

**Town of Braselton**  
**Storm Water Management Program (SWMP)**  
**General NPDES Permit No. GAG610000 for**  
**Small Municipal Separate Storm Sewer Systems (MS4)**

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Appendix B	Notice of Intent
Appendix C	Illicit Discharge and Illegal Connection Ordinance
Appendix D	Outfall Map and Inventory
Appendix E	Illicit Discharge Detection and Elimination Plan
Appendix F	Illicit Discharge Detection and Elimination Education Program
Appendix G	Illicit Discharge Complaint Response Procedures
Appendix H	Soil, Erosion, Sedimentation and Pollution Control Ordinance, Litter Control Ordinance
Appendix I	Site Plan Review Procedures
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Appendix U	Waste Disposal Procedures
Appendix V	Assessment of New and Existing Flood Management Projects
Appendix W	Municipal Inventory and Inspection Procedures
Appendix X	Enforcement Response Plan
Appendix Y	Impaired Waters Plan

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Storm Water Management Program (SWMP)  
General NPDES Permit No. GAG610000 for  
Small Municipal Separate Storm Sewer Systems (MS4)

**General Information**

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- A. Name of small MS4: Town of Braselton
- B. Name of responsible official: Jennifer Scott  
Title: Town Manager  
Mailing Address: P.O. Box 306  
City: Braselton State: GA Zip Code: 30517  
Telephone Number: (706) 654-5720  
Email Address: jscott@braselton.net
- C. Designated stormwater management program contact:  
Name: Sandy Weinel  
Title: Capital Projects Coordinator  
Mailing Address: P.O. Box 306  
City: Braselton State: GA Zip Code: 30517  
Telephone Number: (706) 654-3915  
Email Address: sweinel@braselton.net

**Sharing Responsibility**

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- A. Has another entity agreed to implement a control measure on your behalf? Yes  
No X (If no, skip to Part 3)

**Minimum Control Measures and Appendices**

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- A. Public Education and Outreach\*
- B. Public Involvement/Participation\*
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix – Enforcement Response Plan
- H. Appendix – Impaired Waters

\* A minimum of two BMPs per minimum control measure is required.

## Certification Statement

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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 gathered and evaluated the information submitted. Based upon 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.

Printed Name: Jennifer Scott Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: Town Manager

## Introduction

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The Town of Braselton, as an operator of a separate storm water sewer system, has been designated by the Federal Phase II Stormwater regulations, 40 CFR Part 122.33 to apply for coverage under the National Pollutant Discharge Elimination System (NPDES) permit for discharge of its storm sewer system. A copy of the General NPDES Stormwater Permit, GAG610000 is included as Appendix A. The Town has submitted to the Georgia Environmental Protection Division a Notice of Intent for coverage under the general permit. A copy of the Notice of Intent is located in Appendix B. Federal regulations require that the Town develop, implement, and enforce a Storm Water Management Program (SWMP) designed to reduce the discharge of pollutants from the MS4 to the “Maximum Extent Practicable” to protect water quality.

The Storm Water Management Program is comprised of six minimum control measures to include:

- Public Education and Outreach on storm water impacts;
- Public Involvement/Participation;
- Illicit Discharge Detection and Elimination;
- Construction Site Storm Water Runoff Control;
- Post-Construction Storm Water Management in New Development and Redevelopment;
- Pollution Prevention/Good Housekeeping for Municipal Operators.

The Storm Water Management Program developed by the Town of Braselton identifies, at a Minimum, two best management practices along with measurable goals for each of the six minimum control measures. Components of the Storm Water Management Program are described in detail below.

## Public Education and Outreach on Storm Water Impacts

40 CFR Part 122.34(b)(1) Requirement: The permittee must implement a public education program to distribute educational materials to the community and/or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.

### Best Management Practice (BMP) #1-Stormwater Website

**1. Target Audience:**

General Public

**2. Description of BMP:**

The Town of Braselton has developed a three-part video series entitled: “Stormwater: Understanding the Problem and Solutions”. The three-part series discusses the impacts of stormwater runoff, describes actions that the Town of Braselton is doing to protect local rivers and streams, and outlines what the citizens within the community can do to help, right in their own backyards. The video series automatically starts when a viewer visits the Public Utility Section of the Town of Braselton website. Stormwater videos can be found at

[https://www.braselton.net/departments/public\\_works/stormwater\\_videos.php](https://www.braselton.net/departments/public_works/stormwater_videos.php)

**3. Measurable goal(s):**

The Town will record the number of hits/views received for the Public Works page of their website, which shows the stormwater video series.

**4. Documentation to be submitted with each Annual Report:**

The Town will submit the Google Analytics report from January-December showing the number of hits on the Public Works page.

**5. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date: N/A
- c. Frequency of actions: N/A
- d. Month/Year of each action: N/A

**6. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**7. Rationale for choosing BMP and setting measurable goal(s):**

The Town of Braselton believes that a large portion of the population within Braselton has access to the internet and providing the video series on the Towns website provides an efficient and cost-effective means of distributing information about the importance of stormwater management to the citizens of Braselton.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the number of hits on the video series increases, then the BMP will be considered to be effective.

## Best Management Practice (BMP) #2–Stormwater Pamphlets and Stormwater Video Distribution

**1. Target audience:**

General Public

**2. Description of BMP:**

Stormwater pamphlets and stormwater video will be posted in the lobby of the Planning and Public Works Building and Town Hall. The pamphlets and video will be designed to promote stormwater education and/or to alter existing behaviors. The pamphlets and video will effectively present and explain stormwater messages in a clear, concise manner.

**3. Measurable goal(s):**

Track the number of stormwater pamphlets and stormwater videos that are picked up by the general public and monitor the frequency of restocking the pamphlets.

