please use the following link to send us an email:

Stormwater@dcc.vccs.edu

We will review your comments and suggestions and modify our Storm Water program where appropriate. Please provide your contact information if you would like us to respond to you personally. We'll do our best to review your comments and get back to you right away.

1008 South Main St., Danville, VA 24541 | 434.797.2222 | 434.688.0136 (vp) | FAX: 434.797.8514 | Toll-Free: 1.800.560.4291

Danville Community College promotes and maintains educational and employment opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. Danville Community College prohibits sexual harassment including sexual violence.

APPENDIX B: INSPECTION TABLES & REPORT FORMS

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Table BMP – 3.4

Table BMP – 3.5

Table BMP – 3.7

Form BMP – 4.1

Table BMP – 4.2

Table BMP - 5.1

Table BMP – 5.2

Form BMP – 5.3

Form BMP – 6.1

TABLE BMP - 3.2: OUTFALL INFORMATION TABLE

Outfall ID#	Estimated MS4 Acres Served	Receiving Stream	Receiving Stream Listed as Impaired?	Name of Applicable TMDL or TMDL's
OF-1	4.0 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-2	0.4 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-3	1.5 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-4	6.0 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-5	0.4 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-6	2.8 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-7	0.6 Acres.	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-8	1.4 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-9	0.4 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-10	0.4 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-11	1.0 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-12	1.3 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-13	1.6 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-14	0.8 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-15	0.1 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None

Outfall ID#	Estimated MS4 Acres Served	Receiving Stream	Receiving Stream Listed as Impaired?	Name of Applicable TMDL or TMDL's
OF-16	0.2 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-17	0.3 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-18	3.2 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-19	1.0 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-20	1.0 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-21	0.2 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-22	0.3 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None
OF-23	0.2 Acres	Unnamed Tributary to Pumpkin Creek	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	None

TABLE BMP – 3.4: STORMWATER OUTFALL INSPECTION REPORT

Outfall ID#	Inspector	Inspection Date	Pictures
OF-___	___	___	<input type="checkbox"/> yes <input type="checkbox"/> no

OUTFALL DESCRIPTION			
End of Pipe Diameter	Pipe Material	Pipe Condition	Receiving Stream
___”	___	___	Unnamed Tributary to Pumpkin Creek

Last Significant Rainfall	Seasonal Climatic Conditions	Standing Water Present	Mosquito Larvae Present
<input type="checkbox"/> < 2 days <input type="checkbox"/> > 2 days < 5 days <input type="checkbox"/> > 5 days	<input type="checkbox"/> dry <input type="checkbox"/> average <input type="checkbox"/> wet	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable

FINDINGS	
<p>Outfall Submerged: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If Yes, in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water <ul style="list-style-type: none"> <input type="checkbox"/> fully <input type="checkbox"/> partially <input type="checkbox"/> Sediment <ul style="list-style-type: none"> <input type="checkbox"/> fully <input type="checkbox"/> partially <p>Debris Around Outfall:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Sediment <input type="checkbox"/> Trash <input type="checkbox"/> Other: _____ <p>Debris in Pipe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Sediment <input type="checkbox"/> Trash <input type="checkbox"/> Other: _____ 	<p>Flow Present: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Flow Volume:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <p>Flow Color:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clear <input type="checkbox"/> Muddy <input type="checkbox"/> Milky/Cloudy <input type="checkbox"/> Sheen <input type="checkbox"/> Soapy Foam <input type="checkbox"/> Other: _____ <p>Flow Odor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Petroleum <input type="checkbox"/> Sewage/rotten eggs <input type="checkbox"/> Other: _____

ACTION TAKEN & DATE:

TABLE BMP - 3.5: FACILITY INSPECTION REPORT

Date of Inspection: _____

<i>AREA</i>	<i>DRY WEATHER FINDINGS</i>	<i>CORRECTIONS (Include Date)</i>
EIT- Auto Shop	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
EIT- Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
LRC- Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
Temple/Taylor- Parking Lots	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
Wyatt- Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	

AREA	DRY WEATHER FINDINGS	CORRECTIONS (Include Date)
Maintenance Building-Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
RCATT-Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	
Foundation Hall-Parking Lot	<input type="checkbox"/> smudge <input type="checkbox"/> odors <input type="checkbox"/> stains <input type="checkbox"/> fluids <input type="checkbox"/> other: _____ <input type="checkbox"/> no findings	

