



## **New Hampshire Department of Environmental Services**

### **NPDES General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)**

#### **Item by Item Instructions for Notice of Intent (NOI) Application Form and Storm Water Management Program (SWMP) Implementation Schedule form**

##### **Part A Instructions**

Read Carefully. Please note that these item by item instructions apply to parts A (Instructions) through E (Certification) and the SWMP Implementation Schedule form which is on an Excel Spreadsheet

##### **Part B Applicant Information**

Item 1.

Provide the name, address, phone number and email address of the contact person responsible for the overall coordination of the MS4 storm water management program.

Item 2.

Provide the full name of the regulated MS4

Item 3.

Identify the legal status of the operator of the MS4.

Item 4.

If the regulated MS4 is a city or town, list other MS4s within its boundaries, such as state highways, universities, and prisons.

Item 5.

Part 1 of the MS4 General Permit describes eligibility. You must determine your eligibility status with respect to:

1. Federal endangered species and critical habitat information; and,
2. Federal Historic properties

Document your eligibility investigation, the logic of your determination, and retain the record. Use the results of your eligibility investigation for "listed species" and critical habit to mark the appropriate box for Item 5. See Addendum A of the MS4 General Permit for guidance.

Item 6.

Use the results of your eligibility investigation for historic properties to mark the appropriate box for Item 6. See Addendum B of the MS4 General Permit for guidance.

## Item by Item Instructions for NOI form and SWMP Schedule (Cont.)

### Part C. Names of (Presently Known) Receiving Waters

List the waters currently known to receive discharge from the MS4. Use names from USGS topographic quadrangles as the standard. For unnamed waters, give a designation that indicates where the water goes, using the first named water downstream, e.g. "wetland tributary to Lamprey River," or "intermittent stream to Otter Brook."

For each listed water:

- Indicate the number of outfalls discharging thereto;
- Determine whether the water is impaired and check the appropriate box; and,
- If impaired, provide the type of impairment. Impaired waters are listed in the New Hampshire Draft 2002 Section 305(b) / 303(d) Surface Water Quality Assessment and Consolidated Assessment and listing Methodology (CALM), which is posted at [www.des.state.nh.us/wmb/swqa/lists/category\\_5\\_LIST\\_2002\\_DRAFT.PDF](http://www.des.state.nh.us/wmb/swqa/lists/category_5_LIST_2002_DRAFT.PDF). The types of impairment are in the column labeled "cause." The list (and posting) may change after the public comment period ends on January 31, 2003 and all public comments are addressed. The posting for the revised list will be available at <http://www.des.state.nh.us/wmb/>.

### Part D. Storm Water Management Program Summary

Consult EPA's MS4 General Permit, Parts III, IV, or V, whichever is appropriate, for descriptions of the required storm water management programs. "Best Management Practices or BMP's" are defined in Part VII of the permit. For guidance, you may use EPA's BMP menu: <http://www.epa.gov/npdes/menuofbmps/menu.htm>. Other BMPs are equally acceptable. Selection of BMPs is a responsibility of the permittee. You may also use EPA's guidance on measurable goals at the following website or devise your own: <http://www.epa.gov/npdes/stormwater/measurablegoals/index.htm>.

Storm Water Management Program Summary

- List the BMPs you expect to implement for each minimum control measure
- For each BMP, give a unique identifying number.
- For each BMP, provide the department or person responsible for its accomplishment.
- For each BMP, indicate the measurable goal.

### Part E. Certification

The NOI must be certified by the original signature of an official, either a principal executive officer or ranking elected official [see 40CFR122.22(a)]. The certification statement applies to all information provided in the Notice of Intent application form and the SWMP Implementation Schedule form.

## Item by Item Instructions for NOI form and SWMP Schedule (Cont.)

### Part F. SWMP Implementation Schedule Form

The MS4 General Permit requires the applicant to provide a schedule for implementing each selected Best Management Practice (BMP). The SWMP Implementation Schedule form should include when the storm water management program's required actions will be undertaken.

PLEASE NOTE: The SWMP Implementation Schedule form is an Excel computer file separate from the Notice of Intent form and must be downloaded and printed out separately.

1. Print out the form and make additional copies as needed.
2. Enter the name of the regulated MS4 and the town where it is located.
3. For each BMP listed in the NOI Part. D. Storm Water Management Program Summary Section:
  - a. Enter it's unique BMP ID # on the SWMP Implementation Schedule form, in the first column at the left;
  - b. Indicate the timing of implementation of the BMP across that row. Each box represents a season or, ¼ of a year. Note that the form is organized in permit years.
  - c. Use an X for a separate task or a line for a continuous activity.
4. Review the Example SWMP Implementation Schedule form for guidance.

### Part G. Example SWMP Implementation Schedule Form

The Example SWMP Implementation Schedule form has been provided to assist the applicant in describing the schedule for implementing each BMP. The BMP's listed as examples are only a part of what might be included in a complete storm water management program.

The BMPs on the example form would coincide with BMPs listed and numbered in the NOI Part D. Storm Water Management Program Summary Section. Note that an X on the SWMP Implementation Schedule form indicates a separate task during one part of a year, and continuous activities are shown as a line drawn through several seasons and/or years.

BMP ID #	BMP
1X.	Clean Catch Basins: Each spring, summer and fall for permit duration.
2X.	Produce a storm water video: High School visual arts project in cooperation with Hwy Dept. all 2003-2004 academic year.
3X.	Adopt storm water ordinance: Start drafting in the summer 2003. Talk to all involved boards and departments including the Finance Committee early in the process. Allow time to hold public meetings (Count it as public education). Town Meeting the following spring 2004.
4X.	Purchase more efficient street sweeper: Use capital planning, purchase in 2007.
5X.	Street sweeping: All year, as weather dictates, rotating areas of town.
6X.	Install fore bay in existing detention pond: One in summer 2003, one in 2005.

