

MS4 Program Plan

Virginia Institute of Marine Sciences

General Permit Number VAR040052

PREPARED FOR



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Abbreviations

BMP	Best Management Practice
CBLAD	Chesapeake Bay Local Assistance Department
CBPA	Chesapeake Bay Preservation Act
CGP	Construction General Permit
DCR	Department of Conservation and Recreation
DEQ	Department of Environmental Quality
EPA	Environmental Protection Agency
E&SC	Erosion and Sediment Control
HUC	Hydrologic Unit Code
IDDE	Illicit Discharge Detection and Elimination
MEP	Maximum Extent Practicable
MCM	Minimum Control Measure
MS	Minimum Standard
MS4	Municipal Separate Storm Sewer Systems
NPDES	National Pollution Discharge Elimination System
POC	Pollutant of Concern
RPA	Resource Protection Area

SWM	Stormwater Management
SWPPP	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load
VIMS	Virginia Institute of Marine Science
VPDES	Virginia Pollution Discharge Elimination System
VSMP	Virginia Stormwater Management Program
WLA	Waste Load Allocation



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Introduction

1.1 Background

The Virginia Institute of Marine Science (VIMS) is a public university located on Gloucester Point in Virginia. VIMS contains the School of Marine Science which is a graduate school for William and Mary. The campus flanks State Route 1208 (Greate Road), immediately northeast of Coleman Bridge. An additional portion of the campus lies to the west of State Route 17 (George Washington Memorial Highway). Approximate campus boundaries include Tarelton Road and Tyndall Park to the north, and the York River to the east, west and south.

VIMS is regulated as a Small Municipal Separate Storm Sewer Systems (MS4) under the Virginia General VPDES Permit. The VIMS General Permit (VAR040052) is valid from November 1, 2023 to October 31, 2028.

A copy of the VIMS Stormwater Management Master Plan dated November 2016 is included in *Appendix A*. The Plan includes the campus limits and outfall map.

In 1972, Congress passed the Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), to restore and maintain the quality of the nation's waterways. The ultimate goal was to make sure that the river and streams were fishable, swimmable, and drinkable. In 1987, the Water Quality Act (WQA) added provisions to the CWA that allowed the EPA to govern stormwater discharges from MS4s. In 1990, the EPA disseminated rules establishing Phase I of the National Pollutant Discharge Elimination System (NPDES) stormwater program.

Under the Phase 1 NPDES regulations, permits for stormwater discharges from municipal separate storm sewer systems were required for eleven "large" and "medium" municipalities in Virginia. The "large" municipalities (250,000+ populations) are Fairfax County, Virginia Beach and Norfolk. The "medium" municipalities (from 100,000 to 250,000 populations) are Arlington County, Prince William County, Henrico County, Chesterfield County, Hampton,

Newport News, Portsmouth, and Chesapeake. The Phase 2 stormwater regulations froze the population thresholds for "large" and "medium" municipal separate storm sewer systems at the 1990 Census level, so no additional municipalities will be designated into these categories.

Phase 2 regulations requires permits to be issued to Small Municipal Separate Storm Sewer Systems (MS4s) located in "urbanized areas" (as defined by the U.S. Census Bureau's 2000 Census). Small MS4s include systems owned by municipalities, federal facilities, State facilities (including VDOT), and public universities. In addition, any Small MS4 located in a Phase 1 "large" or "medium" municipality is required to be permitted under the Phase 2 regulations.

The 2004 Virginia legislature unanimously passed House Bill 1177 transferring regulatory authority of the NPDES programs related to MS4s and construction activities from the State Water Control Board to the Soil and Water Conservation Board and transferred oversight of these programs from the Department of Environmental Quality (DEQ) to the Department of Conservation and Recreation (DCR). This transfer became effective January 29, 2005. Program oversight was transferred again from DCR to DEQ effective July 1, 2013. As a result, DEQ is responsible for the issuance, denial, revocation, termination, and enforcement of NPDES permits for the control of stormwater discharges from MS4s and land disturbing activities under the VSMP. The General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems, in accordance with 9VAC25-890, applies to all MS4 Permits for Discharges of Stormwater from Small MS4s.

1.2 Purpose

Permits for regulated Small MS4s require the development, implementation, and enforcement of a Program Plan that includes the following "six minimum control measures":

1. Public education and outreach on stormwater impacts
2. Public involvement/ participation
3. Illicit discharge detection and elimination
4. Construction site runoff control
5. Post-construction stormwater management in new development and redevelopment
6. Pollution prevention/good housekeeping for municipal operations.

1.3 TMDL Action Plans

VIMS is within the York River- Sarah Creek watershed within HUC 12-020801070204 and York River-Carter Creek watershed within HUC 12-020801070203. Sarah Creek and Carter Creek have a TMDL for Fecal coliform. The VIMS campus does not have a Waste Load Allocation.

The VIMS Campus drains directly to the York River and ultimately to the Chesapeake Bay. A TMDL for the Chesapeake Bay was established by the EPA in 2010 and targets specific

Pollutants of Concern (POCs) including total nitrogen (TN), total phosphorus (TP), and total suspended solids (TSS).

VIMS created a Chesapeake Bay TMDL Action Plan in response to the Special Condition in the General Permit for Discharges of Stormwater from Small MS4s. A copy of the current *VIMS Chesapeake Bay TMDL Action Plan* is included in Appendix B.

1.4 Referenced Documents

The following are a list of documents incorporated by reference into the Program Plan:

Document Title	Date/Version	Available Location
William & Mary Standards and Specifications	Current	https://www.wm.edu/offices/facilities/departments/opmaint/stormwater/
Written notices of interconnection	Current	Available upon request. Contact the Exec. Director of Facilities Management.
VIMS Campus-Wide SWPPP	Current	Available upon request. Contact the Exec. Director of Facilities Management.
VIMS Nutrient Management Plan	Current	Available upon request. Contact the Exec. Director of Facilities Management.

1.5 Responsible Parties

Facilities Management holds the primary responsibility for MS4 General Permit compliance including coordination, education, and reporting. The tables below summarize contact information and MS4 roles for key staff responsible for implementation of Minimum Control Measures.

Table 1: Responsible Party Contact Information

Person	Position	Responsible Department	Contact Number	Email
Mark Brabham	Exec. Director	Facilities Management	(804) 684-7048	mbrabham@vims.edu
Dr. John Wells	Dean & Director	Dean/Director's Office	(804) 684-7103	wells@vims.edu
Dr. David Rudders	Associate Director	Marie Advisory Services	(804) 684-7531	rudders@vims.edu
Dr. William Reay	Director CBNERRVA	CBNERRVA	(804) 684-7119	wreay@vims.edu
Mara Walters	Ph.D. Student	VIMS Green Team	(804) 684-7281	mfwalters@vims.edu
Rebecca Latourell	Director	Communications & Marketing	(804) 684-7113	rebecca@vims.edu
Eric Fidler	Manager	Safety and Environmental Programs	(804) 684-7322	emfidler@vims.edu
Joseph Martinez	Chief Operations Officer	Operations	(804) 684-7271	martinez@vims.edu
Dr. Kirk Havens	Director	Center for Coastal Resources Management	(804) 684-7386	kirk@vims.edu
Jessica Moss Small	Director	Aquaculture Genetics and Breeding Technology Center	(804) 684-7955	jamoss@vims.edu
Timothy Turner	Director of Marine Operations	Marine Operations	(804) 684-7279	tnturner@vims.edu

VIMS has not entered into any agreements with any third parties to implement MCMs or portions of MCMs. If VIMS enters into an agreement with a third party the description of each party's roles and responsibilities, including any written agreements, shall be provided.

Table 2: MS4 Roles and Responsibilities

MCM	Role & Responsibilities	Responsible Department/Position
MCM 1 Public Outreach & Education	Media Materials	Ex. Directory of Facilities Management, Director Communications & Marketing
	Traditional written materials	
	Signage/Stenciling	
MCM 2 Public Involvement & Participation	Website Updates	Ex. Director of Facilities Management, VIMS Green Team, Director Communications & Marketing
	Restoration Events	
	Monitoring	
MCM 3 Illicit Discharge Detection & Elimination	Storm Sewer System Mapping & Outfall Database	Ex. Director of Facilities Management, Center for Coastal Resources Management, Safety Officer at Safety and Environmental Programs
	Dry Weather Outfall Screenings	
	Illicit Discharge Response	
MCM 4 Construction Site Stormwater Runoff Control	Annual Standards and Specifications for ESC/SW	Ex. Director of Facilities Management
MCM 5 Post-Construction Stormwater Management	SWM Facility Inspections & Maintenance	Ex. Director of Facilities Management
	SWM Facility Mapping & Database	
MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations	Standard Operation Procedures	Ex. Director of Facilities Management, Operations, Marine Ops
	Staff Training, SWPPP Inspections	
	Nutrient Management Plan	

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Minimum Control Measures

Regulated Small MS4 permit applications require the applicant to identify:

1. Proposed best management practices and measurable goals for each of the "six minimum control measures"
2. The timing of the implementation of each control measure
3. The person or persons responsible for implementing the Stormwater Management Program (SWMP).

