



*Water Resources*

525 Taylor Street • Lynchburg • Virginia • 24501  
www.lyncburgva.gov • P 434-455-4250 • F 434-845-7353

September 30, 2014

Department of Environmental Quality  
Blue Ridge Regional Office  
7705 Timberlake Road  
Lynchburg VA 24502

Re: MS4 General Permit Annual Report  
VAR040008  
Permit Year 1

Dear Sir or Madam:

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 1

**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.** Five new outfalls were added in permit year one. Required information is listed in the table below.

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Outfall Site	Drainage Ac.	HUC	Receiving Stream
Candlewood Court Wythe Rd	8.1 4.85	JM 10 JM 11	Tomahawk Creek Trib Fishing Creek
Carroll Ave (2300 Blk)	47.10	JM 11	Fishing Creek
Carroll Ave (2200 Blk)	3.82	JM 11	Fishing Creek
Monitcello Ave	0.5	JM 10	Blackwater Creek Trib

## 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. During PY 1, the City developed a series of ways to increase knowledge and awareness on common activities and their impact to water quality. Part of this effort was supported by a technical assistance grant from the Chesapeake Bay Foundation to develop specific messages aimed at reducing nutrients, sediments and bacteria into local waterways. The goal for each of the selected high priority water quality issues is to allow the City to accomplish multiple objectives that can be demonstrated to improve water quality in a cost-effective manner. This effort is documented in the Framework for Public Education and Outreach Plan prepared by Stantech (formerly WEG). The following three BMPs in sub-sections 1.B, 1.C and 1.D will speak to these specific messages and implementation plan. The internet is 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 newly created Illicit Discharge page. The following is the web address of the stormwater home page: <http://www.lynchburgva.gov/stormwater-management>.

During PY2, the City will implement the General Public and Education Outreach strategies outlined in the Program Plan. These include distribution of print material (i.e. brochures, bookmarks, calendar), general messages regarding stormwater pollution and presentations to community groups.

**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 has been 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 decided to move 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. In preparing for this outreach effort, obtaining accurate information on the number of pet owners was unavailable or inaccessible. Initial venues for outreach to pet owners will be working with the Parks and Recreation Department, outreach to pet supply companies, possible coordination with City Animal Control. The initial target audience is approximately 1000 with the target of reaching 20% or 200 pet owners in PY2. As this program is implemented the City will continually evaluate the audience and the message. A list of education and outreach activities conducted in PY 2 will be included in the PY 2 annual report:

**Assessment:** This program will be implemented and reevaluated during PY 2 to determine effectiveness.

### **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, but homes directly adjacent to a stream or homes where run-off flows directly into a storm drain without any treatment will be the focus of this outreach effort. Using existing land use GIS information, the City has estimated an audience of approximately 5000 residential homeowners that are within a proximity to a water body. The City will implement this public education program with a *Fertilize Smart* message designed to promote good lawn care practices with a target of reaching 20% or 1000 homeowners in PY 2. As this program is implemented the City will continually evaluate the audience and the message. A list of education and outreach activities conducted in PY 2 will be included in the PY 2 annual report.

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Assessment: This program will be implemented and reevaluated during PY 2 to determine effectiveness.

**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. A significant percentage of households in the City 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 use the EPA's "Septic Smart" brochure as a resource to education homeowners on septic maintenance. There could be 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. As the City begins to implement this public education program, further refinements may more narrowly focus on areas that could be considered high priority targets for outreach. The City has a target of reaching 20% or 700 homeowners in PY 2. A list of education and outreach activities conducted in PY 2 will be included in the PY 2 annual report.

Assessment: This program will be implemented and reevaluated during PY 2 to determine effectiveness.

## **2. Public Involvement/participation.**

### **2.A Public Notice and Involvement**

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

For permit year one, including subsequent years, the annual report is published on the City's web site. From the City's home page [www.lynchburgva.gov](http://www.lynchburgva.gov), clicks are required on City Departments; Water Resources Department; Stormwater Utility/MS4 permit; July 1, 2013 to June 30, 2014 MS4 Annual Report.

