

**City**

**of**

**Rye, New York**

**Stormwater**

**Management Program**

Prepared by:

Dolph Rotfeld Engineering, P.C.  
200 White Plains Road  
Tarrytown, New York 10591

## Table of Contents

Item	Section / Page Tab
<b>General Information.....</b>	<b>1.0 / 1</b>
Agencies/Office responsible for program implementation	1.1
Municipal Demographics	1.2
Stormwater Management Program Committee	1.3
Annual Budget	1.4
Annual Review	1.5
Records	1.6
Cooperative Efforts	1.7
Exempt Non-Stormwater Discharges	1.8
<b>Education and Outreach.....</b>	<b>2.0 / 2</b>
Written policy and procedures for program implementation	2.1
Goal	2.2
Information to be distributed (POC's and General) / Information Outlets	2.3
Activity Timetable	2.4
Program Implementation Reporting (Quantifiable Indicators)	2.5
<b>Public Participation and Involvement.....</b>	<b>3.0 / 3</b>
Written policy and procedures for program implementation	3.1
Goal	3.2
List of activities for participants	3.3
Activity Timetable	3.4
Program Implementation Reporting (Quantitative Indicators)	3.5
<b>Illicit Discharge Detection and Elimination.....</b>	<b>4.0 / 4</b>
Written policy and procedures for implementation	4.1
Goal	4.2
Legislation	4.3
Mapping of Outfalls	4.4
Mapping of Stormsheds	4.5
Timetable for Inspections	4.6
Action and Remediation when Illicit Discharge is detected	4.7
Media and in-house information outlets	4.8
Staff Training	4.9
Program Implementation Reporting (Quantitative Indicators)	4.10
<b>Construction Site Stormwater Runoff Control.....</b>	<b>5.0 / 5</b>
Written policy and procedures for implementation	5.1
Goal	5.2
Legislation	5.3
Media and in-house information outlets	5.4
Staff Training	5.5
Contractor Procedures	5.6
Program Implementation Reporting (Quantitative Indicators)	5.7

<b>Post Construction Stormwater Management.....</b>	<b>6.0 / 6</b>
Written policy and procedures for implementation	6.1
Goal	6.2
Legislation	6.3
Operation and Maintenance	6.4
Documentation of BMP's	6.5
Program Implementation (Quantitative Indicators)	6.6
<b>Pollution Prevention and Good Housekeeping.....</b>	<b>7.0 / 7</b>
Base information relative to eight (8) elements	7.1
Policies and Procedures for eight (8) elements)	7.2
Table of Best Management Practices related to each of eight (8) elements	7.3
Detailed Description of Best Management Practices	7.4
Self Assessment of eight (8) elements	7.5
<b>Appendix.....</b>	
Original and Revised NOI's	<b>8</b>
Copies of Annual Reports	<b>9</b>
NYSDEC comments on Annual Reports	<b>10</b>
Annual Public Comment Reports	<b>11</b>
Contracted Entity Certifications	<b>12</b>
Annual Evaluation for Compliance	<b>13</b>
Legislation	<b>14</b>
Outfall Locations Base Data / ORI Form	<b>15</b>
Measurable Goals Index	<b>16</b>
Draft Outreach Letter	<b>17</b>
Public Information and Outreach Bulletins	<b>18</b>
Training Sign In Sheet / Activity	<b>19</b>
<b>Public Works Operations Facility Stormwater Pollution Prevention Plan</b>	<b>20</b>
<b>Boat Basin Stormwater Pollution Prevention Plan</b>	<b>21</b>
<b>Golf Course / Swimming Pool Stormwater Pollution Prevention Plan</b>	<b>22</b>
<b>Facility Inspection Form</b>	<b>23</b>

# City of Rye, New York Stormwater Management Program

## 1.0 General Information

The City of Rye, New York, in order to comply with the requirements of the United States Environmental Protection Agency, and the New York State Department of Environmental Conservation, has developed this Stormwater Management Plan for the purpose of documenting municipal efforts for the purpose of improving stormwater quality.

Each of the six (6) minimum control measures including; public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site stormwater runoff control, post construction and pollution prevention and good housekeeping stormwater management is individually documented herein.

Agencies / Offices responsible for program implementation

The Table below shows the respective agencies and offices of the City of Rye which are responsible for implementation of the individual Minimum Control Measures. In each case, the Department Head shall be the contact person.

Minimum Control Measure	Agency / Office	Telephone Number
Public Information and Outreach	Engineering	914-967-7676
Public Participation and Involvement	Engineering	914-967-7676
Illicit Discharge Detection and Elimination	Engineering	914-967-7676
Construction Site Stormwater Runoff Control	Engineering	914-967-7676
Post Construction Stormwater Management	Engineering	914-967-7676
Pollution Prevention and Good Housekeeping	Engineering	914-967-7676

## 1.2 Municipal Demographics

The City of Rye is located in the southeast area of Westchester County, New York with a population of 14,960 based on the year 2000 census.

The City is bordered on the south by the Village of Mamaroneck and Town/Village of Harrison, on the east by Long Island Sound, on the west by the Town / Village of Harrison, and on the north by the Village's of Port Chester and Rye Brook. The highway network consists of approximately 51.6 miles of City maintained streets and 9.8 mile of state and county maintained

highways. The City is a diverse community made up of single family homes, a business area and waterfront bordering on Long Island Sound.

The main water body to which stormwater flows is Long Island Sound. The New York State Department of Environmental Conservation identifies water quality related problems as pollution due to pathogens, nitrogen floatables, silt and sediment

Municipal offices are located at 1051 Boston Post Road, Rye, New York 10580

### 1.3 Stormwater Management Program Committee

The City of Rye Committee consists of the following individuals:

City Engineer  
Assistant City Engineer  
Building Inspector  
Dolph Rotfeld Engineering, P.C. (consultant)

The committee meets twice annually and at other times as may be requested by any member of the committee. The purpose of the committee is to develop the City's overall Stormwater Management Plan, insure that changes to the overall concept of Stormwater Management at the Federal or State levels is added to the City's plan, develop an annual budget for stormwater management, develop and implement individual components of each of the six (6) minimum control measures, review previous years efforts to determine if the documented goals and objectives of the program are being met (and adjust municipal efforts as may be needed), prepare the annual report for review by the public, review by the City Council and submission to the New York State Department of Environmental Conservation.

### 1.4 Annual Budget

A budget shall be prepared annually for implementation of the City's Stormwater Management Program. The budget shall address each of the six (6) minimum control measures, specifying a dollar amount to be set aside for each. Where funds are set aside in other areas of the budget for stormwater related programs (i.e street sweeping and catch basin cleaning) the section of the budget where those functions are listed shall be indicated along with the approximate dollar amount available.