2.1 MCM 1- Public Education and Outreach

General Permit Reference

- a. *The permittee shall implement a public education and outreach program designed to:*
 - 1) *Increase the public's knowledge of how to reduce stormwater pollution, placing priority on reducing impacts to impaired waters and other local water pollution concerns;*
 - 2) *Increase the public's knowledge of hazards associated with illegal discharges and improper disposal of waste, including pertinent legal implications; and*
 - 3) *Implement a diverse program with strategies that are targeted toward individuals or groups most likely to have significant stormwater impacts.*
- b. *The permittee shall identify no less than three high-priority stormwater issues to meet the goal of educating the public in accordance with Part I E 1 a. High-priority issues may include the following examples: Chesapeake Bay nutrients, pet wastes, local receiving water impairments, TMDLs, high-quality receiving waters, litter control, BMP maintenance, anti-icing and deicing agent application, planned green infrastructure redevelopment, planned ecosystem restoration projects, and illicit discharges from commercial sites.*
- c. *The high-priority public education and outreach program, as a whole, shall:*
 - 1) *Clearly identify the high-priority stormwater issues;*
 - 2) *Explain the importance of the high-priority stormwater issues;*
 - 3) *Include measures or actions the public can take to minimize the impact of the high-priority stormwater issues; and*
 - 4) *Provide a contact and telephone number, website, or location where the public can find out more information.*
- d. *The permittee shall use two or more of the strategies listed in Table 1 below per year to communicate to the target audience the high-priority stormwater issues identified in accordance with Part I E 1 b, including how to reduce stormwater pollution.*

<i>Table 1: Strategies for Public Education and Outreach</i>	
<i>Strategies</i>	<i>Examples (provided as examples and are not meant to be all inclusive or limiting)</i>
<i>Traditional written materials</i>	<i>Informational brochures, newsletters, fact sheets, utility bill inserts, or recreational guides for targeted groups of citizens</i>
<i>Alternative materials</i>	<i>Bumper stickers, refrigerator magnets, t-shirts, or drink koozies</i>
<i>Signage</i>	<i>Temporary or permanent signage in public places or facilities, vehicle signage, billboards, or storm drain stenciling</i>
<i>Media Materials</i>	<i>Information disseminated through electronic media, radio, televisions, movie theater, newspaper, or GIS story maps</i>
<i>Speaking engagements</i>	<i>Presentations to school, church, industry, trade, special interest, or community groups</i>
<i>Curriculum materials</i>	<i>Materials developed for school-aged children, students at local colleges or universities, or extension classes offered to local citizens</i>
<i>Training materials</i>	<i>Materials developed to disseminate during workshops offered to local citizens, trade organization, or industrial officials</i>
<i>Public education activities</i>	<i>Booth at community fair, demonstration of stormwater control projects, presentation of stormwater materials to schools to meet applicable education standards of learning or curriculum requirements, or watershed walks</i>
<i>Public meetings</i>	<i>Public meetings on proposed community stormwater management retrofits, green infrastructure redevelopment, ecosystem restoration projects, TMDL development, climate change's effects on stormwater management, voluntary residential low impact development , or other stormwater issues</i>

- e. *The permittee may coordinate its public education and outreach efforts with other MS4 permittees; however, each permittee shall be individually responsible for meeting all of its state permit requirements.*
- f. *The MS4 program plan shall include:*
 - 1) *A list of the high-priority stormwater issues the permittee will communicate to the public as part of the public education and outreach program;*
 - 2) *The rationale for selection of each high-priority stormwater issue and an explanation of how each education or outreach strategy is intended to have a positive impact on stormwater discharges;*
 - 3) *Identification of the target audience to receive each high-priority stormwater message;*
 - 4) *Nontraditional permittees may identify staff, students, members of the general public, and other users of facilities operated by the permittee as the target audience for education and outreach strategies;*

- 5) *Traditional permittees may identify staff and students as part of the target audience for education and outreach strategies; however, staff shall not be the majority of the target audience;*
 - 6) *Staff training required in accordance with Part I E 6 d does not qualify as a strategy for public education and outreach;*
 - 7) *The strategies from Table 1 of Part I E 1 d to be used to communicate each high-priority stormwater message; and*
 - 8) *The anticipated time periods the messages will be communicated or made available to the public.*
- g. *The annual report shall include the following information:*
- 1) *A list of the high-priority stormwater issues the permittee addressed in the public education and outreach program;*
 - 2) *A summary of the public education and outreach activities conducted for the report year, including the strategies used to communicate the identified high-priority issues;*
 - 3) *A description of any changes in high-priority stormwater issues, including, strategies used to communicate high-priority stormwater issues or target audiences for the public education and outreach plan. The permittee shall provide a rationale for any of these changes; and*
 - 4) *A description of public education and outreach activities conducted that included education regarding climate change.*

High Priority Stormwater Issues:

- 1) Vehicular pollutants from vehicle maintenance and leaks on parking lots and roads. Sediments and pollutants deposited on vehicles that can be washed off during storm events or during cleaning by students, faculty, and staff.
- 2) Litter and debris throughout campus generated by VIMS students, faculty, and staff.
- 3) Sediment runoff from exposed soil surfaces and construction sites that impacts water quality during rainfall events.
- 4) Pollutants from boats. Including fuel and oil discharges. Antifouling paints, and marine debris within the basin.

Vehicular Pollutants:

Vehicles are in various states of operation and may be leaking various fluids such as oil, coolant, and fuel which are all considered pollutants. Vehicular maintenance performed in parking areas has the potential to generate pollutants through fluid spills, waste debris and other sources. In addition, pollutant laden sediment collects on vehicles during normal use and can be washed off during a storm event and enter the storm sewer system. As vehicles generally spend more time parked than in motion, parking areas are likely to generate more pollutants than roads. VIMS implements several BMPs to intercept and treat pollutant laden runoff generated in parking areas. These BMPs include wet retention ponds, bioretention basins, and other structural BMPs. Staff, students, and the general public utilizing campus spaces can do their part in reducing vehicular pollutants by maintaining vehicles to eliminate fluids leaking from their vehicles and to be vigilant about pollution prevention when handling

vehicular fluids while on campus. The public can find more information on pollution prevention related to vehicular pollutants in Appendix E.

Litter and Debris:

The VIMS campus population is approximately 600 students, faculty, and staff plus visitors. The day-to-day activities of the VIMS community has the potential to generate litter and debris. This potential is particularly significant during large campus activities, such as seminars or conferences. Litter and debris have the potential to clog storm drains and pipes and is slowly broken down by natural processes. The byproducts generated by the decomposition of litter and debris are often harmful pollutants. If litter or debris enter the storm sewer network and reach the downstream outfalls, it will collect in surface waters, potentially damaging the environment. Sediments and pollutants attached to litter and debris will enter surface waters as well. Staff, students, and the general public utilizing campus spaces can do their part in reducing litter and debris on campus by properly disposing of trash using trash cans and dumpsters on campus. The public can find more information on pollution prevention in Appendix E.

Erosion and Sediment Control:

Erosion and sediment control during land disturbance activities on the VIMS campus is maintained by contractors performing the land disturbing activity. Erosion and Sediment Control inspections are performed by certified staff to ensure that contractors are following the approved erosion and sediment control plan and properly maintaining controls on site. As a result of land disturbing activities, sediments are exposed to storm water runoff. Without proper erosion and sediment controls, sediment laden runoff will drain to the storm sewer network and will eventually reach surface waters. Suspended sediments will increase the turbidity of receiving waters. Turbid waters restrict sunlight and are detrimental to aquatic ecosystems. Contractors are required to minimize discharges of sediments from construction sites and are subject to inspections by the Virginia Department of Environmental Quality (DEQ) and by certified staff on campus. As specified in Part II of 9VAC25-880-70, contractors are required to maintain a construction SWPPP on-site for project sites that disturb greater than or equal to 2,500 square feet. A construction SWPPP provides guidelines for erosion and sediment control activities. In the event of an illicit discharge, the SWPPP also acts as a logbook. Staff, students, and the general public utilizing campus spaces can report erosion and sediment control issue that are observed on campus to Facilities Management Director. The public can find more information regarding erosion and sediment control in the Virginia Stormwater Management Handbook, current version, see <https://online.encodeplus.com/regs/deq-va/index.aspx>.

Boat Basin Activities:

Boats within the basin can release various pollutants, including fuel, oil, antifouling paints, and marine debris. Which are all considered pollutants. Maintenance and repair activities conducted at docks have the potential to contribute to pollution through spills, waste materials, and other sources. Additionally, pollutants can be washed off boats during storm events, entering the water system. VIMS implements several Best Management Practices

(BMPs) to intercept and treat pollutant-laden runoff originating in the boat basin area, such as containment booms and oil-water separators. Additionally, training materials are provided to marine facility staff and boat operators to ensure proper handling and disposal of potential pollutants, emphasizing the importance of protecting the aquatic environment. The training materials are provided each time a vessel is checked out from the facility. The public can find more information on pollution prevention related to pollutants in Appendix E.