TABLE BMP – 3.7: REPORT OF INSPECTIONS OF RESTRICTIVE CONTROLS AT CRITICAL AREAS

Date of Inspection: _____

<i>AREA</i>	<i>RESTRICTIVE CONTROL FINDINGS</i>	<i>CORRECTIONS (Include Date)</i>
Maintenance Building	Absorbent materials available for spills <input type="checkbox"/> Yes <input type="checkbox"/> No Receptacles available for contaminated materials <input type="checkbox"/> Yes <input type="checkbox"/> No Chemicals, salt and sand stored indoors in secure locations <input type="checkbox"/> Yes <input type="checkbox"/> No	
EIT-Auto Shop	Absorbent materials available for spills <input type="checkbox"/> Yes <input type="checkbox"/> No Receptacles available for contaminated materials <input type="checkbox"/> Yes <input type="checkbox"/> No Chemicals, salt and sand stored indoors in secure locations <input type="checkbox"/> Yes <input type="checkbox"/> No	

FORM BMP - 4.1: STORMWATER MANAGEMENT OF NEW CONSTRUCTION

Date of A/E Drawings: _____

Date of VCCS Approval: _____

Date of BCOM Approval: _____

Date of VSMP Permit: _____

Attach copies of approvals and permits as applicable

TABLE BMP - 4.2: REVIEW OF CONSTRUCTION CONTROL MEASURES BY PROJECT INSPECTOR

<i>INSPECTION DATE</i>	<i>DEFFICIENCY</i>	<i>REPORT TO A/E</i>	<i>CORRECTION DATE</i>

Name of Inspector: _____

Certification Type & Date: _____

TABLE BMP - 5.1: STORMWATER INLET INSPECTION REPORT

Date of Inspection: _____ Name of Inspector: _____

<i>INLET NO.</i>	<i>DEFECT</i>	<i>DESCRIBE DEFECT</i>	<i>DATE OF CORRECTION</i>
IN-1	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-2	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-3	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-4	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-5	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-6	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-7	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-8	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-9	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-10	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-11	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-12	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-13	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-14	<input type="checkbox"/> yes <input type="checkbox"/> no		

<i>INLET NO.</i>	<i>DEFECT</i>	<i>DESCRIBE DEFECT</i>	<i>DATE OF CORRECTION</i>
IN-15	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-16	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-17	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-18	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-19	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-20	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-21	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-22	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-23	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-24	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-25	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-26	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-27	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-28	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-29	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-30	<input type="checkbox"/> yes <input type="checkbox"/> no		

<i>INLET NO.</i>	<i>DEFECT</i>	<i>DESCRIBE DEFECT</i>	<i>DATE OF CORRECTION</i>
IN-31	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-32	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-33	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-34	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-35	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-36	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-37	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-38	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-39	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-40	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-41	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-42	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-43	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-44	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-45	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-46	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-47	<input type="checkbox"/> yes <input type="checkbox"/> no		

<i>INLET NO.</i>	<i>DEFECT</i>	<i>DESCRIBE DEFECT</i>	<i>DATE OF CORRECTION</i>
IN-48	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-49	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-50	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-51	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-52	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-53	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-54	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-55	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-56	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-57	<input type="checkbox"/> yes <input type="checkbox"/> no		
IN-58	<input type="checkbox"/> yes <input type="checkbox"/> no		

TABLE BMP - 5.2: STORMWATER MANAGEMENT FACILITY DATA

I. BALLFIELD STORMWATER MANAGEMENT FACILITY:

A. Stormwater Management Type: Extended Detention Pond

B. Facility Location: Neathery Lane adjacent to Ballfield

Latitude: 36.565767 Decimal Degrees

Longitude: 79.406871 Decimal Degrees

C. Total acres served by facility: 4.5 Acres

Pervious Acres: 1.9 Acres

Impervious Acres: 2.6 Acres

D. Date brought online: August, 2009

E. Sixth Order Hydrologic Unit Code (HUC) in which facility is located: RD39

F. Name of any impaired water segments within listed HUC: Not Applicable

G. Operator-Owned; Privately-Owned:

H. If privately-owned, does a maintenance agreement exist?

Yes; No; Not Applicable

I. Date of most recent inspection of facility: _____

1. Number of inspections completed: _____

2. When applicable, number of enforcement actions taken to ensure long term maintenance: _____

TABLE BMP - 5.3: STORMWATER MANAGEMENT FACILITY INSPECTION REPORT

FACILITY: BALLFIELD STORMWATER MANAGEMENT FACILITY

Date of Inspection: _____ Name of Inspector: _____

<i>MAINTENANCE ITEM</i>	<i>REQUIRED CORRECTION</i>	<i>DATE OF CORRECTION</i>
Embankment is mowed to no less than 6" high? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Erosion gullies present? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Bare areas and pathways that need reseeding? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Animal burrows? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Free of seedlings and other undesirable plants? <input type="checkbox"/> Yes <input type="checkbox"/> No		