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

Assessment: This is a worthwhile effort and will continue.

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## **2.B Promote and Support Volunteer Activities**

During PY 1, the Department of Water Resources hired a new position to serve as the coordinator for the MS4 education and outreach programs. This position has actively been working to enhance and implement the City's programs. The Coordinator has been working with other City departments and Lynchburg City Schools while also building partnerships with community groups like the James River Association and the Virginia Master Naturalist's.

The Coordinator has participated in many education and outreach activities during PY 1 including the following:

- Science Saturdays at the Market
- Booths at the Community Market and Batteau Festival
- Education sessions at Camp Kumbayah
- Parks and Rec Environment Education Summer Camps
- Storm Drain Markings
- Rain Barrel Workshops
- Chesapeake Bay Foundations VoiCES

The City also promotes several groups and events each year that the Coordinator has become a partner. 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.

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) has been the owner of this mapping system for two years and is responsible for the continued update and maintenance of this dataset. Since the department took ownership of the information they have been diligently working to update the feature class with the best information available.

During 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,

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rehabilitation needs and opportunities for implementation of stormwater BMPs towards meeting the TMDL Action Plan requirements.

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.

Outfall reconnaissance was performed on 53 public outfalls in PY 1. Inspections were performed in the late spring and early summer of 2014. There were a total of 15 flowing outfalls. Through the use of water quality testing, tracing flow, and camera operations, no suspected illicit activity was found. A summary of the findings from the flowing outfalls is listed below.

Location ID	Resolution
<b>B11</b>	Determined the source of flow to be from inlets holding water
<b>B49</b>	Determined the source of flow to be from inlets holding water
<b>B53</b>	Determined the source to be a small creek
<b>B55</b>	Determined the source to be groundwater
<b>B61</b>	Determined the source to be a small creek
<b>B62</b>	Determined the source to be inlets holding water
<b>B63</b>	Determined the source to be groundwater
<b>fi0604037</b>	Determined the source to be a small creek.
<b>I13</b>	Determined the source of flow to be a small creek
<b>I15</b>	Determined the source of flow to be a small creek
<b>I2</b>	Determined the source of flow to be from inlets holding water
<b>I7</b>	Determined the source of flow to be roof drains.
<b>I8</b>	Determined the source of flow to be groundwater
<b>I9</b>	Determined the source of flow to be groundwater
<b>I11</b>	Determined the source of flow to be groundwater

There were 22 reported illicit discharges in PY1. 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. The most significant step in improving the program was the education of City staff and the public on reporting illicit discharges. The program saw a 450% increase in reported illicit discharges from previous years. See the attachment at the end of this document for a summary report.

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

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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 1, the DWR developed 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. Sampling of flowing outfalls was implemented in PY 1 so that staff now has the capability of performing water quality testing on flowing outfalls to screen for potential illicit discharges and initiate a tracking phase if a discharge is detected. Enforcement will be handled in accordance with the City Code section discussed in sub-section 3.B.

Assessment: The procedures will prove 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.

During PY 1, DWR staff worked to develop a short Public Service Announcement that highlighted the effects of illicit discharges and how citizens can report them. This PSA has been broadcast on the City's LTV station. A short segment was also featured on the Local News station WSET, to raise the awareness of what illicit discharges are and how they can be reported. It is anticipated that this will be available as a short You Tube video in the near future and will then be available to be viewed from the department's webpage.

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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 1, 119 land disturbance permits were issued by the department disturbing a total of 129.74 acres. A total of 2,402 erosion control inspections were performed and 541 48-hour inspections for a total of 2,943 inspections. This effort resulted in the issuance of 80 Notice to Comply, 15 Stop Work Orders and 1 legal action taken.

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

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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.lyynchburgva.gov/zoning-natural-resources>.

The stormwater management requirements apply to both public and private development projects and provides for the long-term operations and maintenance requires by requiring a stormwater maintenance agreement.