Table 3: Public Education and Outreach

BMP	Description	Responsible Department/Position	Audience	Strategy	Time Period
1.1	Vehicular Pollutants	Facilities Management, Ex. Director	Campus Staff and Students	Traditional written Materials/Flyer fact sheets	Spring Semester
1.2	Reduce Litter & Debris	Facilities Management, Ex. Director	Campus Staff	Media Materials/Electronic Media	Fall Semester
1.3	Reduction of Sediment Deposit	Facilities Management, Ex. Director	Campus Staff, students, visitors	Signage/Storm Drain Stenciling	Permanent
1.4	Boat Basin Activities	Facilities Management, Director of Marine Operations	Campus Staff/boat Operators	Training materials	Ongoing Annually

Measurable Goals:

VIMS will annually evaluate the effectiveness of the University's efforts contributing to the Public Education and Outreach Program. Progress or changes to these efforts will be noted in the Annual Report. The measurable goals by which each BMP will be evaluated are as follows:

- BMP1.1: # events traditional written materials and flyer fact sheets are distributed.
- BMP1.2: # of media blasts (includes social media posts, email listserv distributions, etc) are made
- BMP1.3: # of education signs maintained on campus
- BMP1.4: # of vessels checked out from the facility.

2.2 MCM 2- Public Involvement and Participation

General Permit Reference

- a. *The permittee shall develop and implement procedures for the following:*
 - 1) *The public to report potential illicit discharges, improper disposal, or spills to the MS4, complaints regarding land disturbing activities, or other potential stormwater pollution concerns;*
 - 2) *The public to provide comments on the permittee's MS4 program plan;*
 - 3) *Responding to public comments received on the MS4 program plan; and*
 - 4) *Maintaining documentation of public comments received on the MS4 program and associated MS4 program plan and the permittee's response.*
- b. *No later than three months after this permit's effective date, the existing permittee shall update and maintain a webpage dedicated to the MS4 program and stormwater pollution prevention. The following information shall be posted on this webpage:*
 - 1) *The effective MS4 permit and coverage letter;*
 - 2) *The most current MS4 program plan or location where the MS4 program plan can be obtained;*
 - 3) *The annual report for each year of the term covered by this permit no later than 30 days after submittal to the department;*
 - 4) *For permittees whose regulated MS4 is located partially or entirely in the Chesapeake Bay watershed, the most current Chesapeake Bay TMDL action plan or location where the Chesapeake Bay TMDL action plan can be obtained;*
 - 5) *For permittees whose regulated MS4 is located partially or entirely in the Chesapeake Bay watershed, the Chesapeake Bay TMDL implementation annual status reports for each year of the term covered by this permit no later than 30 days after submittal to the department;*
 - 6) *A mechanism for the public to report potential illicit discharges, improper disposal, or spills to the MS4, complaints regarding land-disturbing activities, or other potential stormwater pollution concerns in accordance with Part I E 2 a (1);*
 - 7) *Methods for how the public can provide comments on the permittee's MS4 program plan in accordance with Part I E 2 a (2) and if applicable, the Chesapeake Bay TMDL action plan in accordance with Part II A 13; and*
 - 8) *Federal and state nontraditional permittees with security policies preventing a MS4 program and stormwater pollution prevention webpage from being publicly accessible may utilize an internal staff accessible webpage such as an intranet webpage to meet the requirements of Part 1 E 2 b.*
- c. *Traditional permittees shall implement no fewer than four activities per year from two or more of the categories listed in Table 2 to provide an opportunity for public involvement to improve water quality and support local restoration and clean-up projects.*
- d. *Nontraditional permittees shall implement, promote, participate in, or coordinate on no fewer than four activities per year from two or more of the categories listed in Table 2 to provide an opportunity for public involvement to improve water quality and support local restoration and clean-up projects.*

<i>Table 2: Public Involvement Opportunities</i>	
<i>Public involvement opportunities</i>	<i>Examples (provided as example and are not meant to be all inclusive or limiting)</i>
<i>Monitoring</i>	<i>Establish or support citizen monitoring group</i>
<i>Restoration</i>	<i>Stream, watershed, shoreline, beach, or park clean-up day, adopt-a-water way program, tree plantings, and riparian buffer plantings</i>
<i>Public education activities</i>	<i>Booth at community fair, demonstration of stormwater control projects, climate change's effects on stormwater management, presentation of stormwater materials to schools to meet applicable education Standards of Learning or curriculum requirements, or watershed walks</i>
<i>Public meetings</i>	<i>Public meetings on proposed community stormwater management retrofits, green infrastructure redevelopment, ecosystem restoration projects, TMDL development, voluntary residential low impact development, climate change's effects on stormwater management, or other stormwater issue</i>
<i>Disposal or collection events</i>	<i>Household hazardous chemicals collection, vehicle fluids collection</i>
<i>Pollution prevention</i>	<i>Adopt-a-storm drain program, implement a storm drain marking program, promote use of residential stormwater BMPs, implement pet waste stations in public areas, adopt-a-street program.</i>

- e. *The permittee may coordinate the public involvement opportunities listed in Table 2 with other MS4 permittees; however, each permittee shall be individually responsible for meeting all of the permit requirements.*
- f. *The permittee may include staff and students in public participation events; however, the activity cannot solely include or be limited to staff participants with stormwater, groundskeeping, and maintenance duties in order for an event to qualify as public participation event.*
- g. *Staff training required in accordance with Part I E 6 d does not qualify as public participation event unless the training activity solicits participation from target audiences beyond staff or contractors with stormwater, groundskeeping, and maintenance duties.*
- h. *The MS4 program plan shall include:*
 - 1) *The webpage address where mechanisms for the public to report (i) potential illicit discharges, improper disposal, or spills to the MS4, (ii) complaints regarding land-disturbing activities, or (iii) other potential stormwater pollution concerns;*
 - 2) *The webpage address that contains the methods for how the public can provide input on the permittee's MS4 program; and*
 - 3) *A description of the public involvement activities to be implemented by the permittee, the anticipated time period the activities will occur, and a metric for each activity to determine*

if the activity is beneficial to water quality. An example of metrics may include the weight of trash collected from a stream cleanup, the number of participants in a hazardous waste collection event.

- i. *The annual report shall include the following information:*
 - 1) *A summary of any public input on the MS4 program received and how the permittee responded;*
 - 2) *A summary of stormwater pollution complaints received under the procedures established in Part I E 2 a (1), excluding natural flooding complaints, and how the permittee responded;*
 - 3) *A webpage address to the permittee's MS4 program and stormwater website;*
 - 4) *Federal and state nontraditional permittees with security policies preventing the MS4 program and stormwater pollution prevention webpage from being publicly accessible utilizing an internal staff accessible website, such as intranet, shall provide evidence of the current internal MS4 program and stormwater pollution prevention webpage;*
 - 5) *A description of the public involvement activities implemented by the permittee, including any efforts to reach out and engage all economic and ethnic groups;*
 - 6) *A description of public education and outreach activities conducted that also included education regarding climate change;*
 - 7) *A report of the metric as defined for each activity and an evaluation as to whether or not the activity is beneficial to improving water quality; and*
 - 8) *The name of other MS4 permittees with whom the permittee collaborated in the public involvement opportunities.*

Stormwater Management Webpage

VIMS maintains a Stormwater Management website to provide MS4 documentation and annual reports. The website also provides information for the public to: report potential illicit discharges, file a complaint regarding land disturbing activities and other stormwater pollution concerns, and to provide input on the MS4 program, Program Plan, and Chesapeake Bay TMDL Action Plan.

https://www.vims.edu/about/leadership_admin/operations/fac_man/stormwater_management/index.php

Procedures for Receiving Input on the MS4 Program & Affiliated Documents

The Stormwater Management website provides instructions for how the public can submit comments and concerns related to stormwater program, Program Plan issues on campus. If comments are received on the MS4 Program or Chesapeake Bay TMDL Action Plan, the appropriate responsible parties will review the comments, decide on the implementation of the comments and document the decision. If revisions to the Program Plan are required, the updates will be noted in the Annual Report and the updated Program Plan will be posted to the VIMS MS4 website within 30 days for the Plan update. Facilities Management staff will respond to public comments via email or phone in a timely manner. VIMS will maintain electronic records of all input or complaints received on the MS4 Program and Chesapeake Bay TMDL Action Plan and will also maintain electronic records of all

responses. The records will be maintained for the duration of the current permit period and are available upon request.

Procedures for Responding to Stormwater Concerns/Complaints and Potential Illicit Discharges

The Stormwater Management website provides instructions for how the public can submit comments and concerns regarding stormwater issues on campus. If comments or concerns about stormwater issues on campus are received, the Facilities Management staff will evaluate the concern/complaint and determine the appropriate way to respond to the complaint. Depending on the nature of the complaint received, Facilities Management staff may lead the response to the complaint. If a potential illicit discharge is suspected, VIMS will follow the IDDE procedures, see App D. Alternatively, the Facilities Management staff may contact the appropriate authority to respond to the complaint. VIMS Facility Management staff will maintain electronic records of all complaints received and how the complaint was responded to and resolved. The records will be maintained for the duration of the current permit period and are available upon request.