### 1.5 Annual Review

The Stormwater Management Program Committee shall meet prior to the preparation of the City's Annual Budget for the purpose of reviewing efforts being made to improve stormwater quality, determine if the established goals and objectives are being met, and determine what changes if any are needed to the City's Stormwater Management Program and any associated budgetary needs. *The annual review shall include an assessment of plan activities in accordance with Part III SPECIAL CONDITIONS Sections A and B 1-2 of the MS4 Permit. (Once the assessment modeling procedure is established by NYSDEC and made available). Any future*

*Total Maximum Daily Loads (TMDL) shall be considered and made part of this plan upon notification from the NYSDEC/EPA)*

## 1.6 Records

Records relating to all work associated with the City's Stormwater Management Program shall be kept for a minimum of 5 years. Records may be kept either as an electronic or hard copy. Records shall be readily available to the public as well as Federal, State and Local agencies during the normal business hours of City Hall. A copy of the City's Annual Report to the New York State Department of Environmental Conservation will be posted on the City's Website with annual updates. Records with respect to Construction Site Stormwater Runoff Control shall be kept as part of the individual building site file or other format as determined by the Building Official. Post Construction records with respect to Best Management Practices (BMP) for both public and private facilities shall be kept indefinitely.

## 1.7 Cooperative Efforts and 3<sup>rd</sup> Party Participation

The City shall cooperate with the Stormwater Management efforts of surrounding municipalities as far as practical. Cooperation may take the form of meetings to determine items of work which can produce economies of scale for cooperating municipalities/agencies and the implementation of those work items. Where the City utilized a 3<sup>rd</sup> party in any portion of its Stormwater Management Program, that party shall comply with the MS4 permit requirements applicable to the work being performed. Compliance shall be verified in the form of a Compliance Certification attached to and made part of this document in Section 12.

## 1.8 Exempt Non-Stormwater Discharges

The following Non-Stormwater Discharges are exempt from the need for SPDES permit coverage unless the New York State Department of Environmental Conservation determines them to be substantial contributors of pollutants to the City. (See Permit No. GP-0-08-002), Part IA(2).

- water line flushing
- landscape irrigation
- diverted stream flows
- rising ground water
- uncontaminated ground water infiltration(as defined in 40 CFR35.2005(20))
- uncontaminated ground water
- discharges from potable water sources
- foundation drains
- air conditioning condensate
- irrigation water
- springs
- water from craw space and basement sump pumps
- footing drains

- lawn and landscape watering runoff provided that all pesticides and fertilizers have been applied in accordance with the manufacturers product label
- water from individual residential car washing
- flows from riparian habitats and wetlands
- dechlorinated swimming pool discharges
- residual street wash water
- discharges or flows from fire fighting activities
- dechlorinated water from reservoir discharges
- any SPDES permitted discharge

## **2.0 Public Education and Outreach**

### **2.1 Policies and Procedures**

It is the policy of the City of Rye, New York to conduct a program to educate the public on the problems associated with impaired stormwater quality, the conditions which contribute to impaired water quality, and the actions which can be taken by the community both individually and as a whole to improve the quality of stormwater runoff.

The City will develop and operate a program to inform residents and businesses of the problems associated with impaired water quality through the distribution of literature, postings on the City website, announcements when Stormwater related events are planned, articles in the City Newsletter, postings on cable television, cable televised question and answer sessions, presentations before the general public, neighborhood groups, fraternal organizations, schools and targeted groups. Hard copies of the City's Stormwater Management Program will be available at City Hall and the Public Library and copy of all Stormwater related information will be forwarded to the School District for their dissemination.

### **2.2 Goal (s)**

It is the goal of the City to insure that sufficient information is made available to the public on impairments to stormwater quality and what needs to be done in order that individuals and businesses may make informed decisions on how best to contribute to the overall Stormwater Management Program effort.

### **2.3. Information To Be Distributed / Information Outlets**

Printed information to be distributed will take the form of single and multi-page information bulletins. These bulletins will be both generic in nature and target audience specific. Information such as lawn care and use of fertilizers is generic to all home and business owners with landscaped properties. Targeted audiences will have information available to them which focuses on their particular business or land use. The targeted audiences include ***service stations and vehicle repair shops, supermarkets / grocery stores / food outlets, sites containing large parking areas.*** Information on non-stormwater discharges will also be provided along with information on reducing pollution (where appropriate) from these type discharges. Illicit Discharge Detection and Elimination information is included in this Minimum Control Measure. All information will be placed on the City's website.

The City website will have a section dedicated to Stormwater Management. The website shall include a general welcome letter to the site by the City's Mayor followed by drop down screens with the information outlined above. The website will also include links to Federal, State, County, Organizational and Professional Stormwater websites as well as the name and contact information of the Stormwater Management Coordinator for the City.

At least one informational session on Stormwater Management will be held annually at City Hall and Stormwater Management staff will make themselves available for neighborhood and other

civic events to inform residents of the City’s efforts. A cable television discussion on the City’s efforts and stormwater management in general will be prepared and programmed to run monthly. Text spots will also be prepared to run daily on cable television.

## 2.4 Activity Timetable

### Tentative Information Dissemination Calendar

Item / Month	J	F	M	A	M	J	J	A	S	O	N	D
Mailing *	X					X						
Internet Posting	X											
Newspaper / Newsletter Article (s)*												
Cable Television Spot (s)	X	X	X	X	X	X	X	X	X	X	X	X
Community Presentations*				X						X		
Annual Report Public Session				X	X							
Annual Program Budget Review**								X	X			

Subject to change based on need

\* As warranted by program activities and developments

\*\* The educational and outreach effort will be reviewed during the annual budget preparation period with funding provided accordingly.

## 2.5 Program Implementation Reporting

The following indicators will be utilized to represent the efforts used to inform the public of the City’s Stormwater Management Program:

- List of activities performed for general and target audiences including number of attendees, pieces of literature distributed, numbers of inquires to City Hall.
- Illicit Discharge Detection and Elimination training for employees including number of attendees and hours.
- Number of hits to the City’s Stormwater webpages (if possible)
- Construction site stormwater control training completed / attended
- Pollution Prevention Training for employees
- Report on program effectiveness and measurable goal assessments

### **3.0 Public Participation and Involvement**

#### **3.1 Policies and Procedures**

It is the policy of the City of Rye to utilize the participation of the general public, businesses in order to maximize the City's efforts to lessen the impact of pollutants on stormwater quality.

The City will invite public participation, on an annual basis, through its educational and media outlets. Notification to residents, businesses and visitors will be accomplished through an open letter on the City website. Contact information for the City's Stormwater Coordinator will be on all literature distributed. Each year in April / May, Public Notice will be made utilizing City Council meeting agendas or posting on the City website to notify businesses and residents that they may review, comment, and where appropriate, receive a response to their inquiry on the Annual Report prior to its presentation to the City Council and subsequent transmittal to the New York State Department of Environmental Conservation. A summary will be made of all comments to the Annual Report as well as the City's response to questions about the information in the Annual Report. Comments / inquiries as well as the City's responses will be attached to the Annual Report. The Annual Stormwater Report once finalized and forwarded to the New York State Department of Environmental Conservation will be posted on the City's website.