**4. Documentation to be submitted with each Annual Report:**

A copy of the pamphlets and video displayed at the Planning and Public Works Building and Town Hall will be submitted with the Annual Report along with a breakdown of the number of pamphlets and videos picked up by the general public

**5. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date: N/A
- c. Frequency of actions: The pamphlets will be re-stocked as needed.
- d. Month/Year of each action: N/A

**6. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**7. Rationale for choosing BMP and setting measurable goal(s):**

The Citizens of the Town of Braselton constantly visit the Planning and Public Works Building to pay utility bills, etc., so there will be ample opportunities for the citizens to pick up the pamphlets and learn about the importance of stormwater management.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the number of pamphlets picked up by the general public and/or the frequency that the pamphlets are re-stocked increases, the BMP will be considered to be effective.

## Public Involvement/Participation

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40 CFR Part 122.34(b)(2) Requirement: The permittee must, at a minimum, comply with State and local public notice requirements when implementing a public involvement/ participation program.

### Best Management Practice (BMP) #1—Braselton Rivers Alive Program

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**1. Target audience/stakeholder group:**

General Public

**2. Description of BMP:**

The Environmental Specialist for the Town of Braselton coordinates volunteers to host clean-up events, at a minimum, once per year. During the event trash and other debris is collected and removed from area creeks, the Mulberry River, and local roadsides.

**3. Measurable goal(s):**

The amount of waste collected and the location(s) of the clean-up efforts will be documented.

**4. Documentation to be submitted with each Annual Report:**

A list of participants at each event, locations of the clean-up efforts, and the amount of waste collected and properly disposed of will be submitted as part of the Annual Report.

**5. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date: N/A
- c. Frequency of actions: Once Annually
- d. Month/Year of each action: N/A

**6. Person (position) responsible for overall management and implementation of the BMP:**

Engineering Management, Inc.  
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Braselton Environmental Specialist

**7. Rationale for choosing BMP and setting measurable goal(s):**

The Mulberry River and other streams within the corporate limits of Braselton are valuable resources to the community and provide recreational opportunities. Therefore, the Town feels like this is an opportunity that the citizens of Braselton will get behind and support.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the number of participants increases for each successive clean-up effort and/or the amount of waste collected is reduced, then the BMP will be considered to be effective.

## Best Management Practice (BMP) #2–Braselton Adopt-A-Stream Program

**1. Target audience/stakeholder group:**

General Public

**2. Description of BMP:**

The Environmental Specialist for the Town of Braselton coordinates volunteers to help monitor the Mulberry River and educate others about water quality. The volunteers collect in-situ water quality data once a month along the Mulberry River and data is submitted to the Georgia Adopt-A-Stream program for inclusion in the program's database. The in-situ measurements include; temperature, pH, dissolved oxygen, and conductivity. The in-situ data indicates the health of the river for aquatic life at the time of monitoring.

**3. Measurable goal(s):**

Monitor Mulberry River multiple times throughout the year and provide data to Georgia Adopt-A-Stream program.

**4. Documentation to be submitted with each Annual Report:**

With each Annual Report, a table will be included listing: monitoring date, person performing monitoring, and location(s) of monitoring event.

**5. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Monthly
- d. Month/Year of each action (if applicable): N/A

**6. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Environmental Specialist

**7. Rationale for choosing BMP and setting measurable goal(s):**

The Mulberry River and other streams within the corporate limits of Braselton are valuable resources to the community and provide recreational opportunities. Therefore, routine monitoring of the health and water quality of the Mulberry River aids the Town in keeping abreast of any issues before their impact becomes detrimental.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the monitoring results continue to indicate that the stream is healthy enough to support aquatic life then it will be considered that the BMP is effective.

## **Illicit Discharge Detection and Elimination**

40 CFR Part 122.34(b) (3) Requirement: The permittee must develop, implement, and enforce a program to detect and eliminate illicit discharges into the small MS4. Program requirements include:

- A) Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls;
- B) Effectively prohibit, through ordinance, or other regulatory mechanism, non-storm water discharges into your storm sewer system and implement appropriate enforcement procedures and actions;
- C) Develop and implement a plan to detect and address non-storm water discharges, including illegal dumping, to your system; and
- D) Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

## **Best Management Practice (BMP) #1-Legal Authority**

### **1. Description of BMP:**

To comply with State and Federal laws, the Town must prohibit non-stormwater discharges to the separate storm sewer system through ordinance. The ordinance will give the Town the ability to regulate the contribution of pollutants to the separate storm sewer system by any person; prohibit illicit discharges and illegal connections to the separate storm sewer system; prevent non-stormwater discharges, generated as a result of spills, inappropriate dumping or disposal, to the separate storm sewer system; and establish legal authority to carry out all inspections, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with the ordinance. A copy of the Illicit Discharge and Illegal Connection Ordinance is included in Appendix C.

### **2. Measurable goal(s):**

The Town will review, and if necessary, modify the existing Illicit Discharge and Illegal Connection Ordinance.

**3. Documentation to be submitted with each Annual Report:**

A copy of the existing ordinance is included as an appendix of the SWMP. If the ordinance is revised during the reporting period, a copy will be submitted with the Annual Report.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Annual review of the ordinance.
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Town Manager or designee

**7. Rationale for choosing BMP and setting measurable goal(s):**

Adequate enforcement authority and implementation is essential to eliminating non-stormwater discharges.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

Dry weather screening results of the Town's stormwater outfalls will show whether the volume of illicit discharges are decreasing therefore, the BMP would be considered effective.

## **Best Management Practice (BMP) #2-Outfall Map and Inventory**

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**1. Description of BMP:**

Map and inventory the location of all outfalls from the separate storm sewer system and the names and locations of all waters of the State that receive discharges from those outfalls.

**2. Measurable goal(s):**

A map and inventory will be updated as necessary to reflect development within the Town.

**3. Documentation to be submitted with each Annual Report:**

The status of the map and inventory will be submitted with the Annual Report. A complete outfall map and inventory is included as Appendix D.

**4. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date: N/A
- c. Frequency of actions: As required to meet the measurable goal, the map will be updated as necessary as new outfalls are added based on development.
- d. Month/Year of each action (if applicable): As required

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

An outfall map and inventory is necessary for the identification and tracking of illicit discharges and spills.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

The Illicit discharges and spills detected by dry weather screening can be associated with the outfalls and receiving waters downstream of the outfalls. Designated stream status on the 305(b)/303(d) lists will be monitored on an annual basis.