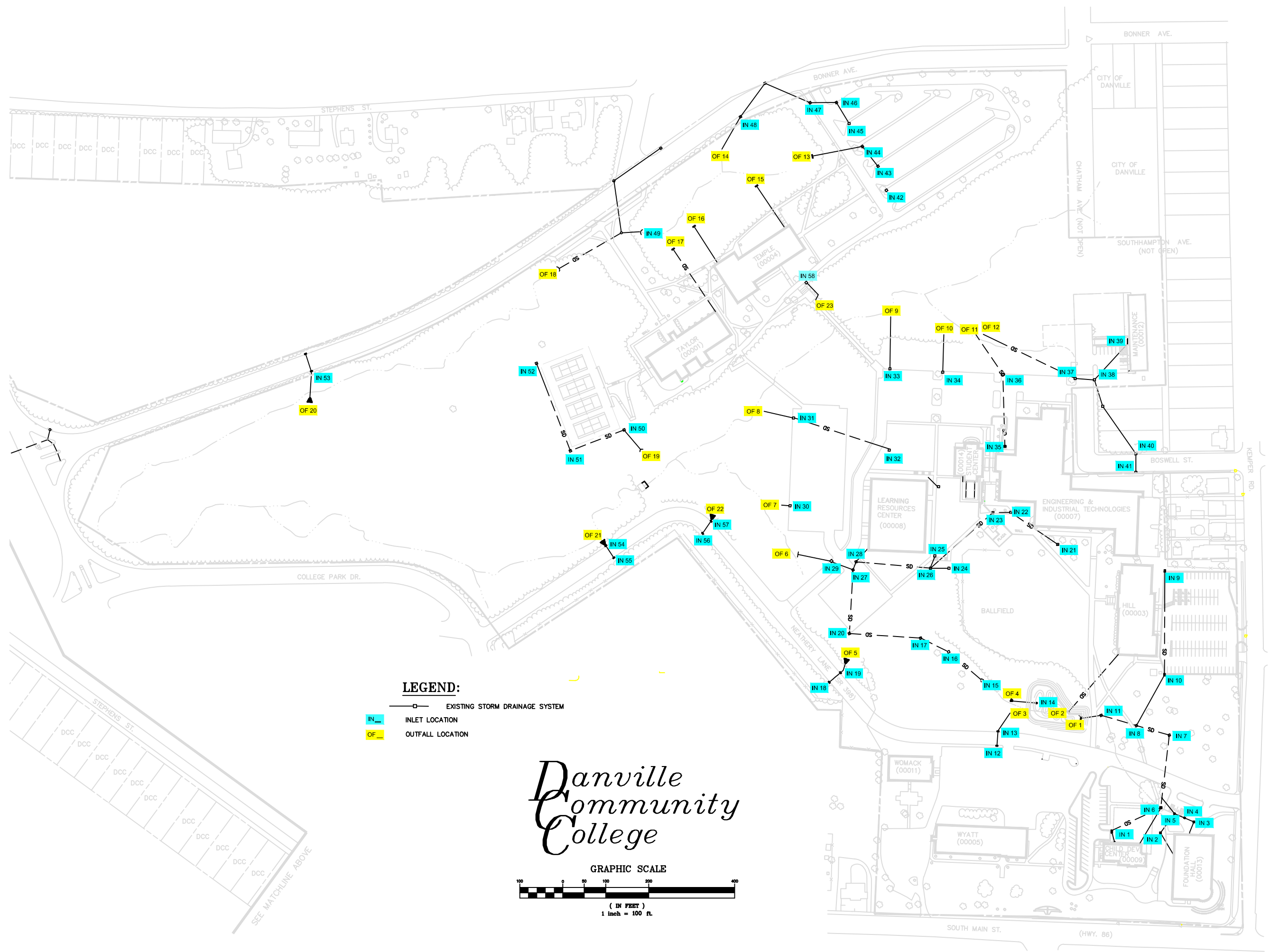
Refer to DCC's MS4 Policy & Procedures Manual for required maintenance procedures.