Public Involvement Activities

VIMS annually implements activities to encourage public involvement with stormwater and environmental centered activities. Table 4 presents public involvement activities conducted annually by VIMS staff:

Table 4: Public Involvement and Participation

BMP	Description	Responsible Party	Metric	Strategy	Time Period
2.1	Shoreline Cleanup	VIMS Green Team	Number of bags collected	Restoration	Spring and Fall Semester
2.2	Environmental Advisory Committee	VIMS Green Team	Members	Monitoring	Monthly
2.3	Campus Waste Cleanup Day	Facilities Management Director	Number of bags collected	Restoration	Spring-Annually
2.4	Stormwater Reduction Education	Communications and Marketing	Attendance	Education Events	Monthly

Measurable Goals:

VIMS will annually evaluate the effectiveness of the University's efforts contributing to Public Involvement and Participation Program. Progress or changes to these efforts will be noted in the Annual Report. The measurable goals by which each BMP will be evaluated are indicated by the metric presented in Table 3.

2.3 MCM 3- Illicit Discharge Detection and Elimination

General Permit Reference

- a. *The permittee shall develop and maintain an accurate MS4 map and information table as follows:*
 - 1) *An updated map of the MS4 owned or operated by the permittee within the MS4 regulated service area no later than 24 months after the permit effective date that includes, at a minimum:*
 - a) *MS4 outfalls discharging to surface waters, except as follows:*
 - i. *In cases where the outfall is located outside of the MS4 permittee's legal responsibility, the permittee may elect to map the known point of discharge location closest to the actual outfall; and*
 - ii. *In cases where the MS4 outfall discharges to receiving water channelized underground, the permittee may elect to map the point downstream at which the receiving water emerges above ground as an outfall discharge location. If there are multiple outfalls discharging to an underground channelized receiving water, the map shall identify that an outfall discharge location represents more than one outfall. This is an option a permittee may choose to use and recognizes the difficulties in accessing outfalls to underground channelized stream conveyances for purposes of mapping, screening, or monitoring.*
 - b) *A unique identifier for each mapped item required in Part I E 3;*
 - c) *The name and location of receiving waters to which the MS4 outfall or point of discharge discharges;*
 - d) *MS4 regulated service area; and*
 - e) *Stormwater management facilities owned or operated by the permittee.*
 - 2) *The permittee shall maintain an outfall information table associated with the MS4 map that includes the following information for each outfall or point of discharge for those cases in which the permittee elects to map the known point of discharge in accordance with Part I E 3 a (1) (a). The outfall information table may be maintained as a shapefile attribute table. The outfall information table shall contain the following:*
 - a) *A unique identifier as specified on the storm sewer system map;*
 - b) *The latitude and longitude of the outfall or point of discharge;*
 - c) *The estimated regulated acreage draining to the outfall or point of discharge;*
 - d) *The name of the receiving water;*
 - e) *The 6th Order Hydrologic Unit Code of the receiving water;*
 - f) *An indication as to whether the receiving water is listed as impaired in the Virginia 2022 305(b)/303(d) Water Quality Assessment Integrated Report; and*
 - g) *The name of any EPA approved TMDLs for which the permittee is assigned a wasteload allocation.*
 - 3) *No later than 24 months after permit issuance, the permittee shall submit to DEQ, a format file geodatabase or two shapefiles that contain at minimum:*

- a) *A point feature class or shapefile for outfalls with an attribute table containing outfall date elements required in accordance with Part I E 3 a (2); and*
- b) *A polygon feature class or shapefile for the MS4 service area as required in accordance with Part I E 3 a (1) (d) with an attribute table containing the following information:*
 - i. *MS4 operator name;*
 - ii. *MS4 permit number (VAR04); and*
 - iii. *MS4 service area total acreage rounded to the nearest hundredth.*
- 4) *All file geodatabases feature classes or shapefiles shall be submitted in the following data format standards:*
 - a) *Point data in NAD83 or WGS84 decimal degrees global positional system coordinates;*
 - b) *Data projected in Virginia Lambert Conformal Conic format;*
 - c) *Outfall location accuracy shall be represented in decimal degrees rounded to at least the fifth decimal place for latitude and longitude to ensure point location accuracy (e.g., 37.61741, -78.15279); and*
 - d) *Metadata that shall provide a description of each feature class or shapefile dataset, units of measure as applicable, coordinate system, and projection*
- 5) *No later than October 1 of each year, the permittee shall update the MS4 map and outfall information table to include any new outfalls constructed or TMDLs approved or both during the immediate preceding reporting period.*
- 6) *The permittee shall provide written notification to any downstream adjacent MS4 of any known physical interconnection established or discovered after the effective date of this permit.*
- b. *The permittee shall prohibit, through ordinance, policy, standard operating procedures, or other legal mechanism, to the extent allowable under federal, state, or local law, regulations, or ordinances, unauthorized nonstormwater discharges into the MS4. Nonstormwater discharges or flows identified in 9VAC25-890-20 D 3 shall only be addressed if they are identified by the permittee as a significant contributor of pollutants discharging to the MS4. Flows that have been identified by the department as de minimis discharges are not significant sources of pollutants to surface water.*
- c. *The permittee shall maintain, implement, and enforce illicit discharge detection and elimination (IDDE) written procedures designed to detect, identify, and address unauthorized nonstormwater discharges, including illegal dumping, to the MS4 to effectively eliminate the unauthorized discharge. Written procedures shall include:*
 - 1) *A description of the legal authorities, policies, standard operating procedures or other legal mechanisms available to the permittee to eliminate identified sources of ongoing illicit discharges including procedures for using legal enforcement authorities.*
 - 2) *Dry weather field screening protocols to detect, identify, and eliminate illicit discharges to the MS4. The protocol shall include:*
 - a) *A prioritized schedule of field screening activities and rationale for prioritization determined by the permittee based on such criteria as age of the infrastructure, land use, historical illegal discharges, dumping or cross connections;*
 - b) *If the total number of MS4 outfalls is equal to or less than 50, a schedule to screen all outfalls annually;*
 - c) *If the total number of MS4 outfalls is greater than 50, a schedule to screen a minimum of 50 outfalls annually such that no more than 50% are screened in the previous 12-*

- month period. The 50% criteria is not applicable if all outfalls have been screened in the previous three years;*
- d) The permittee may adopt a risk-based approach to dry weather screening identifying observation points based upon illicit discharge risks upstream of an outfall. Observation points may include points of interconnection, manholes, points of discharge, conveyances, or inlets suspected to have a high likelihood of receiving illicit discharges;*
 - e) Each observation point screened may be counted as one screening activity equivalent and counted towards the requirements of Part I E 3 c (2) (c); however, at least 50% of the minimum annual screening events must include outfall screening;*
 - f) Illicit discharges reported by the public and subsequent investigations may not be counted as screening events; however once the resolution of the investigation and the date the investigation was closed has been documented, an observation point may be established for future screening events; and*
 - g) A checklist or mechanism to track the following information for dry weather screening events:*
 - i. The unique identifier for the outfall or observation point;*
 - ii. Time since the last precipitation event;*
 - iii. The estimated quantity of the last precipitation event;*
 - iv. Site descriptions (e.g., conveyance type and dominant watershed land uses);*
 - v. Observed indicators of possible illicit discharge events, such as floatable, deposits, stains, and vegetative conditions (e.g., dying or dead vegetation, excessive vegetative growth);*
 - vi. Whether or not a discharge was observed;*
 - vii. If a discharge was observed, the estimated discharge rate and visual characteristics of the discharge (e.g., odor, color, clarity) and the physical condition of the outfall; and*
 - viii. For observation points, the location, downstream outfall unique identifier, and risk factors or rationale for establishing the observation point.*
- 3) A timeframe upon which to conduct an investigation to identify and locate the source of any observed unauthorized nonstormwater discharge. Priority of investigations shall be given to discharges of sanitary sewage and those believed to be a risk to human health and public safety. Discharges authorized under a separate VPDES or state permit require no further action under this permit.*
 - 4) Methodologies to determine the source of all illicit discharges. If the permittee is unable to identify the source of an illicit discharge within six months of beginning the investigation, then the permittee shall document that the source remains unidentified. If the observed discharge is intermittent, the permittee shall document that attempts to observe the discharge flowing were unsuccessful.*
 - 5) Methodologies for conducting a follow-up investigation for illicit discharges that are continuous or that permittees expect to occur more frequently than a one-time discharge to verify that the discharge has been eliminated except as provided for in Part I E 3 c (4);*
 - 6) A mechanism to track all illicit discharge investigations to document the following:*
 - a) The dates that the illicit discharge was initially observed, reported, or both;*
 - b) The results of the investigation, including the source, if identified;*

- c) *Any follow-up to the investigation;*
 - d) *Resolution of the investigation; and*
 - e) *The date that the investigation was closed.*
- d. *The MS4 program plan shall include:*
 - 1) *The MS4 map and information table required by Part I E 3 a. The map and outfall information table may be incorporated into the MS4 program plan by reference. The map shall be made available to the department within 14 days upon request;*
 - 2) *Copies of written notifications of new physical interconnections given by the permittee to other MS4s; and*
 - 3) *The IDDE procedures described in Part I E 3 c.*
- e. *The annual report shall include:*
 - 1) *A confirmation statement that the MS4 map and outfall information table have been updated to reflect any changes to the MS4 occurring on or before June 30 of the reporting year;*
 - 2) *The total number of outfalls and observation points screened during the reporting period as part of the dry weather screening program; and*
 - 3) *A list of illicit discharges to the MS4 including spills reaching the MS4 with information as follows:*
 - a) *The source of illicit discharge;*
 - b) *The dates that the discharge was observed, reported, or both;*
 - c) *Whether the discharge was discovered by the permittee during dry weather screening, reported by the public, or other method (describe);*
 - d) *How the investigation was resolved;*
 - e) *A description of any follow-up activities; and*
 - f) *The date the investigation was closed.*

Refer to *Appendix C* for a copy of the MS4 Map and the associated tables for outfalls and BMPs.