## **Best Management Practice (BMP) #3-IDDE Plan**

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### **1. Description of BMP:**

The IDDE Plan will provide the Town employees with a guideline for performing inspections, field screening, and source tracing of potential illicit discharges. The plan will also include discharge elimination procedures including enforcement and follow up procedures

### **2. Measurable goal(s):**

Dry weather screening inspections will occur on 100% of outfalls within a five-year period. The Town will conduct dry weather screenings on 5% of outfalls annually, at a minimum. Investigative procedures will be implemented when the results of dry weather screening inspections indicate a potential for an illicit discharge, including sampling and/or inspection procedures as outlined in the IDDE Plan. The Town will take steps to ensure that any identified illicit discharges are eliminated. If necessary, enforcement procedures as outlined in the IDDE ordinance, ERP, and within this document will be implemented. A copy of the IDDE Plan will be included as Appendix E.

### **3. Documentation to be submitted with each Annual Report:**

A summary of the number of outfall inspections conducted during the reporting period and documentation of the outfall inspections will be submitted with each Annual Report. If an illicit discharge is detected, information on the investigative activities performed will be submitted with each Annual Report. Lastly, information of eliminated discharges or any enforcement actions taken to eliminate illicit discharges will be submitted with the Annual Report.

### **4. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date : N/A
- c. Frequency of actions (if applicable): Annually, the IDDE Plan will be reviewed to determine if revisions or updates are necessary
- d. Month/Year of each action: Each year, the Town will review the IDDE Plan document and update accordingly.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

The IDDE Plan will create a guideline for Town Staff to follow when inspecting for illicit discharges and serve as a guideline of enforcement actions depending on the situation and severity of the discharge. The Plan will be reviewed and updated as necessary.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the number of illicit discharges does not increase year to year, then the BMP will be considered to be effective.

## **Best Management Practice (BMP) #4-Education**

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**1. Description of BMP:**

The education component of the Illicit Discharge Detection and Elimination program will educate the general public, businesses, and government employees about the hazards of illicit discharges.

**2. Measurable goal(s):**

Videos, Brochures for the public, Storm drain lids-Fish, River's Alive events for the public, Community Summer Outreach, and Staff meetings for Town employees regularly scheduled.

**3. Documentation to be submitted with each Annual Report:**

A summary with supporting documentation of all education activities conducted during the reporting period will be submitted with each Annual Report. A copy of the IDDE Education Program is included as Appendix F.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): N/A
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

As the general public, businesses, and government employees become educated about the hazards of illicit discharges, people will become more conscientious about their habits when it comes to potential pollutants. People will also become more aware of what to look for when identifying a potential illicit discharge and the steps necessary to report the discharge to the appropriate authorities. An informed public will be more involved in protecting their valuable resources.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If there is an increase in materials distributed for the education components offered to the general public and local businesses and/or a decrease in the number of illicit discharges, then the BMP will be considered effective.

## **Best Management Practice (BMP) # 5-Complaint Response**

**1. Description of BMP:**

Procedures for receiving, investigating, and tracking the status of illicit discharge complaints.

**2. Measurable goal(s):**

The Town will implement the existing Complaint Response Procedures. Complaints will be responded to within five business days.

**3. Documentation to be submitted with each Annual Report:**

Each annual Report will include a report on each illicit discharge related complaint received and investigated during the reporting period (e.g. complaint date, type of complaint, complaint status). IDDE Complaint Response Procedures are provided as Appendix G.

**4. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date: N/A
- c. Frequency of actions (if applicable): Complaints will be responded to within 5 business days. Update response procedures as necessary.
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

The complaint response procedures will provide the Town of Braselton a method of tracking and documenting potential illicit discharges. The complaint response procedures also give citizens a means of reporting illicit discharges that may go unnoticed by government employees.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

When complaints are investigated and an illicit discharge is identified and terminated, the complaint will be resolved. Also, if the number of complaints received by the Town of Braselton decreases, the BMP will be considered effective.

## **Construction Site Stormwater Runoff Control**

40 CFR Part 122.34(b)(4) Requirement: The permittee must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Storm water discharges from construction activity disturbing less than one acre must be included in the permittee's program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The program must include:

- A) An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance;
- B) Requirements for construction site operators to implement appropriate erosion and sediment control best management practices;
- C) Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
- D) Procedures for site plan review which incorporate consideration of potential water quality impacts;
- E) Procedures for receipt and consideration of information submitted by the public; and
- F) Procedures for site inspection and enforcement of control measures.

## **Best Management Practice (BMP) #1-Legal Authority**

### **1. Description of BMP:**

Ordinance that gives the Town of Braselton legal authority under state and local laws to implement and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Stormwater discharges from construction activity disturbing less than one acre must be included in the permittee's program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The ordinance includes requirements for construction site operators to implement E&S control best management practices. Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site will be included in the Litter Control Ordinance. The Town currently is a Local Issuing Authority. A copy of the Town's Soil Erosion Sedimentation and Pollution Control Ordinance is included in Appendix H, along with the adopted Litter Control Ordinance.

### **2. Measurable goal(s):**

The Town will review, and if necessary, modify the existing Soil and Erosion Control Ordinance and Litter Control Ordinance. These ordinances are included as Appendix H.

**3. Documentation to be submitted with each Annual Report:**

A copy of the existing ordinances is included as an appendix of the SWMP. If the ordinance is revised during the reporting period, a copy will be submitted with the Annual Report.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): Implemented
- c. Frequency of actions (if applicable): Annual Review of the ordinance.
- d. Month/Year of each action: N/A

**4. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

By having an ordinance in place that requires construction site operators to implement BMPs to control construction site stormwater runoff, protection will be provided to the downstream MS4 which ultimately discharges into area rivers and streams. Enforcing such an ordinance will lead to better water quality and sustainability in the future.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

The Town will continually check the status of the area's rivers and stream in the 305(b)/303(d) list provided by the GA EPD. If the status of any of the rivers and/or streams change from not supporting to supporting their designated use, the BMP will be considered effective.