#### **3.2 Goal(s)**

It is the goal of the City of Rye with respect to Public Participation and Involvement effort that all residences and businesses have an opportunity to better understand and "buy in" to the idea that water quality is the concern of each and every homeowner and business and that participating in the process of improving stormwater will have a positive impact on the overall quality of life in the City.

#### **3.3 List of Activities for Participants**

The general public and businesses will be invited to participate in the City's Stormwater Management efforts. Ways to participate may include, but will not be limited to:

- Roadside Cleanups
- Stream Walks
- Insuring contracted landscapers are utilizing proper methods of lawn fertilization and native plantings
- Seeding or providing ground cover to areas on one's property where erosion may be occurring

The City will provide guidance as to the implementation of such efforts and arrange for municipal collection of debris collected during roadside cleanups and stream walks.

### 3.4 Activity Timetable

#### Tentative Public Participation Calendar

Item / Month	J	F	M	A	M	J	J	A	S	O	N	D
Annual Report Comment Period				X	X							
Stream and Roadside Cleanups				X	X	X	X	X	X	X		
Proper Lawn Care Activities			X	X	X	X	X	X	X	X		

### 3.5 Program Implementation Reporting

The following indicators will be utilized to describe the level of participation in the City's Stormwater Management Program:

- Annual Report Presentation /Availability to the public including how comments can be received by the City and how responses are provided.
- List of public participation activities including the date, activity undertaken, number of participants and quantitative listing of activity results.
- Reporting methods / quantifying of stormwater quality concerns including reporting spills, illegal dumping, and construction site concerns.
- Report on program effectiveness and measurable goal assessments

## **4.0 Illicit Discharge Detection and Elimination**

### **4.1 Policies and Procedures**

It is the policy of the City of Rye to inspect its stormwater outfalls on an annual basis and, where illicit discharges are found, determine their source and take action to terminate said discharge to the stormwater drainage system.

The City has placed in its municipal code, legislation which outlines action which will be taken to detect and eliminate illicit discharges. Inspections shall be made by qualified staff on a schedule developed by the City's Stormwater Management Coordinator. Inspections shall be made no sooner than 72 hours following a rain event. The basic inspection shall be visual in nature utilizing the information obtained and documented on the initial Outfall Reconnaissance Inventory (ORI). Should the existence of an illicit discharge be detected, staff will immediately seek out the source of the illicit discharge and take the necessary action to terminate same. The decision for containment of the illicit discharge and its sampling and testing as well as notification of higher authority, shall be made by the City Engineer

### **4.2 Goal(s)**

The goal of the City to inspect its stormwater conveyance system on both a scheduled and unscheduled basis and to remediate any illicit discharges detected.

### **4.3 Legislation**

A copy of the City's Legislation on Illicit Discharges may be found in Section 14.

### **4.4 Mapping of Outfalls**

A copy of the City's Stormwater Outfall Mapping may be found in Section 15

### **4.5 Mapping of Conveyance Systems and Stormsheds**

Mapping of storm sheds shall be completed preliminarily by March 9, 2010.

### **4.6 Timetable for Inspections**

Routine outfall inspections shall be made between April 1<sup>st</sup> and October 1<sup>st</sup> of each year. Inspections shall be made only after a period of 72 hours with no rainfall. A visual inspection shall be made initially utilizing the criteria on the Center for Watershed Protection Outfall Reconnaissance Inventory Form. Any illicit discharges detected shall be reported immediately

to the City Engineer. Reports of illicit discharges shall be inspected immediately. The City Engineer shall direct the steps to be taken to identify the source of the illicit discharge and to mitigate same.

#### 4.7 Action and Remediation when Illicit Discharge is Detected

The City Engineer (or Hazardous Materials Response Team) shall direct the actions to be taken in the event that an illicit discharge is detected. Immediate action shall be taken to trace the illicit discharge back to its origin. If the type of discharge can not be immediately identified, the City Engineer may take / direct that samples be taken to determine the composition of the illicit discharge. Regulatory agencies such as the Westchester County Health Department and the New York State Department of Environmental Conservation shall be contacted to make them aware of the illicit discharge.

Once the source of the discharge is located, it shall be discontinued / mitigated immediately and further action against the polluter taken in accordance with the City's Local Law on Illicit Discharges.

#### 4.8 Media and In-House Information Outlets

Illicit Discharge Detection and Elimination public education and outreach is conducted under Minimum Control Measure # 1. The information distributed will include a definition of illicit discharges, some typical types of discharges as well as how homeowners and businesses should inspect their properties to insure that there are no illicit discharges emanating from the properties.

#### 4.9 Staff Training

Staff performing illicit discharge inspections shall receive training as to how to recognize them, characterize them and the proper reporting procedures for same. Records shall be kept with respect to employees who receive training and information about the actual training program conducted.

#### 4.10 Program Implementation Reporting

The following indicators will be utilized to describe the level of participation in the City's Stormwater Management Program:

- Number and Percent of outfalls mapped
- Number of Illicit Discharges detected and eliminated
- Percent of Outfalls for which an Outfall Reconnaissance has been performed
- Status of system mapping
- Activities and results from informing employees, businesses and the general public of the hazards associated with illicit discharge and improper disposal of waste.
- Regulatory mechanism status, certification and equivalence
- Report on effectiveness of program, BMP and measurable goal assessment.

## **5.0 Construction Site Stormwater Runoff Control**

### **5.1 Policies and Procedures**

It is the policy of the City of Rye to require all construction sites with one acre or more of disturbance to include in the site and design plans submitted, a stormwater pollution prevention plan (SWPPP). The Stormwater Pollution Prevention shall be prepared in accordance with the New York State Department of Environmental Conservation State Pollution Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-08-001 and Permit No. GP-0-08-002, Municipally Separate Storm Sewer Systems. All SWPPP's shall be prepared in accordance with the most current version of the New York Standards and Specification for Erosion and Sediment Control.

### **5.2 Goal(s)**

To insure that all projects are completed with minimal or no impact on water quality. Where the final construction product is anticipated to have an impact on water quality, that Best Management Practices have been constructed and are properly operated and maintained in perpetuity.

### **5.3 Legislation**

A copy of the City's Legislation on Construction Site Stormwater Runoff Control may be found in Section 14.

### **5.4 Media and In-Information Outlets**

Construction Site Stormwater Runoff Control public education and outreach is conducted under Minimum Control Measure #1. Information on the submission of Stormwater Pollution Prevention Plans will be available in the office of the Building Official. In addition, a meeting between the owner/developer and the Building Official will be held prior to the submission of plans for consideration for construction to insure that all the requirements of the City's legislation on Construction Site Stormwater Runoff are understood. A mechanism is in place to allow the public to review construction proposals and comment on same (part of the Planning / Zoning Board Process), and for the public to receive a response to their inquiries prior to a final decision for construction to proceed.

