



*Water Resources*

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October 1, 2015

Department of Environmental Quality  
Blue Ridge Regional Office  
Attn: Ms. Winks  
7705 Timberlake Road  
Lynchburg VA 24502

Re: MS4 General Permit Annual Report  
VAR040008  
Permit Year 2

Dear Ms Winks:

The following information is submitted as a requirement of the above referenced Municipal Separate Storm Sewer System permit.

## A. Background Information

**Name of Program Submitting Annual Report**

City of Lynchburg, Virginia

**Permit Number**

VAR040008

**Annual Report Year**

Permit Year 2

**Modification to any operator's department's roles and responsibilities**

The Department of Water Resources remains the responsible department of the permit.

**Number of new MS4 outfalls and associated acreage by HUC added during the permit year.** One new MS4 outfall was added in permit year two. Required information is listed in the table below.

Outfall Site	Drainage Ac.	HUC	Receiving Stream
Carroll Ave	4.19	JM 11	Fishing Creek

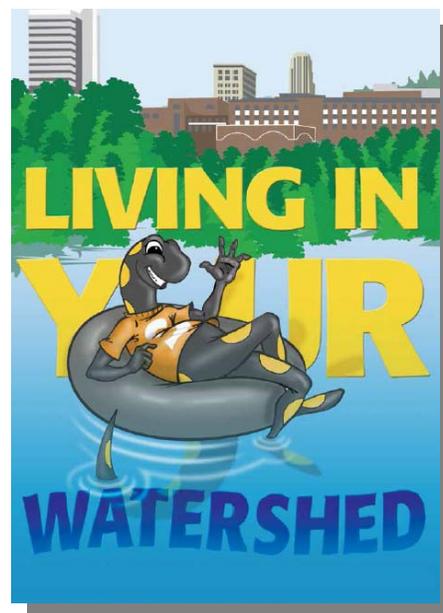
## B. Status of Compliance & Assessment of Appropriateness

### 1. Public education and outreach on stormwater impacts.

#### 1.A General Public Education and Outreach

In 2012, the City implemented a stormwater utility to provide the dedicated revenue needed to support the City’s stormwater program. At the time there was considerable effort placed on educating the citizens and stakeholders as to what the stormwater program was about and the various components that are required to run a successful program. It is just as important now to continue to educate the Citizens about the stormwater program and now their role in being part of the solution.

In addition to the activities listed below, the City updated and reprinted 20,000 copies of the Living In Your Watershed booklet during PY 2. This booklet has been handed out to 4<sup>th</sup> graders of the Lynchburg City School system for the past decade. It has become an integral part of the curriculum for teaching students about watersheds and watershed issues, the value of water and good stewardship practices.



The internet remains a cost effective way to provide stormwater management information to the public so the City will continue to host a stormwater management web page that will serve as a resource for citizens regarding stormwater management and pollution prevention activities. This site will be continually updated with information regarding the MS4 Permit, the Utility and Credit Program and the Illicit Discharge page. The following is the web address of the stormwater home page: <http://www.lynchburgva.gov/stormwater-management>.

During PY3, the City will continue to implement the General Public and Education Outreach strategies outlined in the Program Plan. These include distribution of print material, general messages regarding stormwater pollution and presentations to community groups.

Date	Event/Description	Audience Reached
8/1/2014	Met with Downtown residents on importance of managing pet waste and Fats, Oils and Grease	3
8/19/2014, 8/20/2014	Stream clean up with Lynchburg College Students of College Lake and Blackwater Creek	35
8/21/2014	Rain Barrel Workshop	1
8/22/2014	Rain Barrel/Student Garden. Consult with James River Day School about installation/	1

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	maintenance of Rain Barrels and incorporating watershed education into the student garden.	
10/4/2014	Day at the Point Festival. Information Booth/Table Display.	2,917
10/16/2014	Rain Barrel Workshop	6
11/13/2014	Rain Barrel/Student Garden. Consult with Carl B. Hutcherson School Principal and Teachers about installation/maintenance of Rain Barrels and incorporating watershed education into the student garden.	8
1/29/2015	Walkable Watershed Community Meeting	~25
3/13/2015 - 6/15/2015	Living In Your Watershed booklets distributed to 4 <sup>th</sup> graders.	600
4/22/2015	Stormwater presentation at Jefferson Park to Lynchburg College Students and community members.	16
Ongoing	Experience the James Museum Exhibit – Highlight history of the James River and importance of conservation efforts. Tied to 4 <sup>th</sup> Grade SOL lessons.	>600

Assessment: Community awareness has significantly improved by implementing an education outreach program. This BMP appears to be appropriate and will be continued.

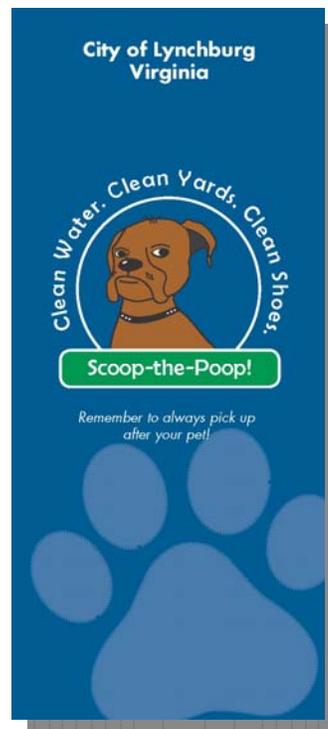
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**1.B Pet Waste Pollution Prevention Education and Outreach**

Bacterial impairments are typically related to fecal bacteria that come from wildlife, agricultural activities, pets, and human sources. However, pet and animal waste can also be a large contributor of bacteria to local waterways. Many of the City’s recreational facilities, including a significant trails system and a recently built dog park, are located relatively close, if not adjacent, to local waterways. In addition, the City continues to be actively involved in the redevelopment of the James River Bacteria TMDL to address sources of bacteria with pet waste identified as a source.