## **Best Management Practice (BMP) #2-Site Plan Review Procedure**

**1. Description of BMP:**

Procedures that define the requirements for submitting, reviewing, and approving land disturbance plans and applications.

The review will ensure that adequate erosion and sediment control BMPs are planned for the site along with measures to control construction site waste.

**2. Measurable goal(s):**

Utilize existing site plan review checklists and plan submittal logs to track plans submitted, reviewed, denied/approved to the town as well as the Oconee River SWCD (reviewing agency for E&S approval). The Town is currently a Local Issuing Authority. Plans are submitted to the Oconee River SWCD for review and approval.

**3. Documentation to be submitted with each Annual Report:**

The Town will provide a list of the site plans received and the number of site plans reviewed, approved, or denied during the reporting period in each Annual Report.

The Town will provide the number of plans submitted for land disturbance permit, the acreage to be disturbed, and whether they obtained approval status during the reporting period will be included with each Annual Report. A copy of the plan review procedures is included as Appendix I.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): Implemented.
- c. Frequency of actions (if applicable): An annual review of site plans will be conducted.
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

With site plan review procedures in place, the Town will allow for efficient review and approval of plans for land disturbance. It will also define guidelines for providing efficient BMPs in the plans to control construction site stormwater runoff and construction site waste. The checklists will provide engineers and developers with guides to assure compliance with the Town's minimum requirements for plans. The submittal log will be a valuable tool to assist the Town with tracking active projects.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the plan review procedures result in land disturbance plans providing adequate erosion and sediment control measures and the review log helps Town staff more efficiently track active projects, it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #3-Inspection Program**

### **1. Description of BMP:**

The inspection program will provide procedures for conducting site inspections to ensure that structural and non-structural BMPs at construction sites are properly designed and maintained and that construction site waste is properly controlled. The inspections will occur, at a minimum, following the installation of initial BMPs, during active construction, and after final site stabilization.

### **2. Measurable goal(s):**

The Town will conduct inspections following the installation of initial BMPs, during active construction, and after final site stabilization, at a minimum.

### **3. Documentation to be submitted with each Annual Report:**

Annual Reports will include a list of active construction sites and copies of E&S inspections performed during the reporting period. A copy of the inspection program is included as Appendix J.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Annually, the Inspection Program will be reviewed to determine if changes are necessary.

### **5. Month/Year of each action (if applicable):**

In March each year following approval of the Inspection Program by the GA EPD, the Town will review the program and update accordingly.

### **6. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

### **7. Rationale for choosing BMP and setting measurable goal(s):**

Properly designed, installed, and maintained erosion and sediment control BMPs help contain construction site stormwater runoff onsite and prevent sediment from entering rivers and streams. Therefore, the inspection program will provide direction for the

Town employees to perform routine inspections and assure that E&S BMPs are properly installed and maintained during the life of a construction project.

**8. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

The Inspection Program will be considered to be effective if the number of E&S violations per reporting period does not increase. Also, the Town will continually monitor the status of the area's rivers and streams on the 305(b)/303(d) list provided by the GA EPD. If the status of any of the rivers and streams change from not supporting to supporting their designated use, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #4- Enforcement Procedures**

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### **1. Description of BMP:**

The Town will implement enforcement procedures for E&S violations documented at construction sites during the reporting period. The enforcement procedures are outlined in the Enforcement Response Plan located in Appendix X.

### **2. Measurable goal(s):**

Follow enforcement procedures outlined in the Enforcement Response Plan located in Appendix X. Respond to complaints received within five business days.

### **3. Documentation to be submitted with each Annual Report:**

The annual report will include documentation of any enforcement actions taken during the reporting period, including the number and type (e.g. Notice of Violation, Stop Work Order) and status (e.g. pending, resolved).

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Annually, the Enforcement Response Plan will be reviewed to decide if revisions or updates are necessary.
- d. Month/Year of each action (if applicable): In March each year following the approval by GA EPD of the ERP, the Town will review the document and update accordingly.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

In order to effectively enforce E&S violations, a plan for enforcement actions needs to be established. Through the Enforcement Response Plan, the Town will have a guideline on how to deal with violations based on the severity of the situation and the response from the contractor.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If the number of E&S violations decrease and the severity of the enforcement actions decrease, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #5-Complaint Response**

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**1. Description of BMP:**

Provides a formal procedure for E&S complaint receipt, investigation, response, and tracking.

**2. Measurable goal(s):**

Implement the complaint response procedures approved by GA EPD. Respond to all complaints within five business days of receiving the complaint.

**3. Documentation to be submitted with each Annual Report:**

Information on complaints received and investigated during the reporting period (e.g. complaint date, type of complaint, complaint status) will be submitted with the Annual Report. The approved Complaint Response Procedures are included as Appendix K.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Annually, the complaint response procedures and timing to respond to complaints will be reviewed to determine if revisions or updates are necessary. Complaints will be responded to within five business days.
- d. Month/Year of each action (if applicable): In March each year, the Town will review the Complaint Response Procedures and update accordingly.

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

Local citizens are a valuable resource for reporting possible E&S violations that require investigation by appropriate authorities. Therefore, formal procedures should be in place to receive, investigate, and respond to documented complaints. Tracking of complaints that led to violations will also be documented and addressed.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If the number of reported complaints and responses decreases and does not increase, then it can be considered that the BMP is effective.

## **Best Management Practice (BMP) #6-Certification**

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**1. Description of BMP:**

All MS4 staff involved in construction activities subject to the Construction General Permits (CGPs) are trained and certified in accordance with the rules adopted by the Georgia Soil and Water Conservation Commission.

**2. Measurable goal(s):**

Certify that all MS4 staff are certified in accordance with the rules adopted by the GSWCC and that they maintain the appropriate certifications.

