

**DANVILLE COMMUNITY  
COLLEGE**

**MS4 PROGRAM  
POLICY & PROCEDURES  
MANUAL**

**APRIL 1, 2015**

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

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# ***MS4 PROGRAM POLICY & PROCEDURES MANUAL***

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## **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.

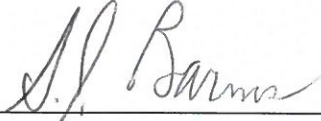
N. Washing Vehicles

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

4/1/15

\_\_\_\_\_  
Date

**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)