### **5.5 Staff Training**

City of Rye staff will take advantage of training opportunities related to Construction Site Inspection and Runoff, available through the New York State Department of Environmental Conservation, Soil and Water Conservation Districts, professional organizations and other training and education outlets. A record shall be kept of all training activities attended.

## 5.6 Contractor Procedures Inspection and Reporting Requirements

Shall be as outlined in the New York State Department of Environmental Conservation State Pollution Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-08-001 and as directed by the Building Official with respect to submission formats and timeliness.

## 5.7 Program Implementation Reporting

The following indicators will be utilized to describe the level of participation in the City's Stormwater Management Program:

- Number of SWPPP's reviewed annually
- Number and type of enforcement actions
- Percent of active construction sites inspected once
- Percent of active construction sites inspected more than once
- Number of construction sites authorized for disturbances of one acre or more
- Report on effectiveness of program, BMP and measurable goal assessment

## **6.0 Post Construction Stormwater Management**

### **6.1 Policies and Procedures**

It is the policy of the City of Rye to insure that all constructed Best Management Practices (BMP's) are properly operated and maintained in accordance with the requirements of the New York State Department of Environmental Conservation State Pollution Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity Permit No. GP-0-08-001 and Permit No. GP-0-08-002, Municipally Separate Storm Sewer Systems.

### **6.2 Goal(s)**

The goal of the City is to insure that all installed BMP(s) are properly operated and maintained in perpetuity

### **6.3 Legislation**

A copy of the City's Legislation on Post Construction Stormwater Management may be found in Section 14.

### **6.4 Operation and Maintenance**

The operation and maintenance of all Best Management practices installed since March 2003 shall be documented as part of the approved Building / Planning and or Zoning Board Permit. The individual, association, public/private agency or other legal entity having responsibility for the installed BMP(s) shall be documented as part of the approved Building / Planning and or Zoning Board Permit. Prior to the approval of the BMP(s) to be installed, the owner / developer shall submit to the Building Official for approval, documentation as to why the particular BMP to be installed was chosen along with the analysis, its expected life expectancy, an inspection schedule and a maintenance schedule outlining in detail when individual maintenance efforts are to be undertaken. An easement for access to the installed BMP(s) shall be provided for municipal use in the event the owner of the BMP(s) defaults in the operation and maintenance of the structure(s). Owners of installed BMP(s) shall report to the Building Official at least annually, certifying that the BMP(s) is operating and being maintained properly.

### **6.5 Documentation of Best Management Practices**

The Building Official shall keep a record of all BMP(s) installed since March 2003. The record shall be kept in perpetuity and include:

- Name ,address and contact information of the owner of the BMP
- Operations and maintenance manual for the BMP
- Schedule as to when inspections and maintenance is to be performed
- Schedule as to written documentation receipt that inspections and maintenance were performed.

- Name of qualified stormwater management professional / firm providing verification as to proper operation and maintenance.
- Mechanism to insure that inspections performed are reported in a timely manner

In addition to Best Management Practices installed since March 2003, the Building Official shall make a determination as to all installed BMP(s) prior to March 2003. Documentation of BMP(s) to be provided by the owner of record shall be the same as that shown above. Should the BMP(s) not be being properly maintained or operated, the Building Official must reconcile said inactivity in accordance with local laws.

#### 6.6 Program Implementation Reporting

The following indicators will be utilized to describe the level of participation in the City's Stormwater Management Program:

- Number of SWPPP's reviewed
- Number and type of enforcement actions
- Number and type of post-construction stormwater management practices inventoried
- Number and type of post-construction stormwater management practices inspected
- Number and type of post construction stormwater management practices maintained
- Regulatory mechanism status – certification that regulatory mechanism is equivalent to one of the “NYSDEC Sample Local Laws for Stormwater Management and erosion and sediment control” (if not already done)
- Report on effectiveness of program, BMP and measurable goal assessment

**City of Rye, New York  
Stormwater Management Program  
Pollution Prevention and Good Housekeeping  
Policies and Procedures**

## **7.1 GENERAL**

### **Introduction**

As part of its efforts to improve water quality at its municipally owned and operated facilities, the City of Rye has formalized and set down its policies and procedures with respect to Minimum Control Measure # 6, Pollution Prevention and Good Housekeeping, in its Stormwater Management Program. The eight (8) elements associated with Minimum Control Measure # 6 include; Street and Bridge Maintenance, Winter Road Maintenance, Stormwater Drainage Conveyance and Treatment System Maintenance, Vehicle and Fleet Maintenance, Parks and Open Space Maintenance, Municipal Building Maintenance, Solid Waste Management, Streambank Stabilization and Erosion and Sediment Control. Each of these eight (8) elements has Best Management Practices (BMP's) common to one or more of them as well as specific to each.

### **BMP Implementation**

Municipal employees perform numerous municipal activities that have the potential to discharge pollutants. Staff should consistently implement the procedures or BMPs applicable to these activities. Some municipal activities are contracted to other parties. For example, many municipalities contract out street sweeping or waste collection. Municipalities may lease their facilities to other parties, at which activities take place that have the potential to discharge pollutants. To ensure measures are taken to reduce pollutants while contractors or lessees perform such activities, contract and lease language should explicitly specify requirements to comply with all BMP specifications.

Successful implementation of a BMP is dependent on the following components:

- Effective training of municipal and contract employees working in both fixed facilities and field programs.
- Regular inspections of fixed facilities, field programs, and treatment controls.
- Maintenance of treatment controls as needed to ensure proper functioning.
- Periodic evaluation/monitoring of BMP performance consistent with NPDES permit requirements.
- Follow-up action to correct deficiencies in BMP implementation noted during inspections.
- Accurate record keeping to track training, inspections, monitoring, and BMP maintenance.

- Submittal of an annual report to the New York State Department of Environmental Conservation regarding the effectiveness of the municipal efforts to reduce pollutants from fixed facilities and field programs.

### **Staff Training**

Education and training is the key to the success of BMP implementation. The City will provide annual training sessions. In addition to City sponsored training, staff may also attend local, regional, statewide, or national training seminars or workshops related to stormwater management and water quality conducted by other organizations.

The City will provide training both program specific, and where feasible and appropriate, cross train staff with respect to all pollution prevention and good housekeeping efforts in order to maximize monitoring and implementation of BMP's.