FORM BMP - 6.1: CHEMICAL SPILL REPORT FORM

Please Print or Type Information

Name and Title of Person Submitting Written Report:		Telephone Number: ()
Release Location: (Provide Building Name and Room Number or Exterior Location as Appropriate)		
Release Data: Complete all applicable categories. Provide the best information regarding the release and its impacts. Attach additional pages if necessary.		
Date & Time Spill Occurred or was Discovered:		
Material Spilled: (Specific name or description)		
Approximate Amount Spilled:	Approximate Area Covered by Spill:	Physical State: (Solid, liquid or gas)
Any Personnel Contamination: (Describe and include any first aid provided)		
Any Soil or Water Contamination: <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, see MS4 Program Policy & Procedures Manual for reporting requirements Reported to Virginia Department of Environmental Quality: <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes list date: _____ Reported to National Response Center: <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes list date: _____		
Describe how the spill occurred to the best of your knowledge: (Include any relevant circumstances in as much detail as possible)		
What containment measures were taken to control the spill:		
What corrective actions were taken to control and clean up the spill:		
List any existing or potential hazards that either caused or resulted from the incident:		
What was done with the cleanup materials:		
Is it hazardous waste: (Check with Environmental Health & Safety if you are unsure)		

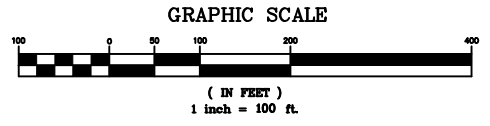
**APPENDIX C: MAP - Inlets, Outfalls and Stormwater Management
Facilities**



LEGEND:

- EXISTING STORM DRAINAGE SYSTEM
- IN_ INLET LOCATION
- OF_ OUTFALL LOCATION

Danville Community College



SEE MATCHLINE ABOVE

APPENDIX D: MS4 PROGRAM POLICY & PROCEDURES MANUAL:
APRIL 1, 2015

**DANVILLE COMMUNITY
COLLEGE**

**MS4 PROGRAM
POLICY & PROCEDURES
MANUAL**

APRIL 1, 2015

**VSMP MS4 GENERAL PERMIT REGISTRATION
NUMBER: VAR040109**

**Scott Barnes
VP Financial & Administrative Services**

**Earl Conner
B&G Supervisor**

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MS4 PROGRAM POLICY & PROCEDURES MANUAL

I. PURPOSE OF POLICY

The purpose of this policy is provide for the health, safety, and general welfare of the students, staff and faculty of Danville Community College through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This policy establishes methods for controlling the introduction of pollutants into the Municipal Separate Storm Sewer System (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process, as implemented through the Virginia Stormwater Management Program (VSMP) permit for DCC. The objectives of this policy are as follows:

- To prevent or minimize, to the maximum extent practicable, the discharge of hazardous substances or oil from Danville Community College properties and operations into the storm drainage system and natural waters within Danville Community College.
- To develop, implement and enforce a program to detect and eliminate illicit discharges, as defined at 9VAC25-870-10, into the regulated small MS4.
- To comply with the requirements of the Danville Community College's stormwater permit.

II. DEFINITIONS

A. "Best Management Practices (BMPs)" is schedules of activities, prohibitions of practices, general housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

- B. "De Minimis" is small, minor, or insignificant spills of materials that occur during normal material handling operations (e.g., spills from unloading or transfer of materials, leaks from pipes or valves, minor leaks of process equipment, etc.).
- C. "Hazardous Substance" is any substance designated under the Code of Virginia or 40 CFR Part 116 (2000) pursuant to § 311 of the CWA.
- D. "Illicit Discharge" is any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except discharges pursuant to a VPDES or VSMP permit (other than the VSMP permit for discharges from the municipal separate storm sewer), discharges resulting from firefighting activities, and discharges identified by and in compliance with 9VAC25-890-20.
- E. "Municipal Separate Storm Sewer System (MS4)" is a conveyance or system of conveyances otherwise known as a municipal separate storm sewer system, including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains:
 - 1. Owned or operated by a federal, state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction or delegated authority for erosion and sediment control and stormwater management, or a designated and approved management agency under § 208 of the CWA that discharges to surface waters;
 - 2. Designed or used for collecting or conveying stormwater;
 - 3. That is not a combined sewer; and
 - 4. That is not part of a publicly owned treatment works.
- F. "National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit" is a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.
- G. "Non-Stormwater Discharge" is any discharge to the storm drain system that is not composed entirely of stormwater.
- H. "Outfall" is, when used in reference to municipal separate storm sewers, a point source at the point where a municipal separate storm sewer discharges to surface waters and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other surface waters and are used to convey surface waters.
- I. "Point Source" is any discernible, confined, and discrete conveyance including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate

collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

- J. "Pollutant" is anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
- K. "Source" is any building, structure, facility, or installation from which there is or may be a discharge of pollutants.
- L. "State Waters" is all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.
- M. "Stormwater" is any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.
- N. "Wastewater" is any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