VIMS's MS4 connects with the Gloucester County and the Virginia Department of Transportation (VDOT) MS4s. Both have previously been notified and are aware that the systems interconnect. VIMS will provide written notification to the adjacent MS4's of any new connections. Copies of the written notification interconnection letters are available upon request from the Executive Director of Facilities Management.

VIMS has an *Illicit Discharge Detection and Elimination Program* dated revised October 2025. Refer to *Appendix D*.

2.4 MCM 4- Construction Site Stormwater Runoff and Erosion and Sediment Control

General Permit Reference

- a. *The permittee shall utilize its legal authority, such as ordinances, permits, orders, specific contract language, and interjurisdictional agreements, to address discharges entering the MS4 from regulated construction site stormwater runoff. The permittee shall control construction site stormwater runoff as follows:*
 - 1) *If the traditional permittee is a city, county, or town that has adopted a Virginia Erosion and Stormwater Management Program (VESMP), the permittee shall implement the VESMP consistent with the Virginia Erosion and Stormwater Management Act (§ 62.1-44.15:24 et seq. of the Code of Virginia) and Virginia Erosion and Stormwater Management Regulation (9VAC25-875);*
 - 2) *If the traditional permittee is a town that is required to adopt and administer a VESMP, the town may, pursuant to § 62.1-44.15:27 C of the Code of Virginia, enter into an agreement with the county the town lies within to become subject to the county's VESMP. If a town lies within the boundaries of more than one county, it may enter into an agreement with any of those counties that operates a VESMP. Implementation of a VESMP, consistent with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation by the county shall constitute compliance with Part I E 4 a; such town shall notify the county of erosion, sedimentation, or other construction stormwater runoff problems;*
 - 3) *If the nontraditional permittee is a state agency; public institution of higher education, including community colleges, colleges, and universities; or federal entity and has developed standards and specifications in accordance with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation, the permittee shall implement the most recent department approved standards and specifications; or*
 - 4) *If the nontraditional permittee is a state agency; public institution of higher education including community colleges, colleges, and universities; or federal entity and has not developed standards and specifications in accordance with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation, the permittee shall inspect all land-disturbing activities as defined in § 62.1-44.15:24 of the Code of Virginia that result in the disturbance of 10,000 square feet or greater, or 2,500 square feet or greater in accordance with areas designated under the Chesapeake Bay Preservation Act, as follows:*
 - a) *During or immediately following initial installation of erosion and sediment controls;*
 - b) *At least once per every two-week period;*
 - c) *Within 48 hours following any runoff producing storm event; and*
 - d) *At the completion of the project prior to the release of any performance bond.*
 - 5) *If the nontraditional permittee is school board or other local government body, the permittee shall inspect those projects resulting in a land disturbance as defined in § 62.1-44.15.24 of the Code of Virginia occurring on lands owned or operated by the permittee that result in the disturbance of 10,000 square feet or greater, 2,500 square feet or greater*

- in accordance with areas designated under the Chesapeake Bay Preservation Act, or in accordance with more stringent thresholds established by the local government, as follows:*
- a) *During or immediately following initial installation of erosion and sediment controls;*
 - b) *At least once per every two-week period;*
 - c) *Within 48 hours following any runoff producing storm event; and*
 - d) *At the completion of the project prior to the release of any performance bond.*
- b. *The permittee shall require implementation of appropriate controls to prevent nonstormwater discharges to the MS4, such as wastewater, concrete washout, fuels and oils, and other illicit discharges identified during land-disturbing activity inspections. The discharge of nonstormwater discharges other than those identified in 9VAC25-890-20 D through the MS4 is not authorized by this state permit.*
 - c. *Employees and contractors serving as plan reviewers, inspectors, program administrators, and construction site operators shall obtain the appropriate certifications as required under the Virginia Erosion and Stormwater Management Act and its attendant regulations;*
 - d. *The permittee's MS4 program plan shall include:*
 - 1) *If the permittee implements a VESMP for construction site stormwater runoff in accordance with Part I E 4 a (1), the local ordinance citations for the VESMP;*
 - 2) *If the permittee is a town that does not implement an erosion and stormwater management program for construction site stormwater runoff in accordance with Part I E 4 a (2), the county ordinance citations for the VESMP program the town is subject to;*
 - 3) *If the permittee implements standards and specifications for erosion and sediment control and construction site stormwater runoff in accordance with Part I E 4 a (3):*
 - a) *The most recently approved standards and specifications or if incorporated by reference, the location where the standards and specifications can be viewed; and*
 - b) *A copy of the most recent standards and specifications approval letter from the department;*
 - 4) *A description of the legal authorities utilized to ensure compliance with Part I E 4 a for erosion and sediment control and construction site stormwater runoff control, such as ordinances, permits, orders, specific contract language, policies, and interjurisdictional agreements;*
 - 5) *For traditional permittees, written inspection procedures to ensure construction site stormwater runoff and erosion and sediment controls requirements are maintained in accordance with 9VAC25-875-190 and onsite erosion and sediment controls are properly implemented in accordance with 9VAC25-875-140;*
 - 6) *For nontraditional permittees, erosion and sediment control plans or standards and specifications shall be approved by the department in accordance with § 62.1-44.15:34 or 62.1-44.15:31, respectively, of the Code of Virginia. Compliance with approved erosion and sediment control plans or standards and specifications shall be ensured by the permittee with written inspection procedures that at minimum include the following:*
 - a) *An inspection checklist for documenting onsite erosion and sediment control structures and systems are properly maintained and repaired as needed to ensure continued performance of their intended function; and*
 - b) *A list of all associated documents utilized for inspections, including checklists, department approved erosion and sediment control plans, or the most recently department approved standards and specifications, and any other documents utilized;*

- 7) *Traditional permittees shall maintain written procedures for requiring compliance through corrective action or enforcement action in accordance with the State Water Control Law (§ 62.1-44.2 et seq. of the Code of Virginia);*
 - 8) *Nontraditional permittees shall maintain written procedures for requiring compliance with department approved erosion and sediment control plans and standards and specifications through corrective action or enforcement action to the extent allowable under federal, state, or local law, regulation, ordinance, or other legal mechanisms; and*
 - 9) *The roles and responsibilities of each of the permittee's departments, divisions, or subdivisions in implementing erosion and sediment control and construction site stormwater runoff control requirements in Part I E 4.*
- e. *The annual report shall include the following:*
- 1) *Total number of erosion and sediment control inspections conducted;*
 - 2) *The total number of each type of compliance action and enforcement actions implemented; and*
 - 3) *For nontraditional permittees:*
 - a) *A confirmation statement that land-disturbing projects that occurred during the reporting period have been conducted in accordance with the current department approved standards and specifications for erosion and sediment control; and*
 - b) *If any land-disturbing projects were conducted without the department approved standards and specifications, a list of all land-disturbing projects that occurred during the reporting period with erosion and sediment control plan approval dates for each project.*

Under the VSMP permit, VIMS is required to develop, implement, and enforce a program to reduce the discharge of pollutants associated with construction activities into the MS4. VIMS is a campus associated with the College of William and Mary who operates its own Erosion and Sediment Control and Stormwater Management (ESC/SW) program under a set of Standards and Specifications (S&S). VIMS defers to the College's Standards & Specifications. The College posts the current S&S and approval letter on their website found at the following link:

<https://www.wm.edu/offices/facilities/departments/opmaint/stormwater/>

Written inspection procedures and procedures for requiring compliance through corrective actions or enforcement actions may be found in the Standards and Specifications. VIMS personnel receive training by DEQ on ESC and SWM to enforce such programs. Certified and professional staff of VIMS or certified VIMS consultant staff are responsible for reviewing plans during the permitting process and conducting regular inspections of the site during construction. Inspection and plan review procedures are implemented in accordance with state laws and regulations and the College of William & Mary S&S. The VIMS Ex. Director of Facilities Management oversees MCM4.