**3. Documentation to be submitted with each Annual Report:**

The number and type of current certifications held by MS4 staff will be submitted as part of each Annual Report.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): N/A
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Planning and Development Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

By allowing the MS4 staff to obtain certification, the Town is in compliance with the rules adopted by the GSWCC and are able to retain their Local Issuing Authority (LIA) status. Certified MS4 staff will have a better understanding of the proper design, installation, and maintenance of Erosion and Sediment Control BMPs.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If the erosion and sediment control BMPs are properly designed, installed, and maintained the end result will be less sediment leaving the construction site and possibly entering local rivers and streams. If there is a decrease in the amount of sediment leaving construction sites and entering local rivers and streams, then it will be considered that the BMP is effective.

## Post-Construction Stormwater Management in New Development and Redevelopment

40 CFR Part 122.34(b)(5) Requirement: The permittee must develop, implement, and enforce a program to address storm water runoff into the MS4 from new development and redevelopment projects, including projects less than one acre if they are part of a larger common plan of development or sale. You must:

- A) Develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for your community;
- B) Use an ordinance or other regulatory mechanism to address post-construction runoff from new development or redevelopment projects; and
- C) Ensure adequate long-term operation and maintenance of BMPs.

### Best Management Practice (BMP) #1-Legal Authority

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#### 1. Description of BMP:

Ordinance that develops a program to address stormwater runoff into the MS4 from new development and redevelopment projects, including projects less than one acre if they are part of a larger common plan of development or sale. The program must ensure that controls are in place that will prevent or minimize water quality impacts. A copy of the Post-Construction Stormwater Management Ordinance is included in Appendix L.

#### 2. Measurable goal(s):

The Town will review, and if necessary, modify the existing Post-Construction Stormwater Management Ordinance. By February 15, 2019, the Town will implement the Stormwater Runoff Quality/Reduction Standards as outlined in Permit No. GAG610000.

#### 3. Documentation to be submitted with each Annual Report:

If the ordinance is revised during the reporting period, a copy will be submitted with the Annual Report.

#### 4. Schedule:

- a. Interim milestone dates (if applicable): Stormwater Runoff Quality/Reduction Standards will be implemented and a Feasibility Program will be developed by February 15, 2019.
- b. Implementation date (if applicable): N/A

- c. Frequency of actions (if applicable): Annual review of the ordinance.
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Town Manager or designee

**6. Rationale for choosing BMP and setting measurable goal(s):**

The ordinance provides the Town legal authority to address post-construction runoff from new development and redevelopment projects to the extent allowable under state and local law.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

The Town will continually verify the status of the area's rivers and streams in the 305(b)/303(d) list provided by the GA EPD. If the status of any of the rivers and streams change from non-supporting to supporting their designated use, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #2-Inventory**

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### **1. Description of BMP:**

The Town will develop and update, as needed, an inventory of all publicly owned stormwater management structures (e.g. detention/retention ponds, water quality vaults, infiltration structures) and those privately-owned structures designed after the adoption of the GSMM on January 12, 2004. The inventory shall include information on the number and type of structures, and ownership (i.e. publicly owned, privately owned).

### **2. Measurable goal(s):**

A map and inventory will be maintained to include all publicly owned post-construction stormwater management structures and those privately-owned structures designed after the adoption of the GSMM.

### **3. Documentation to be submitted with each Annual Report:**

The status of the map and inventory will be submitted with the Annual Report. A copy of the map and inventory is included as Appendix M.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): 12/31/18-20% mapped  
12/31/19-20% mapped  
12/31/20-20% mapped  
12/31/21-20% mapped  
12/31/22-20% mapped
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Map and inventory will be updated as necessary.
- d. Month/Year of each action (if applicable): As required

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

The map and inventory will assist the Town in tracking all regulated stormwater management structures and aid in assuring that the structures are inspected and maintained on a regular basis.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

Proper and timely maintenance of all stormwater structures will inhibit pollutants from entering local waterways. If interim milestone dates are met, the goal will be considered to have been met.

## **Best Management Practice (BMP) #3-Inspection Program**

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### **1. Description of BMP:**

A program to provide guidelines for the inspection of post-construction stormwater management structures. The program will include a schedule for conducting inspections on all post-construction stormwater management structures included on the inventory so that 100% of the structures are inspected within a 5-year period.

### **2. Measurable goal(s):**

The Town will inspect 100% of post- construction stormwater management structures within the 5-year permit term. A minimum of 5% of post-construction stormwater management structures will be inspected annually.

### **3. Documentation to be submitted with each Annual Report:**

The inspection program will include documentation of the inspections conducted during the reporting period. A copy of the program is included as Appendix N.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Annually, the Inspection Program will be reviewed to decide if changes are necessary.
- d. Month/Year of each action: In March each year following the approval by GA EPD of the Inspection Program, the Town will review the program and update accordingly.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

Properly maintained post-construction stormwater management structures assure the structures function properly which ultimately result in reduced downstream flooding and improved water quality.

7. **How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If property owners regularly maintain onsite post-construction stormwater management structures it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #4-Maintenance Program**

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### **1. Description of BMP:**

In order to adequately maintain post-construction stormwater management structures, the Town will develop a long-term operation and maintenance program. At a minimum, the program shall address all publicly owned structures and those privately-owned structures with construction completed after the date of receiving MS4 designation. Maintenance and repair of these structures will be completed in accordance with the approved and recorded maintenance agreement and the Georgia Stormwater Management Manual.

### **2. Measurable goal(s):**

Implement the long-term operation and maintenance program for post-construction stormwater management structures.