III. PROHIBITION OF ILLICIT DISCHARGES

No Danville Community College employee, student, visitor or contractor shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the college's storm water drainage system any pollutants or waters containing any pollutants, other than storm water. It is the responsibility of the DCC Buildings & Grounds Department to train employees to recognize the hazards associated with illicit discharges and to identify illicit discharge sources. Additionally, DCC Buildings & Grounds Department is responsible for performing outfall inspections and surveys, including observation, documentation, and sampling (if deemed necessary).

- The above prohibition shall be included in all procurement contracts for services, material and construction issued by DCC.

IV. ALLOWED DISCHARGES

The commencement, conduct, or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- The following discharges are exempt as they are considered to be not significant contributors of pollutants to the Municipal Separate Storm Sewer System (MS4): water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, flows from riparian habitats and wetlands, street wash water and flows that have been identified in writing by Virginia's Department of Environmental Quality as de minimis discharges that are not significant sources of pollutants to state waters and not requiring a VPDES permit.
- Discharges or flow from firefighting, and other discharges specified as being necessary to protect public health and safety.

V. APPLICABILITY

This policy shall apply to all water entering the storm drain system generated on any developed and undeveloped College owned lands unless explicitly exempted by the College.

VI. RESPONSIBILITY FOR ADMINISTRATION

The College shall administer, implement, and enforce the provisions of this policy.

VII. COMPATIBILITY WITH OTHER REGULATIONS

This policy is not intended to modify or repeal any other policy, ordinance, rule, regulation, or other provision of law. The requirements of this policy are in addition to the requirements of any other policy, ordinance, rule, regulation, or other provision of law, and where any provision of this policy imposes restrictions different from those imposed by any other policy, ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

VIII. SEVERABILITY

The provisions of this policy are declared to be severable. If any provision of this policy is held invalid, this determination will not affect the other provisions or application of this policy.

IX. NOTIFICATION OF SPILLS

- A. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials, which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, mitigation, and proper reporting of such release.
- B. In the event of a release of non-hazardous materials; notify Buildings & Grounds (B&G) as soon as possible via email (maintenancerequests@dcc.vccs.edu), phone (434-797-8427), or by calling Campus Security, who in turn will contact B&G.
- C. If hazardous material of any amount enters a storm sewer immediately notify Campus Security, who will then notify B&G. Failure to provide notification of a release as provided above is a violation of this Policy.
- D. The Virginia Department of Environmental Quality (800-592-5482) shall be notified within 24 hours of any petroleum spills that:
 - 1. Cause a sheen on the water,
 - 2. Are greater than 25 gallons, or
 - 3. Cannot be cleaned up within 24 hours.
- E. All spills contacting or occurring close to water or that pose a threat to human health or the environment must be reported to the National Response Center (800-424-8802) immediately.

X. PROCEDURES (CONSTRUCTION PROJECTS)

- A. **Applicability:** This section applies to all facilities that have storm water discharges associated with construction activity.
- B. **Monitoring of Discharges**
 - 1. The College may inspect projects subject to regulation under this policy as often as it deems necessary to determine compliance with this policy.
 - 2. Contractors shall allow the College ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of the permit to discharge storm water, and the performance of any additional duties as defined the state and federal law.

3. The College shall have the right to set up such devices as are necessary in the opinion of the College to conduct monitoring and/sampling of the facility's storm water discharge.
4. The College has the right to require the Contractor to install monitoring equipment as necessary. The Contractor's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the Contractor at its own expense. All devices used to measure storm water flow and quality shall be calibrated to ensure their accuracy.
5. Any temporary or permanent obstruction to safe and easy access to the project site to be inspected and/or sampled shall be promptly removed by the Contractor at the written or oral request of the College and shall not be replaced. The costs of clearing such access shall be borne by the Contractor. Unreasonable delays in allowing the College access to a project site is a violation of the storm water discharge permit and of this policy.
6. If the College has been refused access to any part of the premises from which storm water is discharged, and the College is able to demonstrate probable cause to believe that there may be a violation of this policy, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this policy or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the College may seek appropriate relief from any court of competent jurisdiction.