Although this TMDL is not yet approved, the City has moved forward with this public education program with a *Clean Water, Clean Yards, Clean Shoes* message to encourage the users of City facilities to clean up after their pets in the hopes they will carry that message home with them. During PY3, the City will work to develop partnerships with organizations, such as the Lynchburg Humane Society, to reach the target audience through their newsletter and in participation in their programs. The City has a target of reaching 20% or 200 homeowners in PY 3.

The following is a summary of the PY 2 Activities,



Measurable Goal	# of People Reached	% of Target Audience Reached
Attend community events and distribute information	3,024	302%
Distributed Pet Waste brochure	2,500	250%

The following activities are planned for PY 3,

Measurable Goal	Estimate # of People to Reach	% of Target Audience
Attend community events and distribute information	500	56
Distribute Pet Waste brochure	200	22
Distribute Pet Waste Promotional Items	200	22

Assessment: Community awareness has improved with the implementation of this outreach message. This BMP appears to be appropriate and will be continued.

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**1.C Homeowner Yard Maintenance Education and Outreach**

Reducing the amount of nutrients, such as phosphorus and nitrogen, and sediment that enter surface waters is the primary driver of the Chesapeake Bay TMDL. Proper yard maintenance and practices can influence water quality and reduce nutrient pollutants to local waters. Simple practices of limiting the amount of fertilizer applied to lawns, cutting grass at a taller height, and proper disposal of yard waste can all reduce the amount of nutrients and sediment leaving a home site. Educating homeowners on best management practices for maintaining their yards could reduce their cost (using less fertilizer) and help improve water quality.

All homeowners would benefit from being educated on proper yard maintenance. Homes with yards directly adjacent to a stream or homes where run-off flows directly into a storm drain without any treatment, have a greater potential for runoff to carry debris and fertilizers directly to a stream. During PY3, the City will work to develop partnerships with groups, such as the Master Naturalist/ Master Gardener groups in the area. The City has an estimated target audience of 5,000 homeowners with a target of reaching 20% or 1,000 homeowners in PY 3.

The following is a summary of the PY 2 Activities,



Measurable Goal	# of People Reached	% of Target Audience Reached
Homeowner Site Consult Visits	3	<1%
Distributed Fertilize Smart Brochure	2,500	50%
Lynchburg Museum Garden Day	107	2%
Smart Irrigation Month PSA	181	4%

The following activities are planned for PY 3,

Measurable Goal	Estimate # of People to Reach	% of Target Audience
Homeowner Site Consult Visits	5	<1%
Distribute Fertilize Smart Brochure	1,000	20%
Lynchburg Museum Garden Day	75	1.5%
Display at Lynchburg Community Market	1,000	20%
Yard Maintenance PSA's	150	3%

Assessment: Community awareness has improved with the implementation of this outreach message. This BMP appears to be appropriate and will be continued.

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**1.D Septic Maintenance Education and Outreach**

Bacterial impairments are typically related to fecal bacteria that come from wildlife, agricultural activities, pets, and human sources. Human sources of fecal bacteria are often related to faulty infrastructure, infiltration and inflows of sanitary systems resulting in overflows, and illicit connections. There are a number of households in the City that have on-site septic systems, which could also serve as a source of bacterial and nutrient loading. Unmaintained septic systems can lead to a large amount of chemicals, nutrients, and bacteria leaching into the surrounding environment without being properly filtered. Septic system maintenance is integral in maintaining water quality, however, citizens that have a home with a septic system may not be aware of the necessary maintenance and concerns associated with septic systems.

The City will continue to use the EPA’s “Septic Smart” brochure as a resource to education homeowners on septic maintenance. There is an estimate 3500 properties with a septic system in the City. This was determined by looking at the Utilities Billing information for the number of “water only” billing accounts. During PY 3, the City will explore additional avenues and/or partnerships to provide resource information to reach the target audience. The City has a target of reaching 20% or 700 homeowners in PY 3.



The following is a summary of the PY 2 Activities,

Measurable Goal	# of People Reached	% of Target Audience Reached
Targeted mailing to septic property owners	680	19%
Distributed EPA Septic Smart tri-fold brochure	1,850	53%

The following activities are planned for PY 3,

Measurable Goal	Estimate # of People to Reach	% of Target Audience
Targeted mailing to septic property owners	680	19%
Distribute EPA Septic Smart tri-fold brochure	500	14%

Assessment: Community awareness has improved with the implementation of this outreach message. This BMP appears to be appropriate and will be continued.

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## 2. Public Involvement/participation.

### 2.A Public Notice and Involvement

For permit year two, including subsequent years, the general permit is published on the City's web site. From the City's home page [www.lyncburgva.gov](http://www.lyncburgva.gov), clicks are required on City Departments; Water Resources Department; Stormwater Utility/MS4 permit; Virginia Stormwater Management Program-MS4 General Permit.

For permit year two, including subsequent years, the annual report is published on the City's web site. From the City's home page [www.lyncburgva.gov](http://www.lyncburgva.gov), clicks are required on City Departments; Water Resources Department; Stormwater Utility/MS4 permit; July 1, 2014 to June 30, 2015 MS4 Annual Report.

The direct web page address is <http://www.lyncburgva.gov/stormwater-utilityms4-permit>

Assessment: This is a worthwhile effort and will continue.

### 2.B Promote and Support Volunteer Activities

The City has participated in many education and outreach activities during PY 2 including the following:

Date	Event	Description	Audience Reached
9/12/14	Tire-less James	Volunteers collected 1400 tires along portions of the entire James River and from the Appomattox River.	200
3/28/15	March on Litter	93 volunteers headed out in all directions in the city and collected 123 bags of trash and 53 tires for a total of 1,940 pounds.	93
6/16/15	Storm drain Marking	Students Participated in marking 50 stormdrains in downtown Lynchburg.	50
4/12/14, 6/14/14, 10/11/14	Household Hazardous Waste Collection Events	Allows citizens to properly dispose of material which should not be put in the landfill or poured down the drain due to toxicity or the potential for pollution of groundwater. (Participation - HHW:437 City of Lynchburg Households & E-Cycling:327 City of Lynchburg Households)	Regional

The City also promotes several groups and events each year. These events include the annual March on Litter, the Citizens for a Clean Lynchburg, Hazardous Household Waste Collection Days, and clean up events with the James River Association.