### **3. Documentation to be submitted with each Annual Report:**

All Annual Reports will include a list of structures maintained and the type of maintenance performed, including documentation of maintenance activities performed during the reporting period for all publicly owned structures and all privately-owned structures maintained by the Town of Braselton. For all privately-owned structures maintained by the owner/operator, a summary list of finalized maintenance agreements will be submitted with the Annual Report. A copy of the Operation and Maintenance Program is included as Appendix O.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A.
- c. Frequency of actions (if applicable): Annually, the Operation and Maintenance Program will be reviewed to decide if changes are necessary.
- d. Month/Year of each action: March each year following the approval by GA EPD of the operation and maintenance program, the Town will review the program and update accordingly.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

The long-term operation and maintenance program will assure that post-construction stormwater management structures are regularly maintained and functioning properly.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If all post-construction stormwater management structures regulated by the MS4 are functioning properly, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #5-GI/LID Structures**

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### **1. Description of BMP:**

The Town of Braselton will develop an inventory of water quality-related GI/LID structures located within the MS4 jurisdiction that were constructed after December 6, 2012. The inventory will include the total number of each type of structure (e.g. bioswales, pervious pavement, rain gardens, cisterns, and green roofs). Following development of the initial inventory, new structures will be identified through the plan review process.

### **2. Measurable goal(s):**

The Town will provide an updated inventory of existing GI/LID structures with each annual report. The Town will track the addition of new water quality-related GI/LID structures through the plan review process and update the inventory as new GI/LID structures are constructed.

### **3. Documentation to be submitted with each Annual Report:**

Annual reports will include an updated inventory of any existing water quality-related GI/LID structures. Along with the inventory, the Town will provide a summary of the total number of each type of structure. An inventory of current GI/LID structures is provided as Appendix P.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): By February 2020, the Town will develop and inspection and maintenance program for all water quality-related GI/LID structures. Once the program is approved by GA EPD, it will be included as part of Appendix P.
- b. Implementation date (if applicable): An inspection and maintenance program for GI/LID structures will be developed and implemented by February 2020.
- c. Frequency of actions (if applicable): Annually, the inventory will be updated as new water quality-related GI/LID structures are constructed.
- d. Month/Year of each action: Annually, the inventory will be updated prior to the submittal of the annual report.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

Development of the Inventory of water quality-related GI/LID structures will assist the Town personnel with keeping track of maintenance and performance of the structures.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

Green Infrastructure (GI) and Low Impact Development (LID) practices help reduce the water quality impacts and quantity of runoff to downstream receiving waters through infiltration, reuse, and evapotranspiration. Therefore, if the number of proposed GI/LID structures continue to increase each year through the plan review process, then the BMP will be considered to be effective.

## **Best Management Practice (BMP) #6- GI/LID Program**

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### **1. Description of BMP:**

The Town of Braselton will develop a program for all water quality-related GI/LID structures located within the MS4 jurisdiction. The program will include the inspection and maintenance of GI/LID structures, including permittee-owned, publicly-owned structures owned by other entities, and privately-owned non-residential structures.

### **2. Measurable goal(s):**

The Town will develop and implement a long-term inspection and maintenance program for GI/LID structures.

### **3. Documentation to be submitted with each Annual Report:**

If the program is revised during the reporting period, a copy will be submitted with the Annual Report.

### **4. Schedule:**

- b. Interim milestone dates (if applicable): By February 2020, the Town will develop a GI/LID program addressing the inspection and maintenance of for all water quality-related GI/LID structures. Once the program is approved by GA EPD, it will be included as part of Appendix P.
- b. Implementation date (if applicable): An inspection and maintenance program for GI/LID structures will be developed and implemented by February 2020.
- c. Frequency of actions (if applicable): The program will be reviewed annually.
- d. Month/Year of each action: N/A

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Capital Projects Coordinator

### **6. Rationale for choosing BMP and setting measurable goal(s):**

The long-term operation and maintenance program will assure that GI/LID structures are regularly maintained and functioning properly.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If all GI/LID structures regulated by the MS4 are functioning properly, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #7-GI/LID Inspection and Maintenance Program**

### **1. Description of BMP:**

Maintenance and inspections of GI/LID structures will be performed in accordance with the procedures outlined in the GI/LID Program located in Appendix P.

### **2. Measurable goal(s):**

The Town of Braselton will conduct inspections on 100% of the GI/LID structures included in the inventory located in Appendix P within a 5-year period. Maintenance of permittee-owned GI/LID structures will be performed as needed.

### **3. Documentation to be submitted with each Annual Report:**

Annual reports will include documentation of the inspections and any maintenance conducted during the reporting period, as well as the number of structures and percentage of the total structures maintained during the reporting period.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): By February 2020, the Town will develop and inspection and maintenance program for all water quality-related GI/LID structures. Once the program is approved by GA EPD, it will be included as part of Appendix P.
- b. Implementation date (if applicable): An inspection and maintenance program for GI/LID structures will be developed and implemented by February 2020.
- c. Frequency of actions (if applicable): Inspections of GI/LID structures will occur annually.
- d. Month/Year of each action: N/A

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Capital Projects Coordinator

### **6. Rationale for choosing BMP and setting measurable goal(s):**

Inspection and maintenance of GI/LID structures will ensure the structures are regularly maintained and functioning properly.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

Green Infrastructure (GI) and Low Impact Development (LID) practices help reduce the water quality impacts and quantity of runoff to downstream receiving waters through infiltration, reuse, and evapotranspiration. Therefore, if all GI/LID structures are functioning properly, the BMP will be considered effective.

## Pollution Prevention / Good Housekeeping for Municipal Operations

40 CFR Part 122.34(b)(6) Requirement: The permittee must develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Using training materials available from the USEPA and other organizations as guidance, the permittee must, as a part of this program, include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.

### Best Management Practice (BMP) #1-MS4 Control Structure Inventory and Map

**1. Description of BMP:**

The Town has developed an inventory and map identifying all MS4 control structures. The map and inventory includes catch basins, ditches, detention/retention ponds, and storm drain lines. Updates will be made to include new MS4 control structures as they are completed and accepted by the Town.

**2. Measurable goal(s):**

The map and inventory of the MS4 control structures will be updated as necessary as new structures are completed.

**3. Documentation to be submitted with each Annual Report:**

The map and inventory will be submitted with each Annual Report. As new structures are added to the system, the Annual Report will provide the number of structures added during the reporting period and the total number of structures in the system. The inventory and map of control structures is included as Appendix Q.