C. Compliance

1. The College may suspend or cease activities and operations that are not in full compliance with this policy.
2. Whenever Danville Community College finds that a violation of this Policy has occurred, the College may order compliance by written notice to the responsible person. Such notice may require, without limitation:
 - a. The performance of monitoring, analyses, and reporting;
 - b. The elimination of prohibited discharges or connections;
 - c. Cessation of any violating discharges, practices, or operations;
 - d. The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property;
 - e. Payment of any fee, penalty, or fine assessed against the College to cover remediation cost;
 - f. The implementation of new storm water management practices; and
 - g. Disciplinary action up to and including dismissal, where appropriate.
3. Such notification shall set forth the nature of the violation(s) and establish a time limit
4. for correction of these violation(s). Said notice may further advise that, if applicable, should the violator fail to take the required action within the

established deadline, DCC will then initiate work orders for the appropriate corrective actions and the violator will be charged for the cost.

5. The remedies listed in this Policy are not exclusive of any other remedies available under any applicable federal, state, or local law.

- D. Cost of Abatement of Violations: After abatement of the violation, the violating Contractor will be notified of and required to pay the cost of abatement, including administrative costs, and reasonable attorney's fees. Any Contractor violating any of the provisions of this policy shall become liable to Danville Community College by reason of any such violation. Interest shall be assessed on any unpaid balance beginning on the 31st day following receipt of the notice of the cost of abatement and remediation.

XI. PROCEDURES (GENERAL)

A. BMP 3.4: Inspect Stormwater Outfalls Annually

1. B&G personnel shall inspect all stormwater outfalls annually in March using Table BMP-3.4 and note any required corrections.
2. Generate a work order to address any areas which require correction and make corrections as soon as possible.
3. B&G Supervisor shall verify that all corrections have been made within a month of the initial inspection.

B. BMP 3.5: Inspect Facilities for Illicit Discharges During Dry Weather

1. B&G personnel shall inspect facilities monthly using Table BMP-3.5 and note any required corrections.
2. Corrections shall be made during the inspection when possible. If not possible, a work order shall be generated and the corrections shall be made as soon as possible.
3. Verify that all corrections have been made during next monthly inspection.

C. BMP 3.7: Inspect Restrictive Control at Critical Areas Where Illicit Discharges Could Occur

1. B&G personnel shall inspect critical areas monthly using Table BMP-3.7 and note any required corrections.
2. Generate a work order to address any areas which require correction and make corrections as soon as possible.
3. Verify that all corrections have been made during next monthly inspection.

- D. **BMP 4.1: Coordinate Stormwater Management of New Construction with A/E Firm, VCCS and BCOM**
1. Prior to beginning any new construction, DCC's project inspector shall confirm that all approvals listed in Form BMP-4.1 have been obtained.
- E. **BMP 4.2: Review and Coordination of Ongoing Construction Projects by Project Inspector**
1. Prior to beginning any land disturbing activity, Contractor shall install all required stormwater control facilities.
 2. DCC's project inspector shall inspect stormwater control facilities on an ongoing basis using Table BMP-4.2 and immediately report any deficiencies to the Project Architect who will forward the report to the Contractor. Corrections must be complete within three calendar days of date reported to A/E.
 3. Reports of deficiencies shall be reviewed with Contractor at monthly job progress meetings.
- F. **BMP 5.1: Inspect Stormwater Inlets Quarterly and Following Significant Rainfall Events**
1. B&G shall monitor local weather reports to determine when a significant rainfall event has occurred.
 2. As soon as practicable after an event occurs, B&G personnel shall inspect all stormwater inlets using Table BMP-5.2. and note any required corrections.
 3. Generate a work order to address any areas which require correction and make corrections as soon as possible.
 4. B&G Supervisor shall verify that all corrections have been made within a month of the initial inspection.
- G. **BMP 5.2: Maintain Updated Database of all Known Stormwater Management Facilities that Discharge into the MS4**
1. DCC shall update Table BMP-5.2 annually to include all stormwater management facilities which have been added to the MS4.
- H. **BMP 5.3: Inspect Stormwater Retention Facilities Monthly and Following Significant Rainfall Events**
1. B&G shall monitor local weather reports to determine when a significant rainfall event has occurred.
 2. As soon as practicable after an event occurs, B&G personnel shall inspect all stormwater retention facilities using Table BMP-5.3 and note any required corrections.

3. Generate a work order to address any areas which require correction and make corrections as soon as possible.
4. B&G Supervisor shall verify that all corrections have been made within a month of the initial inspection.