Education and training will include:

- Maintenance Procedure Implementation and Inspection - In this training effort, proper procedures for performing municipal activities that may adversely affect stormwater quality are addressed. Maintenance procedures cover a wide range of municipal activities and the training may address either all maintenance procedures applicable to the municipality or a specific procedure (e.g. fertilizer and pesticide use). This training can be conducted in either a formal or a tailgate-style format.
- Pollution Prevention/Spill Awareness - This training addresses the general techniques municipal staff may implement to prevent pollution, as well as to respond to spills once they have occurred. Training can be tailored to management and other municipal staff who oversee pollution prevention measures, to field staff conducting activities that may result in spills, or to field staff who may encounter spills or illicit discharges.
- Where contract personnel are utilized, certificates indicating stormwater related training relative to the element in which the contractor is working, shall be required with no certification older than 3 years.

### **Site Inspections**

Inspections of municipal fixed facilities and field programs shall be performed to verify that BMPs are being implemented, that they are appropriate for that facility or program, and that they continue to reduce the discharge of pollutants. Inspections shall generally consist of the following:

- Fixed Facilities - Inspections are typically performed by a combination of stormwater program staff and on-site fixed facility managers. The inspection of a fixed facility may include spot checks of the facility and activities being performed at the facility, and interviews with key line staff.

- **Field Programs-** Inspections are typically performed by a combination of stormwater program staff and field program supervisors. The inspection of a field program may include spot checks of activities being performed, and interviews with key staff.
- **Contracted Activities -** Inspections are typically performed by municipal staff to supplement and check on self-inspections and reporting by the management staff of the contract firm performing the activity. Performance should be checked against contract/lease language
- **Leased Facilities -** Inspections are typically performed by municipal staff to supplement and check on self-inspections and reporting by the management staff of the lessor.

### **Inspection Frequencies**

Fixed facility or field program inspection frequency depends on the nature of the facility or program. Annual inspection shall be made as a minimum, with a more frequent schedule for facilities/activities that pose a greater threat to discharge pollutants (e.g. municipal yards). In the event of an observed problem, such as ineffective maintenance procedures or detected non-stormwater discharges, the inspection frequency shall be increased as appropriate to facilitate correction of the problem.

### **Inspection Documentation Procedures**

Inspection forms shall be developed and used to properly document all inspections and gather the necessary information for record keeping and annual reporting. Forms shall include:

- **General Inspection Forms -** These primary forms provide for a general characterization of the fixed facility or field program being inspected, including the type of facility or program, the reason for inspection, activities that may take place, and BMPs applicable for the facility. A general form for all inspections and a single fixed facility specific form should be completed.
- **Activity Specific Inspection Forms -** These secondary forms include a series of questions or checklist items about specific activities taking place at a fixed facility or as part of a field program, as well as a list of suggested corrective action plans that can be implemented should a problem be found. All forms applicable to the activities being performed at a fixed facility or field program should be completed.

### **Treatment Control BMP Maintenance**

Maintenance of treatment controls and drainage conveyance systems (e.g. detention and retention basins, infiltration devices, catch basins) shall be performed based on need at the time of inspection.

Where municipal contractors are responsible for maintenance of treatment controls, specific directions for maintenance shall be provided.

## **Analytical Monitoring**

The City shall perform analytical monitoring when needed in order to assist in identifying a potential polluter as well as determine the mitigation steps needed to bring closure to an event.

## **Enforcement**

To ensure proper BMP performance, enforcement procedures and mechanisms should be established for the municipal fixed facilities and field programs. Enforcement actions may occur as a result of a problem found during an inspection or in response to a complaint that is received. Several different types of enforcement mechanisms and penalties can be utilized to ensure compliance. The internal enforcement procedures, directed toward municipal staff, include initial verbal warnings, written warnings, and more serious disciplinary actions if verbal and written warnings do not result in appropriate action. External enforcement procedures which pertain to municipal contractors may be undertaken primarily by the municipality's inspectors, managers, and supervisors who possess enforcement authority through established policies and procedures or ordinances. Depending on the severity of the violation, enforcement could range from the issuance of a notice of noncompliance to the loss of a contract or lease, or a fine.

## **Recordkeeping**

As applicable, the City shall maintain records demonstrating successful implementation of BMP's. Recordkeeping shall include training, site inspection and maintenance, and if applicable, monitoring.

## **Training and Workshops**

Records of all training sessions provided to staff shall be maintained and include:

- determining which staff requires which training;
- determining when training sessions must be conducted; and
- documenting training activities for enforcement and compliance purposes.

Municipal staff may attend training sessions or workshops sponsored by local or national organizations. For these sessions, the following information shall be recorded:

- Name of Workshop/Training
- Sponsoring Organization
- General Description of the Subject Matter

- Location
- Date

### **Site Inspection and BMP Maintenance**

Inspection reports shall be kept to track frequency and results of inspections, BMPs implemented, condition of BMPs inspected, and follow-up actions taken. It is also important to keep a record of maintenance activities or any other BMPs that are of an "action" nature. It is easy to demonstrate that a BMP that involves a physical change, such as berming or covering, has been accomplished. However, actions that relate to good housekeeping can only be demonstrated by recordkeeping. Besides demonstrating compliance, records can assist in BMP management. Keeping a record of catch basin cleaning, for example, also provides insight into how long it takes for the catch basin sump to refill.

### **Monitoring**

Records of all stormwater monitoring information, inspections and visual observations, certifications, corrective actions and follow-up activities, and copies of all reports must be retained for a period of at least three years. These records shall include at a minimum, when applicable:

- Date, place, and time of sampling, visual observations, and/or measurements.
- Individual(s) who performed the sampling, visual observations, and or measurements.
- Visual observation records for storm events.
- Visual observations and inspections of non-stormwater discharges.
- Calibration and maintenance records of on-site instruments used.
- Visual observations and sample collection exception records,
- Date and approximate time of analyses.
- Individual who performed the analyses.
- Analytical results, method detection limits, and the analytical techniques or methods used.
- Quality assurance/quality control records and results. Sampling and analysis exemption and reduction certifications and supporting documentation.
- Record of any corrective actions and follow-up activities that resulted from observations

**Reporting**

An annual report, in a format as determined by the New York State Department of Environmental Conservation, and including all relevant information, shall be filed.

**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**

**7.2 Policies and Procedures**

**Street and Bridge Maintenance Policies and Procedures**

It is the **policy** of the City of Rye to sweep its street and bridge infrastructure in accordance with the a schedule developed and implemented by the Department of Public Works.

The **procedure** used to implement this effort is to mechanically sweep streets, bridges and other facilities. Information will be provided to the general public with respect to the need for operation and maintenance of private parking facilities and sidewalks.

The City utilizes motorized mechanical and air regeneration street sweeper equipment for implementation of its program. The sweepers are maintained by the City's Central Garage Facility and replaced based on an annual assessment of the equipments life expectancy, current condition and annual operation and maintenance costs. Manual sweeping will be performed on an as needed basis.