The S&S provides the structure for the following: Review and approval of project plans by certified personnel; Inspection of project sites by certified personnel and the required time intervals; Enforcement and violations.

2.5 MCM 5- Post-Construction Stormwater Management for New Developed and Development on Prior Developed Lands

General Permit Reference

- a. *The permittee shall address post-construction stormwater runoff that enters the MS4 from the following land-disturbing activities by implementing a post-construction stormwater runoff management program as follows:*
 - 1) *If the traditional permittee is a city, county, or town, with an approved Virginia Erosion and Stormwater Management Program (VESMP), the permittee shall implement the VESMP consistent with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation as well as maintain an inspection and maintenance program in accordance with Parts I E 5 b and c;*
 - 2) *If the traditional permittee is a town that has not adopted a VESMP, entering into an agreement for the implementation of a VESMP consistent with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation by the surrounding county shall constitute compliance with Part I E 5 a; such town shall notify the surrounding county of erosion, sedimentation, or other post-construction stormwater runoff problems and maintain an inspection and maintenance program in accordance with Part I E 5 c and d;*
 - 3) *If the traditional permittee is a city, county, or town receiving initial permit coverage during the permit term and must obtain VESMP approval from the department, the permittee shall implement the VESMP consistent with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation as well as develop an inspection and maintenance program in accordance with Part I E 5 b and c no later than 60 months after receiving permit coverage;*
 - 4) *If the nontraditional permittee is a state agency; public institution of higher education including community colleges, colleges, and universities; or federal entity and has developed standards and specifications in accordance with the Virginia Erosion and Stormwater Management Act and Virginia Erosion and Stormwater Management Regulation, the permittee shall implement the most recent department approved standards and specifications and maintain an inspection and maintenance program in accordance with Part I E 5 b;*
 - 5) *If the nontraditional permittee is a state agency; public institution of higher education including community colleges, colleges, and universities; or federal entity and has not developed standards and specifications in accordance with the Virginia Erosion and Stormwater Management Act (§ 62.1-44.15:24 et seq. of the Code of Virginia) and Virginia Erosion and Stormwater Management Regulation, the permittee shall implement a post-construction stormwater runoff control program through compliance with 9VAC25-875 and with the implementation of a maintenance and inspection program consistent with Part I E 5 b no later than 60 months after receiving permit coverage; or*
 - 6) *If the nontraditional permittee is a school board or other local government body, the permittee shall implement a post-construction stormwater runoff control program through*

- compliance with 9VAC25-875 or in accordance with more stringent local requirements, if applicable, and with the implementation of a maintenance and inspection program consistent with Part I E 5 b.*
- b. The permittee shall implement an inspection and maintenance program for those stormwater management facilities owned or operated by the permittee as follows:*
 - 1) Within six months of the permit effective date, the permittee shall develop and maintain written inspection and maintenance procedures in order to ensure adequate long-term operation and maintenance of its stormwater management facilities. The permittee may use inspection and maintenance specifications available from the Virginia Stormwater BMP Clearinghouse or inspection and maintenance plans developed in accordance with the department's Stormwater Local Assistance Fund (SLAF) guidelines;*
 - 2) Employees and contractors implementing the stormwater program shall obtain the appropriate certifications as required under the Virginia Erosion and Stormwater Management Act and its attendant regulations;*
 - 3) The permittee shall inspect stormwater management facilities owned or operated by the permittee no less frequently than once per year. The permittee may choose to implement an alternative schedule to inspect these stormwater management facilities based on facility type and expected maintenance needs provided that the alternative schedule and rationale is included in the MS4 program plan. The alternative inspection frequency shall be no less often than once per five years; and*
 - 4) If during the inspection of the stormwater management facility conducted in accordance with Part I E 5 b (2), it is determined that maintenance is required, the permittee shall conduct the maintenance in accordance with the written procedures developed under Part I E 5 b (1).*
 - c. For traditional permittees described in Part I E 5 a (1), (2) or (3), the permittee shall:*
 - 1) Implement an inspection and enforcement program for stormwater management facilities not owned by the permittee (i.e., privately owned) that includes:*
 - a) An inspection frequency of no less than once per five years for all privately owned stormwater management facilities that discharge into the MS4; and*
 - b) Adequate long-term operation and maintenance by the owner of the stormwater management facility by requiring the owner to develop and record a maintenance agreement, including an inspection schedule to the extent allowable under state or local law or other legal mechanism;*
 - 2) Utilize its legal authority for enforcement of the maintenance responsibilities in accordance with 9VAC25-875-533 if maintenance is neglected by the owner;*
 - 3) The permittee may develop and implement a progressive compliance and enforcement strategy provided that the strategy is included in the MS4 program plan;*
 - 4) The permittee may utilize the inspection reports provided by the owner of the stormwater management facility as a part of an inspection and enforcement program in accordance with 9VAC25-875-140 D.*
 - d. The MS4 program plan shall include:*
 - 1) If the permittee implements a VESMP in accordance with Part I E 5 a (1), (2), or (3):*
 - a) A copy of the VESMP approval letter issued by the department;*
 - b) Written inspection procedures and all associated documents utilized in the inspection of privately owned stormwater management facilities; and*

- c) *Written procedures for compliance and enforcement of inspection and maintenance requirements for privately owned stormwater management facilities.*
- 2) *If the permittee implements a post-development stormwater runoff control program in accordance with Part I E 5 a (4):*
 - a) *The most recently approved standards and specifications or if incorporated by reference, the location where the standards and specifications can be viewed; and*
 - b) *A copy of the most recent standards and specifications approval letter from the department.*
- 3) *A description of the legal authorities utilized to ensure compliance with Part I E 5 a for post-construction stormwater runoff control such as ordinances (provide citation as appropriate), permits, orders, specific contract language, and interjurisdictional agreements;*
- 4) *Written inspection and maintenance procedures and other associated template documents utilized during inspection and maintenance of stormwater management facilities owned or operated by the permittee; and*
- 5) *The roles and responsibilities of each of the permittee's departments, divisions, or subdivisions in implementing the post-construction stormwater runoff control program;*
- e. *The annual report shall include the following information:*
 - 1) *If the traditional permittee implements a VESMP in accordance with Part I E 5 a (1), (2), or (3):*
 - a) *The number of privately owned stormwater management facility inspections conducted; and*
 - b) *The number of enforcement actions initiated by the permittee to ensure long-term maintenance of privately owned stormwater management facilities including the type of enforcement action;*
 - 2) *Total number of inspections conducted on stormwater management facilities owned or operated by the permittee;*
 - 3) *A description of the significant maintenance, repair, or retrofit activities performed on the stormwater management facilities owned or operated by the permittee to ensure it continues to perform as designed. This does not include routine activities such as grass mowing or trash collection;*
 - 4) *For traditional permittees as specified in Part I E 5 a (1), a confirmation statement that the permittee submitted stormwater management facility information through the Virginia Construction Stormwater General Permit database for those land-disturbing activities for which the permittee was required to obtain coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities in accordance with Part III B 1 or a statement that the permittee did not complete any projects requiring coverage under the General VPDES Permit for Discharges of Stormwater from Construction Activities (9VAC25-880;*
 - 5) *A confirmation statement that the permittee electronically reported stormwater management facilities using the DEQ BMP Warehouse in accordance with Part III B 1 and 2; and*
 - 6) *A confirmation statement that the permittee electronically reported stormwater management facilities inspected using the DEQ BMP Warehouse in accordance with Part III B 5.*

Under the VSMP permit, VIMS is required to develop, implement, and enforce a program to inspect and maintain stormwater management facilities owned or operated by the permittee. VIMS is a campus associated with the College of William and Mary who operates its own Erosion and Sediment Control and Stormwater Management (ESC/SW) program under a set of Standards and Specifications (S&S). VIMS defers to the College's Standards & Specifications. The College posts the current S&S and approval letter on their website found at the following link:

<https://www.wm.edu/offices/facilities/departments/opmaint/stormwater/>

Written inspection procedures for the inspection of stormwater management facilities owned or operated by VIMS are available upon request, contact the Director of Facilities Management. VIMS personnel receive training by DEQ for the inspection SWM facilities. Certified and professional staff of VIMS or certified VIMS consultant staff are responsible for performing and documenting SWM Inspections annually. The VIMS Director of Facilities Management oversees MCM4. If repairs or significant maintenance are required then Facilities Management will contract a third party.

Refer to *Appendix C* for a copy of the Campus Map including outfall and BMP information, as well as the associated tables. VSU maintains an electronic database of the SWM facilities per the requirements in Part I E.5.d This database is updated no later than 30 days after a new SWM Facility or BMP is brought online.

VIMS will use the DEQ Construction Stormwater Database (<https://apps.deq.virginia.gov/swcgp>) to report each stormwater management facility installed after July 1, 2014 to address the control of post- construction runoff from land disturbing activities for which a General VPDES Permit for Discharges of Stormwater for Construction activities was required.