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Assessment: This measure is effective at increasing the public's awareness and knowledge on local water quality issues and the City will continue to promote and support volunteer events.

### **3. Illicit Discharge Detection and Elimination (IDDE)**

#### **3.A Maintain an accurate storm sewer system map and required information table.**

The City of Lynchburg has had a Storm Sewer System Geographic Information System (GIS) feature class, including location of storm outfalls for a number of years. The Department of Water Resources (DWR) is the owner of this mapping system and is responsible for the continued update and maintenance of this dataset. Since the department took ownership of the information we have been diligently working to update the stormwater feature class with the best information available.

In early 2013, the DWR undertook a massive task of overhauling the storm feature dataset using a combination of methods such as as-built documents and field verification. This will result in an updated, networked feature class that can be used for documenting all required attribution and for tracking suspected or found illicit discharges. Although not a permit requirement, the department has been simultaneously conducting a systems condition assessment of public stormwater infrastructure so that we may have a better understanding of the system's condition, rehabilitation needs and opportunities for implementation of stormwater BMPs towards meeting the TMDL Action Plan requirements.

By the end of PY2, the City had conducted mapping/field verification and conducted condition assessments of approximately 50% of the City. The City will continue this effort through PY3 and PY4.

Assessment: This effort will result in a networked system that has tracking capabilities as well as being the vehicle for providing the required attribution for the permit. It will also allow the opportunity to look for retrofit opportunities while also fully understanding the capital costs needed to operate and maintain the storm sewer system.

#### **3.B Prohibit non-stormwater discharges into the storm sewer system of the MS4.**

The City Code, Section 16.2 Stormwater Management Ordinance, Article V provides the legal mechanism to prohibit non-stormwater discharges and has been in effect since 2008. This Ordinance was updated for clerical and clarification purposes and adopted July 1, 2014, concurrent with the adoption of the new VSMP stormwater management program and its attendant regulations.

During PY2, outfall reconnaissance was performed on 51 public outfalls. Inspections were performed in the late spring and early summer of 2015. There were a total of 7 flowing outfalls.

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Through the use of water quality testing and flow tracing no suspected illicit activity was found. A summary of the findings from the flowing outfalls is listed below.

Location ID	Date	Flow (cf/s)	Follow-up Actions	Ammonia (mg/L)	Fluoride (mg/L)	Detergents (mg/L)	Potassium (ppm)	Resolution
SWO.5264 .04.010	4/28/15	0.005	Sample , Flow tracing	0.3	0.19	N/A	20 est	Determined to be a stream culvert
SWO.5363 .03.007	5/5/15	Moist	Sample from pool, Flow tracing	3.46	0.03	0.1	4	Suspect stagnant rain water
SWO.5363 .02.013	5/6/15	Moist	Flow tracing	-	-	-	-	Groundwater
SWO.5363 .02.003	5/5/15	0.007	Sample , Flow tracing	0.3	0.12	N/A	15	Groundwater
SWO.5363 .04.002	5/6/15	0.003	Sample	0.32	0.18	N/A	2	Groundwater
SWO.5463 .01.004	5/14/15	0.020	Sample , Flow tracing	0.25	0.16	0.0	2	Groundwater
SWO.5363 .02.001	6/8/15	0.025	Flow tracing	-	-	-	-	Groundwater, natural spring

There were 59 reported illicit discharges in PY 2. All illicit discharges were investigated and water quality testing was conducted when appropriate. Illicit discharges were also traced through the use of dye testing and camera operations. Provided below is a summary of illicit discharge investigations that were conducted during PY2 including a description of the suspected discharge, investigation and resolution.

Date Reported	Address	Problem	Resolution	Follow-up	Date Closed
7/1/2014	5xx 8 <sup>th</sup> St.	Oil/Grease, suspect diesel fuel	COL cleaned area with oil absorbents and street sweeper.	Responsible party not identified.	7/1/2014
7/9/2014	110 Trents Ferry Rd.	Concrete washout	Investigated issue, found in stream, not MS4.	Referred to VA DEQ.	7/10/2014

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7/10/2014	4615 Murray Pl.	Foam/surfactants	Illicit floor drain connection identified and corrected.	Referred to VA DEQ.	7/10/2014
7/11/2014	1326 Fenwick Dr.	Sewage	Source tracing and CCTV identified leak in sanitary sewer line.	COL crews repaired sanitary sewer line.	7/16/2014
7/16/2014	1611 Concord Tp.	Unknown white substance from CSO outfall	Source tracing and CCTV did not identify source.	Responsible party not identified.	7/16/2014
8/11/2014	4211 Cherokee St.	Discharge from hose to inlet	Pumping of uncontaminated groundwater.	Not an illicit discharge.	8/13/2014
8/20/2014	114 Seven Oaks Dr.	Oil sheen	Determined to be leachate from burn pile at construction site.	Referred to COL Erosion & Sediment Control.	8/20/2014
8/26/2014	1905 Hollins Mill Rd.	Bakery dough	Determined roof leaders are tied into storm line.	Not an illicit discharge.	8/27/2014
9/15/2014	3106 Odd Fellows Rd.	Hydraulic oil	COL Fire Department performed clean up.	No discharge to storm system.	9/15/2014
9/15/2014	2104 Carrington Rd.	Oil/grease	Investigated issue, determined no discharge to MS4.	Referred to COL Building Inspections.	9/15/2014
9/17/2014	1307 Grove Ln.	Swimming pool discharge	Dechlorinated swimming pool discharge.	Not an illicit discharge.	9/17/2014
10/21/2014	1851 Easley Ave.	Vehicle washwater	Unfounded complaint.	Not an illicit discharge.	10/21/2014
12/5/2014	1803 12 <sup>th</sup> St.	Discharge from pipe exiting building	Pumping of uncontaminated groundwater.	Not an illicit discharge.	1/21/2015
12/12/2014	3020 Old Forest Rd.	Automotive washwater	Business owner washing personal vehicle, will not do anymore.	Compliance letter to business owner.	12/17/2014
12/15/2014	2401 Fort Ave.	Automotive washwater	Created wash pad area with disposal to sanitary sewer.	Compliance letter and technical assistance to business owner.	1/7/2015