Municipally owned parking lots are swept on an "as needed" basis based on observations by municipal street sweeper operators and Department of Public Works supervisory personnel. The City has an ordinance requiring adjoining property owners to maintain sidewalks.

The City does not have any unpaved streets under its jurisdiction.

The City shall provide an annual training review of its policy and procedures with respect to Street and Bridge Maintenance as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Street and Bridge Maintenance Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Tons or Cubic Yards** of debris cleaned from streets, sidewalks and parking lots (daily, monthly, cumulative for calendar year).

- **Number** of bridge repair / replacement projects with incorporated pollution prevention or streambank erosion control components.
- **Hours** of training, retraining or continuing education activities related to policies, procedures, implementation and stormwater management.
- **Number** of street and bridge maintenance policies and procedures, or BMP updates or revisions.
- **Number** of erosion control and drainage measures implemented for roads.
- **Information** will be distributed to the public in both hard copy and electronic format as well as through presentations with the focus being on litter control and privately owned facilities such as parking lots and sidewalks.

### Implementation Calendar

<b>Item / Month</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Street Sweeping				X	X	X	X	X	X	X		
Public Information Update and Distribution	X	X	X									X
Staff Training and Continuing Education (Dependent upon seasonal workload and availability of organizational sessions)	X	X	X	X	X	X	X	X	X	X	X	X

\*Implementation items not appearing on calendar may occur at any time of the year. All times subject to change.

**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Winter Road Maintenance**

It is the **policy** of the City of Rye to utilize snow and ice control materials in a manner which creates maximum safety for vehicles and pedestrians and minimizes the impacts of snow and ice control products on the environment.

The **procedures** used to implement this effort includes:

The storage of road salts is under tarpolines in summer months to eliminate the leaching of salt brine from stockpiles.

The storage of liquid deicing products in enclosed containers.

The utilizing of liquid deicing products as an alternative to increased quantities of road salt.

The use of ground speed control units on all large snow and ice control material application vehicles.

A reporting, inspection and maintenance program to insure that all snow and ice control application technology is in good working order.

Cleaning of vehicles on a wash pad includes a grit trap and oil/water separator.

The City provides an annual training review of its policy and procedures with respect to Winter Maintenance as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Winter Road Maintenance Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Tons or cubic yards** of materials *reduction* due to improved technology / procedures.
- **Tons or cubic yards** of rock salt utilized.

- **Gallons** of liquid materials utilized.
- **Hours** of training, retraining or continuing education activities related to policies, procedures, implementation and stormwater management.
- **Number** of street and winter maintenance policies and procedures, or BMP updates or revisions.
- **Information** distributed to the public in both hard copy and electronic format as well as through presentations.

### Implementation Calendar

Item / Month	1	2	3	4	5	6	7	8	9	10	11	12
Public Information Update and Distribution										X	X	X
Staff Continuing Education (as available)	X	X	X	X	X	X	X	X	X	X	X	X
Staff training /refresher prior to onset of winter									X	X	X	X

**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Stormwater Drainage, Conveyance and Treatment System Maintenance**

It is the **policy** of the City of Rye to inspect, maintain, clean, and upgrade its stormwater conveyance and treatment system so as to discharge said water to the environment in the cleanest condition possible.

The **procedures** used to implement this effort includes:

Inspection, Cleaning and Maintenance of Stormwater Catch Basins on a City wide multi-year program with more frequent cleaning in identified areas.

Flushing of Stormwater Conveyance piping based on need and observed at the time of Stormwater Catch Basin Cleaning.

Removal of debris and sediment buildup from outfall pits and open channel conveyances.

Maintenance and cleaning of detention/retention ponds.

Maintenance and cleaning of catch basin filter inserts.

Maintenance and cleaning of structural Best Management Practices.

The City provides an annual training review of its policy and procedures with respect to Stormwater Drainage, Conveyance and Treatment System Maintenance as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Stormwater Drainage, Conveyance and Treatment System Maintenance Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Cubic Yards or Tons** of materials cleaned from system components.
- **Linear Feet** of piped system cleaned.

- **Linear Feet** of open channel cleaned and maintained
- **Number** of Outfall Pits cleaned
- **Number** of upgrades and Technology improvements to system.
- **Hours** of training, retraining or continuing education activities related to policies, procedures, implementation and stormwater management.
- **Number** of maintenance policies and procedures, or BMP updates or revisions.
- **Information** distributed to the public in both hard copy and electronic format as well as through presentations.

### Implementation Calendar

Item / Month	1	2	3	4	5	6	7	8	9	10	11	12
Catch Basin Cleaning / Flushing Conveyance Piping*			X	X	X						X	
All Other Procedures				X	X	X	X	X	X	X	X	
Public Information Update and Distribution	X	X	X									X

\*Cleaning subject to larvacide application in catch basins by Westchester County Health Department or on an emergency basis as necessary.

**City of Rye  
Stormwater Management Plan  
Minimum Control Measure # 6  
Pollution Prevention and Good Housekeeping  
Policies and Procedures**

**Vehicle and Fleet Maintenance**

It is the **policy** of the City of Rye to maintain its fleet of vehicles, as well as all Central Garage Facilities in such a manner that pollutants are not discharged to the environment.

The **procedures** used to implement this policy include:

An inspection program undertaken on a regular basis to insure that fuel, oil and lubricating products do not leak from any vehicles

A vehicle washing program so that all oil, grit and other products washed from vehicles are directed toward a debris / oil / water separator before being discharged to the sanitary sewer system.

A written plan, reviewed and updated as needed annually for the operation of the Central Garage including fuel dispensing, spill procedures, storage of lubricants and hazardous materials, storage of road salt /de-icing materials.

Annual cleaning of all stormwater drainage structures at the Central Garage and Public Works Garage.

Recycling of oil, antifreeze, tires, batteries, paper products, metals and glass

Proper storage of Hazardous Materials and availability on site of all MSDS documentation

The City provides an annual training review of its policy and procedures with respect to Vehicle and Fleet Maintenance as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Vehicle and Fleet Maintenance Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Cubic Yards** or **Tons** of material cleaned from system components including yard drains, floor drains and separators.



**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Parks and Open Space Maintenance**

It is the **policy** of the City of Rye to operate its parks and open space facilities in a manner that limits the amount of pesticides, herbicides, insecticides and other chemicals utilized to enhance the appearance of such facilities and which also eliminates the potential impact of grass clippings, pruning waste, tree trimmings, weeds and litter on the City's Stormwater Conveyance Systems.

The **procedures** used to implement this policy include:

Maintain an aggressive program for litter removal by providing sufficient disposal containers in parks and open space facilities along with a collection schedule sufficient to minimize overflowing containers.

Train personnel in the proper procedures for applying, handling and storage of landscape enhancement materials, mowing and related functions.

Insure that areas immediately surrounding stormwater drainage and conveyance infrastructure are properly maintained with no areas of erosion.