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 private development. All private development 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.**

In PY1 the City undertook the inspection and evaluation of all documented public and private BMPs. This was completed to establish a baseline of information for all BMPs and to establish which had potential for retrofit to achieve a higher pollution reduction value as part of developing a TMDL Action Plan. This information will also be used to educate the owners of private BMPs on needed maintenance

In PY 1, the DWR also developed the Stormwater Management Facility Inspection Procedures Manual for conducting the post-construction public and private stormwater management facilities. This document includes requirements for training and certification, inspection schedule, inspection safety, and inspection procedures. Enforcement of non-compliant properties will be handled in accordance with the City Code section stated in sub-section 5.1 above.

At this time, the City has opted to not adopt an alternative enforcement strategy for stormwater facilities on individual residential lots but instead require stormwater maintenance agreements. The City may elect to revisit this option at a future date.

The City is actively working to 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.

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.

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## 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.

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

During PY1, City staff performed a review of the municipally owned or operated facilities to identify which were considered high-priority facilities. The properties reviewed included 8 Public Works facilities, 8 Fire Stations, 13 Water Resources facilities, 16 Schools facilities and 16 Parks and Recreation facilities for a total of 61 facilities. Of these facilities, there were 10 determined to have a high potential of discharging pollutants.

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

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

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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.

**6.3 Identification and development of Nutrient Management Plans**

During PY 1, City staff along with staff from the Center for Watershed Protection assessed City owned or operated properties where nutrients are applied to a contiguous area greater than one acre. A summary of the locations and required information is listed below.

During PY 2-4, the City will begin 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	-79.159, 37.403		
2	Miller Park	1	-79.16, 37.406		
3	City Stadium	3	-79.166, 37.393		
4	River Front Park	2	-79.138, 37.414		
5	Blackwater Creek Athletic Area	3	-79.184, 37.406		
6	Peaks View Park	4	-79.228, 37.421		
7	Dunbar Middle School	2	-79.145, 37.408		
8	Linkhorne Middle School	2	-79.191, 37.418		
9	Linkhorne Middle School	2	-79.193, 37.418		
10	Sandusky Middle School	2	-79.204, 37.379		
11	Sandusky Middle School	2	-79.201, 37.381		
12	Heritage High School	3	-79.206, 37.359		
13	E.C. Glass High School	3	-79.169, 37.406		
14	E.C. Glass High School	1	-79.167, 37.405		

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.

**6.4 Training Program**

During PY 1, the City developed a training program meant to provide training to applicable employees. 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

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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:

**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 will be required to have or obtain the appropriate ESC certifications administered by DEQ whether in plan review, inspection, program administration,

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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 will 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.

Assessment: This activity will be very important so that any employee is knowledge 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.

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## C Results of Information Collected

No information was collected in permit year one.

## D Activities Planned for Next Permit Year (PY2)

Specific activities pertaining to the Minimum Control Measures planned for PY 2 have been outlined in the in the preceding sections. One of the more significant activities not previously addressed that will occur during PY2 will be the development of the Chesapeake Bay TMDL Action Plan. This plan will outline the strategy to attain the required pollution reduction goals assigned by City of Lynchburg MS4 Permit.

## E Changes to BMPs or Measurable Goals

The required changes to BMPs or Measureable goals, from the previous permit requirements, have been outlined in the preceding sections and in the MS4 Program Plan document. Any changes made to the BMPs or Measureable goals in subsequent permit years will be documented in this section.

## 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 is actively working on developing an action plan to be submitted to DEQ by the end of the second year of this permit cycle. The City's progress towards permit requirements is summarized in the table below:

ANNUAL REPORT – PERMIT YEAR 1  
 VSMP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER  
 DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
 GENERAL PERMIT NO. VAR040008  
 CITY OF LYNCHBURG, VIRGINIA