**4. Schedule:**

- a. Interim milestone dates: N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): The map and inventory will be updated as necessary.
- d. Month/Year of each action (if applicable): As required

**5. Person (position) responsible for overall management and implementation of the BMP**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

An inventory and map of the MS4 control structures is necessary for tracking inspections and maintenance of the system. Priority lists can be developed to assure that the major

areas of concern are addressed. Inspection and maintenance of the system will keep the system components operating as designed which ultimately will help in maintaining and/or improving water quality in the MS4.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If a priority list is developed for repairs and maintenance and the Town is able to regularly perform the repairs and maintenance, then the MS4 control structures should operate as designed and help maintain or improve the water quality in the MS4. Therefore, the BMP will be considered to be effective.

## **Best Management Practice (BMP) #2-MS4 Inspection Program**

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### **1. Description of BMP:**

The Town has developed and implemented an inspection program that details the procedures and schedule for conducting inspections of the MS4 control structures. The schedule allows 100% of the structures to be inspected within a 5-year period. The control structures to be inspected are, at a minimum, catch basins, ditches, detention/retention ponds, and storm drain lines.

### **2. Measurable goal(s):**

Twenty Percent (20%) of the MS4 control structures will be inspected annually so that 100% of the system will be inspected within the 5-year period.

### **3. Documentation to be submitted with each Annual Report:**

The number and percentage of structures inspected during the reporting period will be included in the Annual Report. A copy of the inspection reports and any maintenance performed during the reporting period will be included in the Annual Report. A copy of the inspection program is included as Appendix R.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): 12/31/18-20% inspected  
12/31/19-20% inspected  
12/31/20-20% inspected  
12/31/21-20% inspected  
12/31/22-20% inspected
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): As required to inspect 20% of the MS4 Control structures during the reporting period.
- d. Month/Year of each action N/A

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

With an inspection program in place, routine inspections of the MS4 control structures will allow the Town to stay abreast of necessary repairs and maintenance within the system. The repairs and maintenance will ensure that the MS4 control structures are operating properly.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If routine maintenance and repairs are scheduled and performed as outlined in the inspection program and the system is operating properly, then it will be considered that the BMP is effective

## **Best Management Practice (BMP)#3-MS4 Maintenance Program**

### **1. Description of BMP:**

The Town will implement a storm sewer system maintenance program for the MS4 control structures. As items are inspected for condition, maintenance and repair issues will be documented. The list of maintenance and repair issues will be prioritized based on the Operation and Maintenance Program and the Georgia Stormwater Management Manual. The MS4 control structures to be maintained are, at a minimum, catch basins, ditches, detention/retention ponds, and storm drain lines.

### **2. Measurable goal(s):**

The Town will implement the Maintenance Program through utilization of the Maintenance checklist, as well as the prioritization of areas and system components that have pre-existing issues.

### **3. Documentation to be submitted with each Annual Report:**

Annual Reports will include the number of each type of structures maintained during the reporting period. A copy of the MS4 Maintenance Program is included as Appendix R.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Actions will be ongoing throughout the year.
- d. Month/Year of each action (if applicable): N/A

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

The maintenance program will ensure long-term maintenance of the Town's MS4 control structures as well as identifying potential water quality problems and future projects in the community.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

By developing a list of maintenance projects based upon maintenance and repair needs and the severity of the situation and implementing the needed repairs and maintenance to keep the MS4 stormwater system functioning properly, then the BMP will be considered effective.

## **Best Management Practice (BMP) #4-Street and Parking Lot Cleaning**

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**1. Description of BMP:**

The Town is required to develop procedures for cleaning streets and parking lots within the MS4 boundaries. Town Staff and contractors will be utilized to remove trash along roads within the Town limits.

**2. Measurable goal(s):**

The Town will perform street sweeping of at least 1 mile of street within the MS4 annually.

**3. Documentation to be submitted with each Annual Report:**

In the Annual Report, the Town will provide the the total amount of the waste removed from street sweeping and documentation of the final disposal (i.e., waste tickets). A copy of the Street and Parking Lot Cleaning Procedures is included as Appendix S.

**4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): N/A
- d. Month/Year of each action (if applicable): N/A

**5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

**6. Rationale for choosing BMP and setting measurable goal(s):**

Trash and pollutants are collected from streets and parking lots during rain events and eventually flow into the local rivers and streams. By frequently cleaning the streets and parking lots, water quality may improve.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

If the water quality of local rivers and streams does not degrade, then it will be considered that the BMP is effective in reducing pollution to stormwater.

## **Best Management Practice (BMP) #5-Employee Training**

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### **1. Description of BMP:**

The Town is required to implement an employee training program on pollution prevention and good housekeeping. Employees involved with park or open space maintenance, fleet and building maintenance, and new construction and storm water system maintenance will be trained.

### **2. Measurable goal(s):**

Training will be conducted on an annual basis.

### **3. Documentation to be submitted with each Annual Report:**

A list of training dates, topics, attendees, and materials covered for each training activity conducted during the reporting period will be submitted with the Annual Report. A copy of the Employee Training Procedures is included as Appendix T.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): Municipal employees will attend training events annually.
- d. Month/Year of each action: N/A

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

Educating municipal employees on pollution control and prevention and good housekeeping will ultimately lead to enhancement of water quality along the local rivers and streams. Municipal employees will become more aware of issues to look for around the community that could be potential pollutant sources and recognize the steps necessary to resolve the issue.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If the municipal employees develop good housekeeping procedures and actively take a role in pollution control and prevention, then it will be considered that the BMP is effective.

## **Best Management Practice (BMP) #6-Waste Disposal**

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### **1. Description of BMP:**

The Town is required to implement procedures regarding the proper disposal of waste collected and removed from the MS4. The procedures detail what types of waste were collected and how each type of waste was disposed of. Uncontaminated sediment, vegetation, or other inert materials will be disposed of at the 211 Inert Landfill in Winder, Georgia. All other debris and litter, not acceptable for disposal in an inert or C and D landfill, will be disposed of at Richland Creek Landfill in Buford, Georgia.