Reduce the use of high nitrogen fertilizers and those containing phosphorus that produce excessive growth requiring more frequent mowing and trimming.

Utilize mulching mowers where possible so that clippings are left in place. Collect grass clippings and recycle / dispose of where necessary.

Insure that all materials stored outside are secured in containers or covered sufficiently to eliminate migration.

Apply water commensurate with the infiltration rate of the soil.

Insure that the application of any products are materials is done by properly trained licensed / certified applicators.

Familiarize all staff with the hazards associated with products and chemicals utilized and maintain a copy of Material Safety Data Sheets (MSDS) on site where stored.



**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Municipal Building Maintenance**

It is the **policy** of the City of Rye to maintain its buildings in a manner that pollutants are not discharged to the environment.

The **procedures** used to implement this policy include:

Regular monitoring / inspection and testing of above and below ground bulk petroleum storage tanks.

Insure proper handling, disposition and disposal of solid waste materials.

Query materials and supplies manufacturers for products containing environmentally friendly products.

Follow relevant spill prevention, control and cleanup procedures.

Insure that materials stored outside are covered and not subject to migration to the stormwater conveyance system.

The City provides an annual training review of its policy and procedures with respect to Municipal Buildings Maintenance as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City overall Stormwater Management Plan and Personnel Training Records.

**Municipal Building Maintenance Implementation.**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Hours** of training, retraining or continuing education activities related to policies, procedures, implementation and stormwater management.
- **Number** of maintenance policies and procedures, or BMP updates or revisions.



**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Solid Waste Management**

It is the **policy** of the City of Rye to collect, store, process and dispose of solid waste, including materials recycling in a manner which minimizes the potential impact on water quality

The **procedures** used to implement this policy include:

Identifying illegal dumping sites and modifying \ posting to discourage the practice

Providing collection containers and schedules to handle litter in business areas, parks and other areas of the City where a need is identified.

Providing ordinances requiring collection of pet waste.

Advertise Westchester County Household Hazardous Waste Collection Program.

Encourage greater utilization of City Recycling Programs

The City provides an annual training review of its policy and procedures with respect to Solid Waste Management as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Solid Waste Management Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Tons** of Solid Waste Collected
- **Tons** of Glass Collected
- **Tons** of Paper Collected
- **Tons** of Metal Collected
- **Tons** of Plastic Collected
- **Tons** of Organics Collected
- **Tons** of Bulk Metal Collected
- **Tons** of Electronic Equipment Collected

- **Hours** of training, retraining or continuing education activities related to policies, procedures, implementation and stormwater management.
- **Number** of maintenance policies and procedures, or BMP updates or revisions.

**Implementation Calendar**

Item / Month	1	2	3	4	5	6	7	8	9	10	11	12
Collection of Solid Waste and Recyclables*	X	X	X	X	X	X	X	X	X	X	X	X
Collection of Organic Yard Waste			X	X	X	X	X	X	X	X	X	X
Staff Training / Continuing Education	X	X	X	X	X	X	X	X	X	X	X	X
Number of policy / procedure updates	X	X	X	X	X	X	X	X	X	X	X	X

Household Hazardous Waste Collection provided by Westchester County Department of Environmental Facilities

**City of Rye**  
**Stormwater Management Plan**  
**Minimum Control Measure # 6**  
**Pollution Prevention and Good Housekeeping**  
**Policies and Procedures**

**Streambank Stabilization and Hydrologic Habitat Modification**

It is the **policy** of the City of Rye to minimize the exposure of streambanks and waterbodies to the products of erosion.

The **procedures** used to implement this policy include:

Initial inspection of open ditch stormwater conveyance system for determining where erosion from public / private property may be depositing sediment.

Program for stabilization of stream banks within the Right-of-Way where needed.

Program for insuring maintenance of stream banks during construction activities

Public education for residents having stormwater conveyance systems within their property or waters which are tributary to.

The City provides an annual training review of its policy and procedures with respect to Streambank Stabilization and Hydrologic Habitat Modification as it relates to Stormwater Management. Staff are required to sign in to the training session and a record of said training is kept with documentation relating to the City's overall Stormwater Management Plan and Personnel Training Records.

**Implementation**

Records will be kept on a calendar year basis and reported at the City's annual program review for the following work performed:

- **Linear Feet** stabilized utilizing:
  1. Hard Engineering for Streambanks (Rip Rap)
  2. Soft Engineering for Streambanks (Plantings)
  3. Hard Engineering Ponds and Lakes (Rip Rap)
  4. Soft Engineering for Ponds and Lakes (Plantings)
- **Each** ponds and lakes with Siltation Forebays
- **Cubic Yards** of material removed from siltation forebays
- **Linear Feet** of streambank walked including GPS
- **Number** of maintenance policies and procedures, or BMP updates or revisions.



## **D R A F T**

Dear City of Rye Business Owner:

On March 10, 2003, the City of New Rochelle began the development of its Stormwater Management Plan, mandated by the United States Department of Environmental Protection and administered by the New York State Department of Environmental Conservation. The plan requires that the City make every effort to improve the water quality of its streams, lakes and rivers. The City must implement six (6) minimum control measures including educating the public, soliciting participation and involvement of the public, detection and elimination of illicit discharges, control of construction site runoff, maintenance and operation of post construction structural Best Management Practices and pollution prevention and good housekeeping at municipal facilities.

Two of these measures have a direct impact on business owners who operate parking areas for their employees / patrons and visitors. Parking areas can collect dirt and floatable debris as well as hydrocarbons and heavy metals from parked / moving vehicles. Additionally, if your property / parking lot has had a Stormwater Best Management Practice installed such as median rain gardens, stormwater catch basin filter inserts, stone filter strips, retention or detention basins etc., it is the property owners responsibility to insure that these structures are properly operated and maintained.

Should you have any questions concerning property owner responsibilities with respect to the City's Stormwater Management Program, please contact Stormwater Management Coordinator George Mottarella, P.E. at 914-967-7676.

Very truly yours,

City Manager

# *City of Rye, New York*

## *Stormwater Management Program*

Dear City Residents, Business Owners and Visitors:

On March 10, 2003, the City of Rye began the development of its Stormwater Management Plan, mandated by the United States Department of Environmental Protection and administered by the New York State Department of Environmental Conservation. The plan requires that the City make every effort to improve the water quality of its streams, lakes and rivers. The City must implement six (6) minimum control measures including educating the public, soliciting participation and involvement of the public, detection and elimination of illicit discharges, control of construction site runoff, maintenance and operation of post construction structural Best Management Practices and pollution prevention and good housekeeping at municipal facilities.

Recognizing the need for improving the quality of our surface waters, the City passed legislation in the initial stages of its Stormwater Management Program, designed to control the quantity and quality of runoff from new development and redevelopment, and insure that stormwater runoff from a project, once completed, created minimal or no impact on water quality. Rye has been a proponent of maintaining and improving water quality and is part of a municipal consortium working to improve water quality in the Long Island Sound.