Permit Section	Requirement	Progress
I.C.2.a.(4)	Estimate the annual POC loads discharged from existing sources	The City has completed a preliminary delineation of the regulated and unregulated areas (as defined in the permit) for approximately half of the urbanized area within the City. The City is continuing this delineation effort as the system mapping is developed. The annual POC loads will be estimated using Table 2a in the permit.
I.C.2.a.(6)	Identify the means and methods to meet the required annual POC load reductions	The City has conducted assessment of existing BMPs and stream conditions to identify potential projects to meet the POC load reduction goals. Preliminary TMDL credits were estimated for conversion and enhancement of existing public owned BMPs. Approximately 7 miles of potential stream restoration projects were identified based on field assessment, and prioritized based on a number of criteria including cost, potential TMDL credit, land ownership, and other benefits.
I.C.2.a.(7)	Identify the means and methods to offset increased loads from new sources that disturb one acre or greater and utilize an average land cover condition greater than 16% for the design of post-development stormwater management facilities	The City is in the process of completing its list of projects that initiated construction between July 1, 2009 and June 30, 2014, disturbed one acre or greater, discharge to the City's MS4, and utilized an average land cover condition greater than 16% for the development of post-construction stormwater management facilities.

## Permanent SW Facilities per Section II B 5 e

There were 16 new stormwater BMPs brought on-line in PY1. 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

No written public comments have been received regarding the MS4 Program Plan during this permit year.

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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.

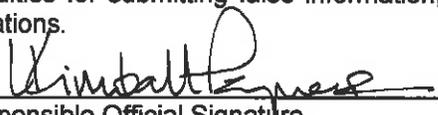
A person is a duly authorized representative only if:

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 9/30/14

VAR040008                      City of Lynchburg  
Permit Number                      MS4 Name

ANNUAL REPORT – PERMIT YEAR 1  
VSMP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER  
DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
GENERAL PERMIT NO. VAR040008  
CITY OF LYNCHBURG, VIRGINIA

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 black ink that reads "Erin B. Hawkins" with a long horizontal flourish extending to the right.

Erin B Hawkins, CFM  
Water Quality Manager

# Illicit Discharge Detail Report

FY14 Illicit Discharges

Date 7/3/2013 1:38:00 PM

Location: 2011 Rose Lane

Describe Pollution: 5 gallon bucket leaking bucket of green paint

## Inspection Info

Invest Start Date: 7/3/2013

Category: Resolved

Source: Inlet

Contaminant: Paint

Remediation Date: 7/3/2013

Remediation Method: Absorbant

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Date 7/9/2013 8:00:00 AM

Location: 4621 Murray Place, Expressway side

Describe Pollution: White milky discharge from an outfall

## Inspection Info

Invest Start Date: 7/9/2013

Category: Resolved

Source: Inlet

Contaminant: Paint

Remediation Date: 7/19/2013

Remediation Method: Paint Clean Up

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Date 7/9/2013

Location:

Describe Pollution: Car washing discharging directly into Blackwater Creek tributary

## Inspection Info

Invest Start Date: 7/9/2013

Category: Resolved

Source: Stream

Contaminant: Car Wash Runoff

Remediation Date: 7/10/2013

Remediation Method: Forwarded to VA DEQ

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Date 8/2/2013 9:59:59 AM

Location: 1109 Early Street

Describe Pollution: Report of Standing Oil

## Inspection Info

Invest Start Date: 8/2/2013

Category: Not Founded

Source: Inlet

Contaminant: Oil/Grease

Location: McDonald's on Memorial

Describe Pollution: Inlet closet to door on Library side. Foul odor reported

*Inspection Info*

Invest Start Date: 11/4/2013

Category: Resolved

Source: Inlet

Contaminant: Oil/Grease

Remediation Date: 11/13/2013

Remediation Method: Education

Date 11/13/2013 2:29:59 PM

Location: 1312 Rivermont Ave

Describe Pollution: emptying oil tank in backyard

*Inspection Info*

Invest Start Date: 11/13/2013

Category: Not Founded

Source:

Contaminant: Oil/Grease

Remediation Date: 11/13/2013

Remediation Method:

Date 12/10/2013 9:00:00 AM

Location: Griffin Pipe Public Boat Ramp

Describe Pollution: Visible oil in parking lot, large amounts

*Inspection Info*

Invest Start Date: 12/10/2013

Category: Resolved

Source: River

Contaminant: Oil/Grease

Remediation Date: 12/10/2013

Remediation Method: Oil Blankets

Date 1/16/2014 2:29:59 PM

Location: 2800 Carrol Ave.