I. BMP 6.1: Control Chemicals Throughout the Campus

1. Upon receiving notification of a chemical spill, B&G Supervisor shall dispatch appropriate personnel to site to assess the situation.
2. When appropriate, drain cover seals and/or spill containment berm dikes shall be installed to control access to storm drains.
3. For spills of less than 20 gallons and which are not hazardous materials, use spill kit to clean up the spill.
4. For larger spills and hazardous materials, clear the area and contact City of Danville Emergency Services (911).
5. Upon completion of cleanup, B&G Supervisor shall complete a Chemical Spill Report Form. (See Form BMP-6.1.)

J. BMP 6.2: Control Application and Use of Fertilizers and Nutrients

The use of fertilizers and nutrients on lawns or other landscaped areas is prohibited.

K. BMP 6.3: Control Material Storage and Cleaning Activities

1. Outdoor storage of chemicals, salt and sand is prohibited.
2. Inspect Restrictive Control at Critical Areas monthly using Table BMP-3.7.

L. BMP 6.4: Dispose of Waste Materials Properly

1. All chemicals, petroleum products, and other contaminated materials shall be disposed of in appropriate containers.
2. Inspect Critical Areas monthly using Table BMP-3.7.

M. BMP 6.5: Conduct Training of Maintenance Staff

Conduct annual training of maintenance staff. Training program shall include recognition and reporting of illicit discharges, good housekeeping, pollution prevention, and spill response.

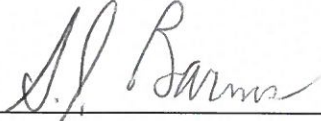
N. Washing Vehicles

1. All college vehicles shall be washed off campus at commercial facilities.
2. Washing of equipment such lawn mowers and tractors, if done on campus, shall either be done inside or on a pervious surface such as gravel.

XII. EFFECTIVE DATE, REVIEW AND APPROVAL

This Manual will become effective upon the date of approval by the Vice President of Financial & Administrative Services. This Manual, and any related procedures, shall be reviewed as required.

Approved:



Scott Barnes
Vice President Financial & Administrative Services

Date 4/1/15

APPENDIX: RETENTION POND MAINTENANCE

RETENTION POND MAINTENANCE

THE FOLLOWING ARE SCHEDULED MAINTENANCE REQUIREMENTS FOR THE CONTINUED OPERATION OF THE BALLFIELD RETENTION POND. ALL MAINTENANCE SHALL BE PERFORMED BY THE DCC MAINTENANCE STAFF.

1. THE EMBANKMENT SHOULD BE MOWED PERIODICALLY DURING THE GROWING SEASON, ENSURING THAT THE LAST CUTTING OCCURS AT THE END OF THE SEASON. THE GRASS SHOULD NOT BE CUT LESS THAN 6 TO 8 INCHES IN HEIGHT.
2. IF NECESSARY, THE EMBANKMENT SHOULD BE LIMED, FERTILIZED AND SEEDED IN THE FALL, AFTER THE GROWING SEASON. LIME AND FERTILIZER APPLICATION RATES SHOULD BE BASED ON SOIL TEST RESULTS. THE TYPE OF SEED SHOULD BE CONSISTENT WITH THAT SPECIFIED IN THE CONSTRUCTION DOCUMENTS.
3. ALL EROSION GULLIES NOTED DURING THE GROWING SEASON SHOULD BE BACKFILLED WITH TOPSOIL, RESEDED AND PROTECTED (MULCHED) UNTIL VEGETATION IS ESTABLISHED.
4. ALL BARE AREAS AND PATHWAYS ON THE EMBANKMENT SHOULD BE PROPERLY SEEDED AND PROTECTED (MULCHED) OR OTHERWISE STABILIZED TO ELIMINATE THE Potential FOR EROSION.
5. ALL ANIMAL BURROWS SHOULD BE BACKFILLED AND COMPACTED; BURROWING ANIMALS SHOULD BE REMOVED FROM THE AREA.
6. ALL TREES, WOODY VEGETATION AND OTHER DEEP-ROOTED GROWTH, INCLUDING STUMPS AND ASSOCIATED ROOT SYSTEMS SHOULD BE REMOVED FROM THE EMBANKMENT AND ADJACENT AREAS EXTENDING TO AT LEAST 25 FEET BEYOND THE EMBANKMENT TOE AND ABUTMENT CONTACTS. THE ROOT SYSTEM SHOULD BE EXTRACTED AND THE EXCAVATED VOLUME REPLACED AND COMPACTED WITH MATERIAL SIMILAR TO THE SURROUNDING AREA. ALL SEEDLINGS SHOULD BE REMOVED AT THE FIRST OPPORTUNITY.
7. MONTHLY INSPECT THE OUTLET STRUCTURE AND CLEAN DEBRIS AND TRASH FROM ORIFICE PLATE. INSPECT THE SWM STRUCTURE FOR STRUCTURAL INTEGRITY. MAKE REPAIRS AS NECESSARY.