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12/17/2014	2404 Terrell Pl.	Compost leachate	Investigated by WR. No illicit discharge identified.	Not founded.	12/18/2014
12/29/2014	105 Horseford Rd.	Oil/grease - hydraulic fluid and diesel fuel	COL cleaned area with oil absorbents and street sweeper.	VA DEQ notified by COL Fire Department.	12/29/2014
1/2/2015	804 Erskine Ave.	Sewage	Residential lateral sewer line required repair.	Referred to COL Building Inspections.	3/16/2015
1/5/2015	108 Federal St.	Oil/grease – motor oil	COL deployed absorbents and responsible party swept up.	None necessary.	1/7/2015
1/10/2015	1201 Toledo Ave.	Paint and other chemicals from burning trailer	COL Fire Dept. protected storm system and property owner performed cleanup.	NOV to property owner.	1/21/2015
1/11/2015	2019 Wards Rd.	Oil/grease and washwater	Restaurant repaired plumbing and performed cleanup.	Verbal instructions, technical assistance, and subsequent inspection.	1/14/2015
1/22/2015	130 Frederick Dr.	Concrete washout	Contractor performed cleanup and street sweeping.	Compliance letters to contractor and concrete provider.	2/2/2015
1/26/2015	608 Taylor St.	Sewage	Residential plumbing required repair.	Referred to COL Building Inspections and NOV by WR.	2/2/2015
1/28/2015	231 Jefferson Ridge Pkwy.	Sediment	Business owner and contractor required to remove sediment and implement BMPs.	Referred to COL Erosion & Sediment Control.	7/21/2015
1/30/2015	121 Chapel Ln.	Land filling	Property owner required to develop site plan to remediate property.	Referred to VA DEQ and COL Community Development.	Ongoing
1/30/2015	106 Cupola St.	Sediment	Contractor required to implement	Referred to COL Erosion &	1/30/2015

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			dewatering BMPs.	Sediment Control.	
2/5/2015	170 Ivy Creek Ln.	Unknown green fluid	Investigated by WR and Parks. Nothing unusual found.	Not founded.	2/5/2015
2/6/2015	23xx Fort Ave.	Concrete cutting slurry	Contractor performs cleanup and implements BMPs.	Subsequent inspection acceptable.	2/9/2015
2/10/2015	3428 Milton St.	Foam	Suspect residential vehicle washing upstream, which is an allowed discharge.	Responsible party not identified.	2/11/2015
2/11/2015	3917 Moorman Dr.	Oil/grease – various automotive fluids	Property owner performed cleanup.	Compliance letter to property owner.	3/4/2015
2/13/2015	2009 Burnt Bridge Rd.	Paint	COL WR and property owner performed cleanup.	Verbal instructions and technical assistance.	3/17/2015
2/23/2015	3409 Rivermont Ave.	Sediment and potable water	Property owner replaced valve and repaired plumbing.	Referred to VA DEQ.	2/23/2015
3/2/2015	1106 Pierce St.	Oil/grease – gasoline	Property owner deployed absorbent pads and removed contaminated materials.	Compliance letter to property owner.	3/4/2015
3/17/2015	4119 Boonsboro Rd.	Pressure washing washwater	Property owner provided equipment to contractor to perform cleanup.	Compliance letter to contractor.	3/18/2015
4/3/2015	2311 Bedford Ave.	Oil/grease – hydraulic fluid	Waste services provider performed partial cleanup.	Referred to VA DEQ. NOV and compliance letter to waste services provider.	4/6/2015
4/9/2015	1927 Grace St.	Sewage	Residential plumbing required repair.	Referred to COL Building Inspections.	4/9/2015
4/9/2015	612 Leesville Rd.	Oil/grease – suspect roofing	Property owner performed cleanup.	Verbal instructions and	4/10/2015

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		tar		technical assistance.	
4/15/2015	904 Main St.	Pressure washing wastewater	Property owner performed cleanup.	Compliance discussion with contractor.	4/15/2015
4/21/2015	5 <sup>th</sup> St and Federal St.	Oil/grease – diesel fuel	COL WR staff deployed absorbents and performed cleanup.	Responsible party not identified.	4/21/2015
4/21/2015	904 Main St.	Oil/grease – waste cooking oil	COL WR and PW and business owner deployed absorbent and performed cleanup.	Verbal instructions and technical assistance.	4/21/2015
4/24/2015	121 Springvale Dr.	Swimming pool discharge	Discharge was to ground surface. No impact to MS4 or stream.	Not an illicit discharge.	4/24/2015
4/30/2015	2081 Langhorne Rd.	Koi pond discharge	Property owner redirected discharge to vegetated area.	Verbal instructions and technical assistance.	4/30/2015
5/4/2015	300 Loudon St.	Washwater	Residential plumbing required repair.	Referred to COL Building Inspections. WR issued NOV.	5/5/2015
5/7/2015	Several blocks on Main St.	Oil/grease – transmission fluid	COL WR and PW deployed sand and performed street sweeping.	VA DEQ notified.	5/8/2015
5/12/2015	111 Chateau Pl.	Concrete washout	Property owner/developer performed cleanup.	Verbal instructions and technical assistance.	5/13/2015
5/13/2015	Essex St. and Monsview Pl.	Oil/grease – heating oil	Heating oil company deployed absorbents and performed cleanup.	Verbal instructions and technical assistance.	5/13/2015
5/13/2015	15xx Bedford Ave.	Oil/grease – hydraulic oil	COL PW deployed absorbents and performed street sweeping.	Verbal instructions and technical assistance.	5/13/2015
5/14/2015	2328	Sewage	Property owner	Referred to VA	5/15/2015