### **2. Measurable goal(s):**

Provide an estimated amount of waste generated and the means of disposal for each type of waste.

### **3. Documentation to be submitted with each Annual Report:**

Summary table outlining amount of waste generated and disposed of during the reporting period. A copy of Waste Disposal Procedures is provided in Appendix U.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): On-going
- d. Month/Year of each action (if applicable): On-going

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

Proper disposal procedures of waste collected within the MS4 will assist with the enhancement of water quality to the local rivers and streams.

### **7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

The BMP will be considered effective if the waste collected within the MS4 is properly disposed of.

## Best Management Practice (BMP) #7-New Flood Management Projects

### 1. Description of BMP:

The Town is required to ensure that proposed flood management projects are assessed for water quality impacts during the design phase. The Town requires that all new developments comply with the Post Construction Stormwater Management Ordinance which includes new municipal facilities. This ordinance includes provisions that mandate water quality enhancements be included within the design of the facility.

### 2. Measurable goal(s):

Ensure all new flood management projects are assessed for water quality impacts.

### 3. Documentation to be submitted with each Annual Report:

The number of plans reviewed during the reporting period will be included in the Annual Report. A copy of the Assessment of New and Existing Flood Management Projects is included as Appendix V.

### 4. Schedule:

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): On-going
- d. Month/Year of each action (if applicable): On-going

### 5. Person (position) responsible for overall management and implementation of the BMP:

Braselton Public Works Director

### 6. Rationale for choosing BMP and setting measurable goal(s):

Flood control projects that include a water quality component will improve the discharge to a level that will reduce water quality impacts to the downstream rivers and streams.

### 7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

This BMP will be considered effective if all new flood control projects are assessed for water quality impacts and the inclusion of water quality BMPs.

## **Best Management Practice (BMP) #8-Existing Flood Management Projects**

### **1. Description of BMP:**

The Town is required to assess existing flood management projects for potential retrofitting to address water quality impacts.

### **2. Measurable goal(s):**

The Town will review one existing flood management project per year for potential retrofitting to address water quality impacts.

### **3. Documentation to be submitted with each Annual Report:**

A copy of the assessment for the existing flood management project along with any retrofitting activities during the reporting period will be included in the Annual Report. A copy of the Assessment of New and Existing Flood Management Projects is included as Appendix V.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): The Town will assess an existing flood management project annually.
- d. Month/Year of each action (if applicable): In March each year following approval by the GA EPD of the assessment procedures, the Town will review one existing flood management project for potential retrofitting.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

The assessment of existing flood management projects will help the Town determine which projects provide the greatest impact to water quality of the downstream rivers and streams and are best suited for retrofitting.

7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:

If the assessment of existing flood management projects results in capital improvement projects for the retrofitting of the structures to include a water quality component, then the BMP will be considered to be effective.

## **Best Management Practice (BMP) #9-Municipal Facility**

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### **1. Description of BMP:**

The Town will maintain a municipal facility inventory of each facility owned and/or maintained by the Town with the potential to cause pollution. Along with the inventory, the Town will implement an inspection program in which inspection of the municipal facilities will occur on a schedule to assure that 100% of the municipal facilities are inspected within the 5-year permit period.

### **2. Measurable goal(s):**

Maintain the inventory of all municipal facilities owned and maintained by the Town of Braselton which have the potential to cause pollution. Update the inventory as new facilities are added. Implement an inspection program for the municipal facilities such that 100% of the facilities will be inspected within the 5-year permit period.

### **3. Documentation to be submitted with each Annual Report:**

All Annual Reports will include an updated inventory of municipal facilities along with the inspection reports or each municipal facility inspected during the reporting period. A copy of the municipal facility inspection program and inventory is included as Appendix W.

### **4. Schedule:**

- a. Interim milestone dates (if applicable): N/A
- b. Implementation date (if applicable): N/A
- c. Frequency of actions (if applicable): The inventory of municipal facilities will be updated annually. All municipal facilities will be inspected within the 5-year permit period.
- d. Month/Year of each action (if applicable): In March each year, the Town will inspect a portion of the municipal facilities that have the potential to cause pollution.

### **5. Person (position) responsible for overall management and implementation of the BMP:**

Braselton Public Works Director

### **6. Rationale for choosing BMP and setting measurable goal(s):**

The Town believes that municipal facilities with the potential to cause pollution should be inspected on a regular basis to ensure that the Town is diligent in protecting local streams and rivers.

**7. How you will determine whether this BMP is effective in reducing pollution to stormwater in accordance with Part 5.1.4 of the Permit:**

Through inspection of municipal facilities within the Town of Braselton, potential pollution sources can be identified and appropriate actions taken to reduce the risk of downstream pollution. Therefore, this BMP will be considered effective if 100% of the municipal facilities are inspected within the 5-year permit period.

## Enforcement Response Plan

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The MS4 must develop and implement an Enforcement Response Plan (ERP) that describes the action(s) to be taken for violations of the Storm Water Management Program. The ERP was completed and submitted within one year of designation. The ERP is included as Appendix X.

Final completion date: February 15, 2015

Date of submittal to EPD: February 15, 2015

## Impaired Waters

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1. Population at the time of designation: 7,511
2. If the population is less than 10,000, then the MS4 must develop an Impaired Waters Plan (see Part 4.4.1 of the NPDES Permit) including:
  - A list of impaired waters and the pollutant(s) of concern;
  - A map showing the location of the impaired waters and all identified MS4 outfalls located on the impaired waters or occurring within one linear mile upstream of the waters;
  - BMPs that will be implemented to address each pollutant of concern; and
  - A schedule for implementing the BMPs.
3. The Impaired Waters Plan was with the annual report due within 4 years of designation. The Impaired Waters Plan is included as Appendix Y.

Final completion date/date of submittal to EPD: February 15, 2018