VIMS will use the DEQ BMP Warehouse (<https://apps.deq.virginia.gov/BMP>) to report the stormwater management facilities implemented during each reporting year for which a General VPDES Permit for Discharges of Stormwater from Construction Activities was not required.

The Director of Facilities Management is responsible for the implementation of MCM5.

2.6 MCM 6- Pollution Prevention and Good Housekeeping for Facilities Owned or Operated by the Permittee Within the MS4 Service Area

General Permit Reference

- a. *The permittee shall maintain and implement written good housekeeping procedures for those activities listed in Part I E 6 b at facilities owned or operated by the permittee designed to meet the following:*
 - 1) *Prevent illicit discharges;*
 - 2) *Ensure permittee staff or contractors properly dispose of waste materials, including landscape wastes and prevent waste materials from entering the MS4;*
 - 3) *Prevent the discharge of wastewater or wash water not authorized in accordance with 9VAC25-890-2 D 3 u, into the MS4 without authorization under a separate VPDES permit; and*
 - 4) *Minimize the pollutants in stormwater runoff.*
- b. *The permittee shall develop and implement written good housekeeping procedures that meet the objectives established in Part I E 6 a for the following activities:*
 - 1) *Road, street, sidewalk, and parking lot maintenance and cleaning:*
 - a) *Within 24 months of permit issuance, permittees that apply anti-icing and deicing agents shall update and implement procedures in accordance with Part I E to include implementation of best management practices for anti-icing and deicing agent application, transport, and storage;*
 - b) *Procedures developed in accordance with Part I E shall prohibit the application of any anti-icing or deicing agent containing urea or other forms of nitrogen and phosphorus;*
 - 2) *Renovation and significant exterior maintenance activities (e.g., painting, roof resealing, and HVAC coil cleaning) not covered under separate VPDES construction general permit. The permittee shall develop and implement procedures no later than 36 months after permit issuance;*
 - 3) *Discharge water pumped from construction and maintenance activities not covered by another permit covering such activities;*
 - 4) *Temporary storage of landscaping materials;*
 - 5) *Maintenance of permittee owned or operated vehicles and equipment (i.e., prevent pollutant discharges from leaking permittee vehicles and equipment);*
 - 6) *Application of materials, including pesticides and herbicides shall not exceed manufacturer's recommendations; and*
 - 7) *Application of fertilizer shall not exceed maximum application rates established by applicable nutrient management plans. For areas not covered under nutrient management plans where fertilizer is applied, application rates shall not exceed manufacturer's recommendations.*
- c. *The permittee shall require through the use of contract language, training, written procedures, or other measures within the permittee's legal authority that contractors employed by the permittee and engaging in activities described in Part I E 6 b follow established good*

- housekeeping procedures and use of appropriate control measures to minimize the discharge of pollutants to the MS4.*
- d. *The written procedures established in accordance with Part I E 6 a and b shall be utilized as part of the employee training program, and the permittee shall develop a written training plan for applicable field personnel that ensures the following:*
 - 1) *Applicable field personnel shall receive training in prevention, recognition, and elimination of illicit discharges no less often than once per 24 months;*
 - 2) *Employees performing road, street, sidewalk, and parking lot maintenance shall receive training in good housekeeping procedures required under Part I E 6 b (1) no less often than once per 24 months;*
 - 3) *Employees working in and around facility maintenance, public works, or recreational facilities shall receive training in applicable Part I E 6 a and b good housekeeping procedures required no less than once per 24 months;*
 - 4) *Employees working in and around high-priority facilities with stormwater pollution prevention plan (SWPPP) shall receive training in applicable site specific SWPPP procedures no less often than once per 24 months;*
 - 5) *Employees whose duties include emergency spill control and response shall be trained in spill control and response. Emergency responders, such as firefighters and law-enforcement officers, trained on handling of spill control and response as part of a larger emergency response training shall satisfy this training requirement and be documented in the training plan; and*
 - 6) *Employees and contractors hired by the permittee who apply pesticides and herbicides shall be trained and certified in accordance with the Virginia Pesticide Control Act (§3.2-3900 et seq. of the Code of Virginia). Certification by the Virginia Department of Agriculture and Consumer Services (VDACS) Pesticide and Herbicide Applicator program shall constitute compliance with this requirement. Contracts for the application of pesticide and herbicides executed after the effective date of this permit shall require contractor certification.*
 - e. *The permittee shall maintain documentation of each training activity conducted by the permittee to fulfill the requirements of Part I E 6 d for a minimum of three years after training activity completion. The documentation shall include the following information:*
 - 1) *The date when applicable employees have completed the training activity;*
 - 2) *The number of employees who have completed the training activity; and*
 - 3) *The training objectives and good housekeeping procedures required under Part I E 6 a covered by training activity*
 - f. *The permittee may fulfill the training requirements in Part I E 6 d, in total or in part, through regional training programs involving two or more MS4 permittees; however, the permittee shall remain responsible for ensuring compliance with the training requirements.*
 - g. *Within 12 months of permit coverage, the permittee shall identify any new high-priority facilities located in expanded 2020 census urban areas with a population of at least 50,000.*
 - h. *Within 36 months of permit coverage, the permittee shall implement SWPPPs for high-priority facilities meeting the conditions of Part I E 6 i and which are located in expanded 2020 census urban areas with a population of at least 50,000.*
 - i. *The permittee shall maintain and implement a site specific SWPPP for each high-priority facility as defined in 9VAC25-890-1 that does not have or require separate VPDES permit coverage, and*

which any of the following materials or activities occur and are expected to have exposure to stormwater resulting from rain, snow, snowmelt, or runoff:

- 1) Area where residuals from using, storing, or cleaning machinery or equipment remain and are exposed to stormwater;*
 - 2) Materials or residuals on the ground or in stormwater inlets from spills or leaks;*
 - 3) Material handling equipment;*
 - 4) Materials or products that would be expected to be mobilized in stormwater runoff during loading or unloading or transporting activities (e.g., rock, salt, fill dirt);*
 - 5) Materials or products stored outdoors (except final products intended for outside use where exposure to stormwater does not result in the discharge of pollutants);*
 - 6) Materials or products that would be expected to be mobilized in stormwater runoff contained in open, deteriorated, or leaking storage drums, barrels, tanks, and similar containers;*
 - 7) Waster material except waste in covered, nonleaking containers (e.g., dumpsters);*
 - 8) Application or disposal of process wastewater (unless otherwise permitted); or*
 - 9) Particulate matter or visible deposits of residuals from roof stacks, vents, or both not otherwise regulated (i.e., under an air quality control permit) and evident in the stormwater runoff.*
- j. Each SWPPP as required in Part I E 6 g shall include the following:*
- 1) A site description that includes a site map identifying all outfalls, direction of stormwater flows, existing source controls, and receiving water bodies;*
 - 2) A description and checklist of the potential pollutants and pollutant sources;*
 - 3) A description of all potential nonstormwater discharges;*
 - 4) A description of all structural control measures, such as stormwater management facilities and other pollutant source controls, applicable to SWPPP implementation (e.g., permeable pavement or oil-water separators that discharge to sanitary sewer are not applicable to the SWPPP), such as oil-water separators, and inlet protection designed to address potential pollutants and pollutant sources at risk of being discharged to the MS4;*
 - 5) A maintenance schedule for all stormwater management facilities and other pollutant source controls applicable to SWPPP implementation described in Part I E 6 h (4);*
 - 6) Site specific written procedures designed to reduce and prevent pollutant discharge that incorporate by reference applicable good housekeeping procedures required under Part I E 6 a and b;*
 - 7) A description of the applicable training as required in Part I E 6 d (4);*
 - 8) An inspection frequency of no less often than once per year and maintenance requirements for site specific source controls. The date of each inspection and associated findings and follow-up shall be logged in each SWPPP;*
 - 9) A log of each unauthorized discharge, release, or spill incident reported in accordance with Part IV G including the following information:*
 - a) Date of incident;*
 - b) Material discharge, released, or spilled; and*
 - c) Estimated quantity discharged, released, or spilled;*
 - 10) A log of modifications to the SWPPP made as a result of any unauthorized discharge, release, or spill in accordance Part I E 6 j or changes in facility activities and operation requiring SWPPP modification; and*