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	Lakeside Dr.		repaired septic drainfield.	Health.	
5/29/2015	1800 Concord Tpke.	Industrial effluent	Property owner repaired effluent pumps and performed cleanup.	Referred to VA DEQ.	5/29/2015
6/8/2015	2492 Rivermont Ave.	Pressure washing wastewater	Contractor ceased pressure washing until BMPs implemented.	Verbal instructions and technical assistance.	6/8/2015
6/10/2015	3012 Wards Rd.	Vehicle washing wastewater and illicit connection	Business owner connected to sanitary sewer.	NOV issued. Referred to COL Building Inspections and VA DEQ.	Ongoing
6/11/2015	118 Clemmons Lake Pl.	Unusual odor near stream	Issue investigated but not able to replicate or any potential sources identified.	Not founded.	6/18/2015
6/18/2015	701 Rockbridge Ave.	Sewage	COL CCTV identified issue being private lateral. Residential property owner repaired sanitary sewer lateral.	Referred to COL Building Inspections.	6/22/2015
6/19/2015	2802 Candler's Mountain Rd.	Pressure washing wastewater	Business manager ceased pressure washing and sent BMPs to corporate office.	Verbal instructions and technical assistance.	6/19/2015
6/23/2015	1540 Radcliff Ave.	Construction material	Contractor performed cleanup in public right of way.	Verbal instructions and technical assistance.	6/24/2015
6/23/2015	4925 Boonsboro Rd.	Food truck greywater	Business owner directed to discharge to sanitary sewer.	Referred to VDACS and VDH.	7/2/2015
6/29/2015	1328 Bedford Ave.	Oil/grease – automotive liquids	Residential tenant deployed absorbents and performed cleanup.	Compliance letter to resident.	7/28/2015
6/29/2015	2510 Memorial	Pressure washing wastewater	Business manager ceased pressure	Verbal instructions and	6/29/2015

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	Ave.		washing and sent BMPs to corporate office.	technical assistance.	
6/30/2015	1700 Memorial Ave.	Oil/grease – hydraulic oil	COL PW deployed absorbents and street sweeping.	Responsible party not identified.	6/30/2015

Assessment: Continued education and training will be provided to City staff and the public in order to facilitate the reporting of illicit discharges. Water quality monitoring equipment as well as other means will also continue to be used in order to determine the source of illicit discharges.

**3.C Develop written procedures to detect, identify and address unauthorized non-stormwater discharges to the MS4.**

In PY 2, the DWR continued implementation of the IDDE Standard Operating Procedures that outlines the procedures for conducting outfall inspections and responding to illicit discharge complaints. This document includes a description of the purpose and duties of the program and its administrators, safety and equipment needed, inspection procedures and water quality testing protocols. Enforcement will be handled in accordance with the City Code section discussed in sub-section 3.B.

Assessment: The procedures are considered to be an effective tool in managing the IDDE program. The procedures or testing protocols may be updated on an as needed basis as the program matures.

**3.D Promote, publicize and facilitate public reporting of illicit discharges into or from the MS4.**

Lynchburg continues to use two phone numbers to encourage citizens to give input to all aspects of the stormwater management program or report suspect activity. The Water Resources Department has been using 434-485-RAIN for many years as the contact number for Combined Sewer Overflow related issues. Since the stormwater management program resides in the Department of Water Resources, callers are encouraged to use the 485-RAIN number. These calls are answered by the Department receptionist and transferred to the appropriate staff. The receptionist will frequently know the answers to the questions and thus eliminate the need to transfer the call or the question to another staff member.

Another means is the Citizen's First hotline number (434-856-CITY) that is used in general publications and communications by the Departments of Community Development, Communication & Marketing, and Public Works. This is a number that is used for any type of communication with the city. Calls go to the Communications & Marketing Department staff that then uses internal e-mail to distribute the request to the proper city department.

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During PY 2, we continued the broadcasting of the short Public Service Announcement that highlights the effects of illicit discharges and how citizens can report them. This PSA has been broadcast on the City’s LTV station. The PSA can also be viewed on YouTube video and a link is available to be viewed from the department’s webpage. A link to the video is provided, <https://www.youtube.com/watch?v=OrnQ8SB3zQ#t=15>.

Assessment: There has been a significant increase in the number of reports of suspected illicit discharges. This measure is effective and the City will continue to publicize the 485-RAIN number.

## **4 Construction site stormwater runoff control.**

### **4.A Continue to implement and enforce the Erosion and Sediment Control program and ordinance**

The City of Lynchburg has continued to implement an Erosion and Sediment Control program in addition to becoming the VSMP Program Authority July 1, 2014. These programs are coordinated by the Department of Community Development. The City implemented the use of a VSMP Administrative Guidance Manual that outlines the administrative requirements to implement and enforce the erosion and sediment control regulations and includes guidance for reviewing stormwater pollution prevention plans (SWPPPs), obtaining and releasing of bonds, completing site inspections, reporting and recordkeeping, enforcement, and long-term maintenance and inspection programs. This document is located on the City’s website at <http://www.lyncburgva.gov/zoning-natural-resources>.

During PY 2, 76 land disturbance permits were issued by the department disturbing a total of 149.93 acres. A total of 3,196 erosion control inspections were performed and 1,128 48-hour inspections for a total of 4,324 inspections. This effort resulted in the issuance of 18 Notice to Comply and 11 Stop Work Orders (SWO). A summary of enforcement for SWO is listed below.