RETENTION POND VEGETATION

TECHNIQUES FOR MANAGING VEGETATION MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

1. SPECIES COMPETITION WILL AFFECT THE DISTRIBUTION OF VARIOUS WETLAND SPECIES AND GROWTH PATTERNS WILL VARY ACCORDING TO THE PHYSICAL SETTING OF THE AREA. MANAGEMENT OF PLANT COMMUNITY SUCCESSION SHOULD BE BASED ON THE DESIGN DETAIL.
2. SHOULD WILDLIFE NUISANCES RESULT IN PLANT DAMAGE, VEGETATION REPLACEMENT SHOULD BE UTILIZED IF THE WILDLIFE DAMAGE IS DEEMED EXCESSIVE.
3. UNDESIRABLE AND INVASIVE SPECIES FOR THIS SITE INCLUDE: ALLIARIA PETIOLATA (GARLIC MUSTARD), BIDENS POLYLEPIS (LONG-BRACTED BEGGAR

TICKS), CIRSIUM ARVENSE (CANADIAN THISTLE), CIRSIUM VULGARE) BULL THISTLE), FESTUCA ELATIOR (TALL FESCUE), GLECOMA HEDERACEA (GROUND IVY), LIGUSTRUM SP. (PRIVET), LONICERA JAPONICA (JAPANESE HONEYSUCKLE), LONICERA SP. (BUSH HONEYSUCKLE), LYTHRUM SALICARIA (PURPLE LOOSESTRIFE), MORUS ALBA (WHITE MULBERRY), POLYGONUM PERFOUATUM (MILE-A-MINUTE), ROSA MULTIFLORA (MULTIFLORA ROSE).

4. THE FOLLOWING FOUR (4) ITEMS WILL BE MONITORED IN THE POND AREA.
 - STABILITIES OF THE SUBSTRATES AND PHYSICAL STRUCTURES
 - STABILITIES OF THE VEGETATION COMMUNITIES
 - HYDROLOGY
 - INVASION OF UNDESIRABLE BIOTA
5. GROWTH AND DISTRIBUTION OF DESIRABLE VOLUNTEER PLANT SPECIES SHOULD BE MONITORED.
6. SURVIVABILITY OF THE PLANTING WILL BE INCREASED IF EACH INDIVIDUAL PLANTING IS IRRIGATED DURING THE ENTIRE FIRST GROWING SEASON.

INSPECTION

1. DANVILLE COMMUNITY COLLEGE (DCC) WILL MONITOR THE RESTORATION EFFORTS OF THE PROJECT SITE THEMSELVES OR CHOOSE A REPRESENTATIVE TO CONDUCT THE MONITORING.
2. DCC OR A REPRESENTATIVE WILL INSPECT AND VERIFY THE DISTRIBUTION AND PLANTING TO ENSURE PLANTS ARE OF ACCEPTABLE QUALITY AND THAT THE PLANTING SPECIFICATIONS HAVE BEEN MET TO THE FULLEST EXTENT POSSIBLE.
3. DCC OR A REPRESENTATIVE WILL CONDUCT A SITE INSPECTION TO EVALUATE ESTABLISHMENT AND SURVIVAL RATES OF PLANTED MATERIAL AT THE LATTER PART OF THE GROWING SEASON (AUGUST TO SEPTEMBER) TO DOCUMENT REPLACEMENT NEEDS FOR INDIVIDUAL SPECIES.

PLANT SELECTION

THE FOLLOWING LIST OF PLANTS SHALL ONLY BE PLANTED IN THE POND AREA:

1. LOW MARSH AREAS (6"-18" DEPTH):
 - SPATTERDOCK (NUPHAR LUTEUM)
 - SMARTWEED (POLYGONUM SPP.)
2. HIGH MARSH AREAS (0"-6" DEPTH):
 - SOFT-STEM BULRUSH (SCIPUS VALIDUS)
 - SWITCH GRASS (PANICUM VIRGATUM)