- 11) *The point of contact for SWPPP implementation.*
- k. *No later than June 30 of each year, the permittee shall annually review any high-priority facility owned or operated by the permittee for which an SWPPP has not been developed to determine if the facility meets any of the conditions described in Part I E 6 g. If the facility is determined to need an SWPPP, the permittee shall develop an SWPPP meeting the requirements of Part I E 6 h no later than December 31 of that same year. The permittee shall maintain a list of all high-priority facilities owned or operated by the permittee not required to maintain an SWPPP in accordance with Part I E 6 g and this list shall be available upon request.*
 - l. *The permittee shall review the contents of any site specific SWPPP no later than 30 days after an unauthorized discharge, release, or spill reported in accordance with Part IV G to determine if additional measures are necessary to prevent future unauthorized discharges, release, or spills. If necessary, the SWPPP shall be updated no later than 90 days after the unauthorized discharge.*
 - m. *The SWPPP shall be kept at the high-priority facility and utilized as part of employee SWPPP training required in Part I E 6 d (4). The SWPPP and associated documents may be maintained as a hard copy or electronically as long as the documents are available to employees at the applicable site.*
 - n. *If activities change at a facility such that the facility no longer meets the definition of a high-priority facility, the permittee may remove the facility from the list of high-priority facilities with a high potential to discharge pollutants.*
 - o. *If activities change at a facility such that the facility no longer meets the criteria requiring SWPPP coverage as described in Part I E 6 g, the permittee may remove the facility from the list of high-priority facilities that require SWPPP coverage.*
 - p. *The permittee shall maintain and implement turf and landscape nutrient management plans that have been developed by a certified turf and landscape nutrient management planner in accordance with § 10.1-104.2 of the Code of Virginia on all lands owned or operated by the permittee where nutrients are applied to a contiguous area greater than one acre. If nutrients are being applied to achieve final stabilization of a land-disturbance project, application shall follow the manufacturer's recommendations.*
 - q. *Within 12 months of permit coverage, the permittee shall identify contiguous areas greater than one acre located in expanded 2020 census urban areas with population of at least 50,000 and within the permittee's MS4 service area requiring turf and landscape nutrient management plans.*
 - r. *Within 36 months of permit coverage, the permittee shall implement turf and landscape nutrient management plans on contiguous areas greater than one acre located in expanded 2020 census urban areas with a population of at least 50,000 and within the permittee's MS4 service area.*
 - s. *If nutrients are being applied to achieve final stabilization of a land-disturbance project, application shall follow the manufacturer's recommendations. For newly established turf where nutrients are applied to a contiguous area greater than one acre, the permittee shall implement a nutrient management plan no later than six months after the site achieves final stabilization.*
 - t. *Nutrient management plans developed in accordance with Part I E 6 n shall be submitted to the Department of Conservation and Recreation (DCR) for approval.*
 - u. *Nutrient management plans that are expired as of the effective date of this permit shall be submitted to DCR for renewal within six months after the effective date of this permit. Thereafter, all nutrient management plans shall be submitted to DCR at least 30 days prior to*

- nutrient management plan expiration. Within 36 months of permit coverage, no nutrient management plans maintained by the permittee in accordance with Part I E 6 n shall be expired due to DCR documented noncompliance with 4VAC50-85-130 provided to the permittee.*
- v. *Nutrient management plans may be maintained as a hard copy or electronically as long as the documents are available to employees at the applicable site.*
 - w. *Nontraditional permittees with lands regulated under § 10.1-104.4 of the Code of Virginia, including state agencies, state colleges and universities, and other state government entities, shall continue to implement turf and landscape nutrient management plans in accordance with this statutory requirement.*
 - x. *The MS4 program plan shall include:*
 - 1) *A list of written good housekeeping procedures for the operations and maintenance activities as required by Part I E 6 a and b;*
 - 2) *A list of all high-priority facilities owned or operated by the permittee required to maintain an SWPPP in accordance with Part I E 6 g, that includes the facility name, facility location, and the location of the SWPPP for each high-priority facility shall be incorporated by reference;*
 - 3) *A list of locations for which turf and landscape nutrient management plans are required in accordance with Part I E 6 n and s, including the following information:*
 - a) *The total acreage covered by each nutrient management plan;*
 - b) *The DCR approval date and expiration date for each nutrient management plan;*
 - c) *The location of the nutrient management plan hardcopy or electronic document being maintained;*
 - 4) *A summary of mechanisms the permittee uses to ensure contractors working on behalf of the permittees implement the necessary good housekeeping and pollution prevention procedures, and stormwater pollution plans as appropriate; and*
 - 5) *The written training plan as required in Part I E 6 d.*
 - y. *The annual report shall include the following:*
 - 1) *A summary of any written procedures developed or modified in accordance with Part I E 6 a and b during the reporting period;*
 - 2) *A confirmation statement that all high-priority facilities were reviewed to determine if SWPPP coverage is needed during the reporting period;*
 - 3) *A list of any new SWPPPs developed in accordance Part I E 6 i during the reporting period;*
 - 4) *A summary of any new SWPPPs developed in accordance with Part I E 6 j, 6 l, or 6 m;*
 - 5) *The rationale for any high-priority facilities delisted in accordance with Part I E 6 l or m during the reporting period;*
 - 6) *The status of each nutrient management plan as of June 30 of the reporting year (e.g., approved, submitted and pending approval, and expired);*
 - 7) *A list of the training activities conducted in accordance with Part I E 6 d, including the following information:*
 - a) *The completion date of the training activity;*
 - b) *The number of employees who attended the training activity; and*
 - c) *The objective and good housekeeping procedures covered by the training activity.*

Standard Operating Procedures

VIMS maintains Standard Operations and Maintenance Procedures in the offices of Facilities Management and are maintained by FM. The following Standard Operating Procedures can be found in Appendix E:

- Landscape Maintenance
- Spill Prevention and Response
- Parking Lots, Driveways, and Pervious Surface Maintenance
- Anti-icing and Deicing
- Pumped Water Discharges
- Use of Fertilizers
- Use of Herbicides and Pesticides
- Vehicle/Equipment Maintenance
- Renovation and Significant Exterior Maintenance

A stormwater pollution prevention plan (SWPPP) is maintained to cover the entire campus. The SWPPP includes a summary of the potential illicit discharge sources and a summary of procedures implemented by VIMS to reduce and prevent these sources. The SWPPP is maintained by Facilities Management.

Table 5: High Priority Facilities

Location	Address	Description	Discharge Potential
Boat Basin	1280 Franklin Rd, Gloucester Point, VA 23062	Located on west-campus, the marina is accessed via Franklin Rd	High
Gloucester Point Parking	1255 Greate Rd, Gloucester Point, VA 23062	Parking area close to the Beach Park and adjacent to the Boat Basin	High
Facilities Management Building	1370 Greate Rd, Gloucester Point, VA 23062	Located on the East side of campus, this building can be identified by its brick exterior.	High

VIMS has developed and implemented one University-wide SWPPP for the facilities identified in Table 5 that have a high potential to discharge pollutants in stormwater. VIMS will assess its MS4 service area as part of the annual SWPPP inspection in order to determine if any changes (additions or deletions) to Table 5 are needed. The campus-wide SWPPP will be updated in accordance with changes to Table 5. VIMS will review the SWPPP no later than 30 days after any unauthorized discharge and update the SWPPP within 90 days.

Nutrient Management Plan

The VIMS Campus is comprised of turf grass (tall fescue mix) and landscape areas where nutrients may be applied to a continuous area of greater than one-acre. VIMS has prepared one overall Nutrient Management Plan for all turf grounds that receive fertilizer on the campus as required. Contact the Ex. Director of Facilities Management for a copy of the Nutrient Management Plan and approval letter.

Mechanisms to Ensure Good Housekeeping

A summary of mechanisms VIMS uses to ensure contractors working on their behalf implement the necessary good housekeeping and pollution prevention procedures, and stormwater pollution plans as appropriate are indicated in the William & Mary Standards and Specifications and Contract documents, including:

- Hire certified individuals
- Provide training to ground crews
- Require necessary procedures in the contracts

Training Plan

Stormwater Pollution Prevention/IDDE training for all Facilities Management personnel is provided with the employee onboarding training and no less than once per 24 months. Training is provided in person in a presentation format.

- Applicable field personnel shall receive training in the prevention, recognition, and elimination of illicit discharges.
- Employees performing road, street, sidewalk, and parking lot maintenance shall receive training in good housekeeping procedures.
- Employees working in and around facility maintenance, public works, or recreational facilities shall receive training in good housekeeping procedures.
- Employees working in and around high priority facilities with a stormwater pollution prevention plan shall receive training in applicable site specific SWPPP procedures.
- Employees whose duties include emergency spill control and response shall be trained in spill control and response.

- Employees and contractors hired by the VIMS who apply pesticides and herbicides shall be trained and certified in accordance with the Virginia Pesticide Control Act. Certification by the Virginia Department of Agriculture and Consumer Services (VDACS) Pesticide and Herbicide Applicator program constitutes compliance with this requirement.

Table 7: Staff Training

Participants	Type	Frequency
Facilities Management	Pollution Prevention/ Housekeeping	Onboarding, 24 months
Facilities Management	ESC/ SWM Program Administrators/ Reviewers/ Inspectors	Review Credentials Annually
Marine Operations	High Priority/ Illicit Discharges	Onboarding, 24 months
Marine Operations/ Facilities Management	Spill Response	Onboarding, 24 months

Records of trainings including the number of participants and objectives, will be maintained by the Ex. Director of Facilities Management for a minimum of three years after the training event.

A- VIMS Stormwater Management Master Plan

B- VIMS Chesapeake Bay TMDL Action Plan

C- MS4 Map and Regulatory Compliance Tables for Outfalls and BMPs

D- VIMS IDDE Program

E- Standard Operating Procedures

F- SWM Inspection Procedures