<b># SWO Issued</b>	<b>Issue</b>
5	Failure to maintain measures on site.
3	Clearing/grading site without approved plan.
2	E&S measures not installed on site.
1	Failed inspection after NTC issued.

Assessment: This effort will be continued.

## **5 Post-Construction stormwater management in new development and development on prior developed lands.**

### **5.1 Continue to implement and enforce the Stormwater Management program and ordinance**

The City has implemented a Stormwater Management Program since the ordinance was adopted in 2008. The program had consisted of the implementation and enforcement of the stormwater quantity and quality requirements of the regulations, including requiring stormwater maintenance agreements. As of July 1, 2014, the City of Lynchburg became a VSMP Program Authority along with having amended and adopted City Code Section 16.2 Stormwater Management to meet the new water quantity and quality criteria, including the establishment of responsibility of any property owner that has stormwater management facilities to perform the necessary maintenance of those facilities although they may not have a stormwater maintenance agreement. The City implemented the use of a VSMP Administrative Guidance Manual that outlines the administrative requirements to implement and enforce the erosion and sediment control regulations and includes guidance for reviewing stormwater pollution prevention plans (SWPPPs), obtaining and releasing of bonds, completing site inspections, reporting and recordkeeping, enforcement, and long-term maintenance and inspection programs. This document is located on the City's website at <http://www.lyncburgva.gov/zoning-natural-resources>.

The primary tool the City uses to enforce stormwater management on public and private development is through the City's Technical Review Committee (TRC). TRC meets twice each month to review new or redevelopment projects. All development projects except single-family homes on existing lots with existing infrastructure must be approved by TRC prior to permit issuance. Permits for single-family homes will be reviewed administratively for approval.

Assessment: This activity will be continued.

### **5.2 Develop a plan for the inspection, operation and maintenance verification of stormwater management facilities.**

The City continues to implement operations and maintenance plan and integrate the asset information for each BMP into a work management system that will allow for the data management of asset information, inspections scheduling and documentation, work order histories and enforcement procedures as required by the permit.

During PY2, the City continued to map and update information regarding both private and public stormwater BMPs in the Geographic Information System (GIS). BMPs will continue to be mapped as they are brought on-line. Each BMP is able to be tracked with a unique facility identification number and has been integrated into the work management system for enhanced tracking for inspection and O&M requirements. During PY3 the City will continue the implementation of this program.

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Assessment: The procedures will prove to be an effective tool in managing the post construction inspection program. The procedures for inspecting stormwater maintenance facilities may be updated on as needed basis as the program matures.

## **6 Pollution prevention/good housekeeping for municipal operations.**

### **6.1 Development of operations and maintenance Standard Operating Procedures**

The City has operated by a set of standard operating procedures that seek to minimize or prevent pollution discharge from certain municipal operations titled “SOPs for Pollution Prevention Water Quality and Good Housekeeping”. The procedures cover fertilizer/pesticide/herbicide handling and lawn care operations, BMP maintenance criteria, road maintenance, vehicle maintenance and storage, petroleum/chemical handling, spill response and clean up and general housekeeping items. Applicable employees have received and will continue to receive training on these procedures.

In addition, the City will use the *Rain Check – Stormwater Pollution prevention for MS4* (a product of Excal Visual LLP) as an additional resource to further enforce the need to follow the SOPs and each employees role in pollution prevention.

Assessment: The SOPs will be reviewed annually with for effectiveness and updated on an as needed basis.

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**6.2 Municipal facility pollution prevention and good housekeeping.**

During PY2, City staff started developing SWPPPs for 3 of the identified facilities in the table below.

During PY 2-4, the City will develop and implement SWPPPs on the following facilities:

	<b>Facility</b>	<b>Dept</b>	<b>Plan Implemented</b>
<b>1</b>	Public Works Administration Storage Yard	PW	In Development
<b>2</b>	Fleet Maintenance Facility	Fleet	In Development
<b>3</b>	Chambers Street Storage Yard	PW	-
<b>4</b>	Graves Mill Storage Yard	PW	In Development
<b>5</b>	Stadium Storage Yard	PW	-
<b>6</b>	Rutherford Facility/Storage	PW/P&R	-
<b>7</b>	Peaks View Park Storage and Maintenance Facility	PW/P&R	-
<b>8</b>	Refuse Maintenance Facility	PW	-
<b>9</b>	Fire Station #7 Maintenance Facility	Fire	-
<b>10</b>	Lynchburg City Schools Maintenance Facility	Schools	-

Assessment: Once developed and implemented the SWPPP documents will be updated annually on an as needed basis. Annually city staff will also review changes to operations at any facility to determine if the SWPPP is still required if the activity has ceased or if activities have commenced at a facility that would require the development of a SWPPP. This will be an effective measure to minimize or prevent pollution from municipal facilities.

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### 6.3 Identification and Development of Nutrient Management Plans

During PY 2, City staff along with staff from the Center for Watershed Protection developed and implemented nutrient management plan (NMPs) for properties where nutrients are applied to a contiguous area greater than one acre. A total of 22.14 acres are covered by a NMP which is 73% of the acres identified. This exceeds the permit year requirement of 15%. A summary of the locations and required information is listed below.

During PY 3-4, the City will continue to have the NMPs developed by a certified turf and landscape management planner and then document in the table below the acreage and date implemented.

Site No.	Location	Total Ac	Lat/Long	Acres Implemented	Date Implemented
1	Miller Park	1.24	-79.159, 37.403	1.24	-
2	City Stadium	3	-79.166, 37.393	-	-
3	River Front Park	2	-79.138, 37.414	-	-
4	Blackwater Creek Athletic Area	3	-79.184, 37.406	-	-
5	Peaks View Park	4.45	-79.228, 37.421	4.45	6/30/15
6	P.L. Dunbar Middle School	2.07	-79.145, 37.408	2.07	6/30/15
7	Linkhorne Middle School	4.32	-79.191, 37.418	4.32	6/30/15
8	Sandusky Middle School	3.84	-79.204, 37.379	3.84	6/30/15
9	Heritage High School	3.05	-79.206, 37.359	3.05	6/30/15
10	E.C. Glass High School	3.17	-79.169, 37.406	3.17	6/30/15
<b>TOTAL</b>		30.14		22.14	

Assessment: The plans will be evaluated on an as needed basis to determine effectiveness. Additional properties that are determined to require a NMP due to the need of nutrient application during this permit cycle will be documented and a NMP subsequently developed.