Describe Pollution: oil covering road

*Inspection Info*

Invest Start Date: 1/16/2014

Category: Resolved

Source: Street

Contaminant: Oil/Grease

Remediation Date: 1/16/2014

Remediation Method: Absorbant

Date 2/19/2014 2:00:00 PM

Location: 510 Loudon St

Describe Pollution:

**Invest Start Date:** 4/1/2014

**Source:** Manhole

**Remediation Date:** 4/1/2014

**Contaminant:** Other

**Remediation Method:** Education

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**Date** 4/3/2014 9:59:59 AM

**Location:** 607 McConville Road

**Describe Pollution:** Failed erosion and sediment control measures lead to excess sediment on road

**Inspection Info**

**Invest Start Date:** 4/3/2014

**Category:** Resolved

**Source:** Street

**Contaminant:** Construction Material

**Remediation Date:** 4/3/2014

**Remediation Method:** Street Sweeping

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**Date** 4/15/2014 3:59:59 PM

**Location:** Food Lion Florida Ave.

**Describe Pollution:** Truck dumping into area behind Food Lion

**Inspection Info**

**Invest Start Date:** 4/15/2014

**Category:** Not Founded

**Source:**

**Contaminant:**

**Remediation Date:** 4/15/2014

**Remediation Method:**

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**Date** 4/21/2014 12:59:59 PM

**Location:** 1013 5th Street

**Describe Pollution:** Dumpster juice emptied and allowed to run down 5th Street

**Inspection Info**

**Invest Start Date:** 4/21/2014

**Category:** Resolved

**Source:** Street

**Contaminant:** Waste Material Lechate

**Remediation Date:** 5/23/2014

**Remediation Method:** Education

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**Date** 4/22/2014 11:45:00 AM

**Location:** 7106 Timberlake Road - Delicias.

**Describe Pollution:** Pumping of grease trap/sewage into parking lot

**Inspection Info**

**Invest Start Date:** 4/22/2014

**Category:** Resolved

**Source:** Manhole

**Contaminant:** Sewage

**Remediation Date:** 4/23/2014

**PY 1 - 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)
Delta Star Expansion	Detention	Southern end of property near edge of employee parking	3.5	2.15	1.35	7/5	JM11	Fishing Creek Tributary	Private	Y	10/13	Y
Belvac Building Expansion	Bioretention Basin	Next to road addition, between buildings	4.68	2.56	2.12	10/13	JM10	Dreaming Creek Tributary	Private	Y	4/14	Y
CSO 16.3B	Bio-filter	Stadium parking lot	1.6	0.71	0.89	6/14	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3B	CDS unit	Wythe Road	4.35	2.44	1.91	6/14	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3B	CDS Unit	James Street	11.64	3	8.64	6/14	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3A	CDS Unit	Gordon & Aragon Intersection	13.77	3.05	10.72	10/13	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3A	CDS Unit	2255 Carroll Ave	3.83	1.28	2.55	10/13	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3A	Filterra	1667 Shaffer St	0.09	0.09	0	9/13	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3A	Filterra	1741 Shaffer St	0.07	0.07	0	9/13	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO 16.3A	Filterra	1808 Shaffer St	0.13	0.11	0.02	9/13	JM 11	Fishing Creek	Public	NA	Under warranty	NA
CSO1D3.2	Bio-filter	2103 Columbia	1.08	0.21	0.87	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA
CSO1D3.2	Filterra	2132 Rivermont	1.1	0.34	0.76	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA
CSO1D3.2	Filterra	2131 Rivermont	0.56	0.26	0.3	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA
CSO1D3.2	CDS Unit	Loudon & Coumbia ROW	4.68	1.1	3.58	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA
CSO1D3.2	Filterra	2214 Rivermont	0.64	0.25	0.39	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA
CSO1D3.2	Filterra	2101 Bedford Ave	0.52	0.2	0.32	10/13	JM 10	Blackwater Creek	Public	NA	Under warranty	NA