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## 6.4 Training Program

During PY 2, the City implemented a training program meant to provide training to applicable employees. Please see attached spreadsheet at the end of the document for training documentation. The following outlines the training program:

### 1. Recognition and reporting of Illicit Discharges

All appropriate field employees are to participate in biennial training in the recognition and reporting of illicit discharges. The City will utilize a power point presentation that will provide a description of what are illicit discharges, how to identify them and how to report an illicit discharge.

#### Schedule and Documentation:

The training will be held in PY 2 and PY 4. These events will continue to be in the spring of the year to coincide with standing training performed by City staff. A roster will be kept of employees who have received this training for a period of three years.

#### Identified Department/Divisions to receive training:

**Public Works** - All Divisions

**Water Resources** – Utility Line Techs

**Community Development** – Building Inspections, Planning, Zoning and Natural Resources

**Parks & Recreation** – Parks Services, Recreation Services

**Fire Department** – Hazmat Team

**Schools** – Facility and Transportation

### 2. Pollution Prevention/Good Housekeeping

All appropriate employees are to participate in biennial training on pollution prevention and good housekeeping practices for municipal facilities. Targeted employees will be those that work on road, street and parking lot maintenance; and those in and around maintenance and public works facilities and recreational facilities. The document “SOPs for Pollution Prevention Water Quality and Good Housekeeping” will provide the basis for this training as discussed in sub-section 6.1 above. The City will also utilize the *Rain Check – Stormwater Pollution prevention for MS4 DVD* (a product of Excal Visual LLP) that will cover various best management practices and show employees how to perform good housekeeping practices such as spill response, vehicle fueling and maintenance and materials management.

#### Schedule and Documentation:

The training will be held in PY 2 and PY 4. These events will continue to be in the spring of the year to coincide with standing training classes and performed by City staff. A roster will be kept of employees who have received this training for a period of three years.

#### Identified Department/Divisions to receive training:

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**Public Works** - All Divisions  
**Water Resources** – Utility Line Techs  
**Parks & Recreation** – Parks Services, Recreation Services  
**Schools** – Facility and Transportation

3. Erosion and Sediment Control (ESC) Certification

All employees and contractors performing work required by the ESC program will be required to have or obtain the appropriate ESC certifications administered by DEQ whether in plan review, inspection, program administration, or as a construction site operator. Certifications will be verified on an annual basis. Any City contractor or third-party is required to have or obtain the required certifications as required through the City's procurement of services for such work.

4. Virginia Stormwater Management Program (VSMP) Certification

All employees performing work required by the VSMP program will be required to obtain the appropriate VSMP certifications administered by DEQ whether in plan review, inspection, or program administration. Certifications will be verified on an annual basis. Any City contractor or third-party is required to have or obtain the required certifications as required through the City's procurement of services for such work.

5. Pesticide and Herbicide Certifications

All employees who apply pesticides and herbicides will be required to obtain the appropriate applicators or technician certifications in accordance with the Virginia Pesticide Control Act. Certifications will be verified on an annual basis.

Any City contractor or third-party will be required to have or obtain the appropriate applicators or technician certifications in accordance with the Virginia Pesticide Control Act as required through the City's procurement of services.

6. Emergency Response for Spill Responses

The City employs a Haz-Mat Team of approximately 30 technicians and specialists who have the training and capacity to respond to a variety of emergency spills and incidents regarding hazardous materials. They provide advanced planning and management services for chemical releases and provide the ability to take an offensive approach to unplanned releases of hazardous materials.

The Lynchburg Fire and EMS Department operates in the compliance with governmental regulations and professional standards as required by the Commonwealth of Virginia. Certifications will be verified on an annual basis.

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Assessment: This activity will be very important so that any employee is knowledgeable in their field of work on how to minimize or prevent pollution. While not specifically included in this plan, City employees are and will be encouraged to attend trainings within their field.

## C Results of Information Collected

No information was collected in permit year two.

## D Activities Planned for Next Permit Year (PY3)

Specific activities pertaining to the Minimum Control Measures planned for PY 3 have been outlined in the in the preceding sections.

## E Changes to BMPs or Measurable Goals

There were no changes made to the BMPs or Measureable goals in during PY2.

## F Notice of Reliance on Other Government Entities

The City of Lynchburg does not rely on other government entities for implementation or compliance of this permit.

## G Status of Section II C Programs

The City has no programs operating under Section II C.

## H Section I - Information for applicable TMDL special condition

In accordance with Section I.C Special Conditions for the Chesapeake Bay TMDL, the City has completed the Chesapeake Bay TMDL Action Plan detailing the means and methods of achieving the required 5% reduction goal by the end of the current permit cycle.

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## Permanent SW Facilities per Section II B 5 e

There were 11 new stormwater BMPs brought on-line in PY2. Please see attached spreadsheet at the end of the document. This document is available electronically by request to the Department of Water Resources.

## Copies of New or Terminated Agreements

There are no new or terminated agreements between the City and any third parties.

## Copies of Written Public Comments

There were no comments received on the MS4 Program Plan during PY2.

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## Certification Statement

As required by 9VAC25-870-370 B, all reports required by state permits, and other information requested by the board shall, be signed by a responsible official or by a duly authorized representative of that person. A responsible official is:

1. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for state permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
2. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
3. For a municipality, state, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

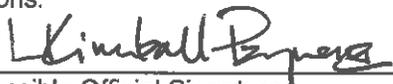
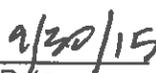
A person is a duly authorized representative only if:

1. The authorization is made in writing by a person described above;
2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. A duly authorized representative may thus be either a named individual or any individual occupying a named position; and
3. The written authorization is submitted to the department.

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### CERTIFICATION

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

   
Responsible Official Signature                      Date

VAR040008                      City of Lynchburg  
Permit Number                      MS4 Name

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Please direct questions or comments on this report to:

Erin B Hawkins, CFM  
Water Quality Manager  
City of Lynchburg  
Department of Water Resources  
525 Taylor Street  
Lynchburg, VA 24501  
Phone: 434-455-3869  
E-mail: [erin.hawkins@lynchburgva.gov](mailto:erin.hawkins@lynchburgva.gov)

Responsible Director:

Timothy A. Mitchell, PE  
Director of Water Resources  
City of Lynchburg  
525 Taylor Street  
Lynchburg, VA 24501  
Phone 434-455-4252  
E-mail: [timothy.mitchell@lynchburgva.gov](mailto:timothy.mitchell@lynchburgva.gov)

Sincerely,

A handwritten signature in blue ink that reads "Erin B. Hawkins" with a long horizontal flourish extending to the right.

Erin B Hawkins, CFM  
Water Quality Manager

**PY 2 - Stormwater Management Facilities**

Project	Facility Type	Description	Total Area (ac)	Impervious Area (ac)	Pervious Area (ac)	Brought Online (MM/YY)	HUC	Impaired Waters	Ownership	MA (Y/N)	Last Inspection	Bond Released (Y/N)
Dodson Exterminating	Bioretention	3640 Campbell Ave	2.17	1.35	0.82	9/14	JM 11	Fishing Creek	Private	Y	9/30/14	Y
Humane Society	Bioretention	1211 Old Graves Mill Road	1.46	0.74	0.72	6/15	JM 10	Tomahawk Creek	Private	Y	8/4/15	N
Humane Society	Detention Pond	1211 Old Graves Mill Road	1.60	-	-	6/15	JM 10	Tomahawk Creek	Private	Y	8/4/15	N
Bojangles	Bioretention	3280 Old Forest Road	1.45	0.6	0.85	7/14	JM 09	Ivy Creek	Private	Y	11/14/15	Y
Lynchburg Dental	Bioretention	3719 Old Forest Road	0.45	0.37	0.08	1/15	JM 10	Blackwater Creek	Private	Y	1/9/15	Y
Aaron's Rentals	Filterra	5515 Fort Ave	0.23	0.21	0.02	4/15	JM 10	Blackwater Creek	Private	Y	4/2/15	N
GLTC Transfer Station	Bioretention	800 Kemper Street	0.27	0.27	0.00	1/15	JM 10	Blackwater Creek	Private	Y	1/20/15	Y
GLTC Transfer Station	Bioretention	800 Kemper Street	0.22	0.22	0.00	1/15	JM 10	Blackwater Creek	Private	Y	1/20/15	Y
GLTC Transfer Station	Permeable Pavement	800 Kemper Street	0.15	0.06	0.09	1/15	JM 10	Blackwater Creek	Private	Y	1/20/15	Y
GLTC Transfer Station	Permeable Pavement	800 Kemper Street	0.07	0.02	0.05	1/15	JM 10	Blackwater Creek	Private	Y	1/20/15	Y
GLTC Transfer Station	Permeable Pavement	800 Kemper Street	0.35	0.23	0.12	1/15	JM 10	Blackwater Creek	Private	Y	1/20/15	Y

## 6.4 Training Program

### Training Event

PP – Pollution Prevention

GH – Good Housekeeping

IDDE – Illicit Discharge Detention and Elimination

Date	Training Event	Audience	Attendees
12/5/2014	PP/GH and IDDE	Water Resources Utility Crews	31
4/8/2015	PP/GH Part 1	Public Works - Custodial and Engineering	24
4/8/2015	PP/GH Part 1	Public Works - Streets and Signs	26
4/9/2015	PP/GH Part 1	Public Works - Grounds	30
4/9/2015	PP/GH Part 1	Public Works - Building Maintenance, Custodial and Signals	26
4/14/2015	PP/GH Part 1	Public Works - Refuse and Recycling	26
5/6/2015	PP/GH Part 2	Public Works - Custodial and Engineering	13
5/6/2015	PP/GH Part 2	Public Works - Streets and Signs	23
5/7/2015	PP/GH Part 2	Public Works - Grounds	27
5/7/2015	PP/GH Part 2	Public Works - Building Maintenance and Custodial and Signals	23
5/12/2015	PP/GH Part 2	Public Works - Refuse and Recycling	28
5/13/2015	PP/GH Part 2	Public Works - Custodial and makeup	22
5/13/2015	PP/GH Part 2	Public Works - Streets	21
5/28/2015	PP/GH and IDDE	Schools Transportation	100
5/29/2015	PP/GH and IDDE	Water Resources Utility Crews	35
6/10/2015	PP/GH and IDDE	Parks and Recreation	7
6/11/2015	PP/GH and IDDE	Schools Facility	112
6/11/2015	PP/GH and IDDE	Parks and Recreation	6
6/12/2015	IDDE	Community Development	20
6/16/2015	IDDE	Public Works - Refuse and Recycling	23
6/16/2015	IDDE	Fire Dept - Hazmat C shift	11
6/17/2015	IDDE	Public Works - Streets	25
6/17/2015	IDDE	Public Works - Custodial and Engineering	31
6/18/2015	IDDE	Public Works - Grounds	44
6/18/2015	IDDE	Public Works - Building Maintenance, Custodial, and Signals	23
6/23/2015	PP/GH and IDDE	Parks and Recreation	10
6/29/2015	IDDE	Fire Dept - Hazmat A shift	8
6/30/2015	IDDE	Fire Dept - Hazmat B shift	10