Learn what you can about improving stormwater quality by visiting the following websites:

U.S. Environmental Protection Agency at <http://www.epa.gov/ebtpages/water.html>  
NYS Dept of Environmental Conservation at <http://www.dec.ny.gov/chemical/8468.html>  
Long Island Sound Watershed Inter-municipal Council at <http://www.liswic.org>  
Center for Watershed Protection at <http://www.cwp.org>  
City of Rye at <http://www.ryeny.gov>

Sincerely,

Mayor

---

**Mayor**

Honorable Steven Otis

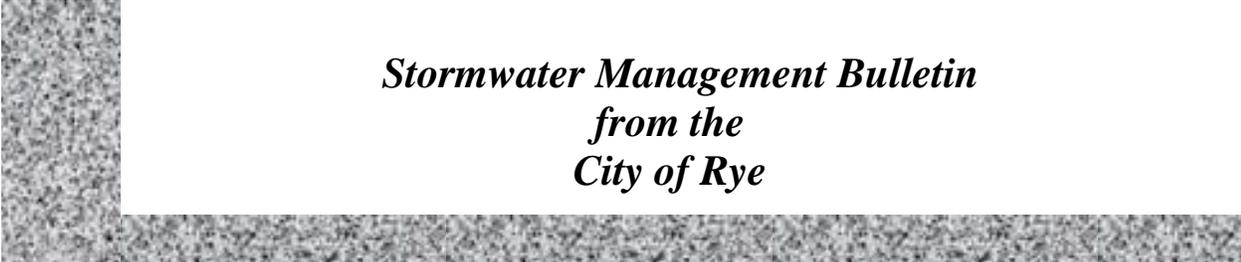
**Acting City Manager**

Frank Culross

**City Council**

Honorable Andrew C. Ball  
Honorable Mack Cunningham  
Honorable Paula Gamache  
Honorable Catherine Parker  
Honorable George S. Pratt  
Honorable Joe Sack

For further information on City efforts, or  
to volunteer to assist the City, contact  
**Stormwater Management Coordinator**  
George Mottarella, P.E., City Engineer at  
914-967-7676



## ***Stormwater Management Bulletin from the City of Rye***

*In response to Federal and State water quality regulations and requirements, the City has implemented a Stormwater Management Program.*

*The goal is to control discharges of pollutants to municipal storm drainage systems including, lakes, streams, and the Long Island Sound. The City encourages using BEST MANAGEMENT PRACTICES (BMP's) to effectively eliminate illegal discharges and connections*

*The Storm Drain System was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes into local lakes, streams and the Long Island Sound without any treatment.*

*The Sanitary Sewer System collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the waste is treated.*

*Best Management Practices (BMP's) are methods and practices such as good housekeeping, spill prevention or treatment measures to prevent or minimize pollutant discharges to municipal storm drain systems.*

*Illicit Discharges or Illicit Connections Discharges non-storm water to municipal storm drain systems and contributes to water pollution.*

*Urban Runoff is rain and other water that passes through and out of developed areas (streets, parking lots, roof tops etc.) into the storm drain system and eventually into local lakes, streams and the Long Island Sound.*

### **Pet Waste**

Pet waste left to decay on the sidewalk, or on grass near the street, may be washed into storm drains by rain and snow melt. Water entering storm drains does not receive treatment before it goes to our water resources. All stormwater in the City eventually flows to the Long Island Sound. Many substances deposited on the land cause pollution of our waters including; pesticides, fertilizers, pet waste, household chemicals, oil and antifreeze. When pet waste is washed into storm drains, the waste decays, using up oxygen and sometimes releasing ammonia. Pet waste also contains nutrients that encourage weed and algae growth. Most importantly, pet waste may carry disease causing organisms, which make water unsafe. When pet waste is disposed of improperly, not only does water quality suffer, your health may be at risk to. Pets, children playing outside, and adults gardening are most at risk for infection from some of the bacteria found in pet waste.

**You can make a difference** by cleaning up after your pet using a plastic bag or pooper scooper. Double wrap the pet waste in a second plastic bag, securing it tightly and put it in either a street waste receptacle or your garbage can at home.

For further information, or to assist the City in its efforts, contact **Stormwater Management Coordinator** George Mottarella, P.E. at 914-967-7676 or visit the following websites:

<http://www.epa.gov/eptpages/water.html>  
<http://www.dec.ny.gov/chemical/8468.html>  
<http://www.liswic.org>  
<http://www.cwp.org>  
<http://www.ryeny.gov>

# ***Stormwater Management Bulletin*** ***from the*** ***City of Rye***



*In response to Federal and State water quality regulations and requirements, the City of Rye has implemented a Stormwater Management Program.*

*The goal is to control discharges of pollutants to municipal storm drainage systems including, lakes, streams and the Long Island Sound. The City encourages using BEST MANAGEMENT PRACTICES (BMP's) to effectively eliminate illegal discharges and connections*

*The Storm Drain System was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes into local lakes, streams and the Long Island Sound without any treatment.*

*The Sanitary Sewer System collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the waste is treated.*

*Best Management Practices (BMP's) are methods and practices such as good housekeeping, spill prevention or treatment measures to prevent or minimize pollutant discharges to municipal storm drain systems.*

***Illicit Discharges or Illicit Connections***  
*Discharges non-storm water to municipal storm drain systems and contributes to water pollution.*

*Urban Runoff is rain and other water that passes through and out of developed areas (streets, parking lots, roof tops etc.) into the storm drain system and eventually into local lakes, streams and the Long Island Sound.*

## **Retail Gas and Diesel Fuel Outlets**

Of any size are potential sources of stormwater pollution. Areas in retail fueling outlets for fuel dispensing, waste receptacles, vending machines and air / water supply areas can lead to the accumulation of automotive fluids, grease and other waste fluids on the ground. All owners and employees of retail fueling outlets can apply common sense practices to minimize or eliminate their contribution to stormwater pollution.

## **Best Management Practices**

***SPOT CLEAN ALL AREAS IMMEDIATELY***  
*Use dry methods such as rags or absorbent materials to clean up leaks and drips. Leaks are not considered cleaned up until the absorbent is picked up and disposed of properly.*

***SPILL RESPONSE PLAN*** *Maintain and update an acceptable Spill Response Plan.*

***TRAINING*** *Regularly train all employees on proper methods of handling and disposing of waste. Ensure all employees are familiar with the Spill Response Plan. Educate employees on Best Management Practices (BMP's) and stormwater and wastewater discharge requirements and prohibitions.*

***LABELING*** *Label all drains within the facility boundaries using paint or stencil, or indicate whether flow is to the storm drain, sewer or oil / water separator.*

***INSPECTION*** *Annually inspect and clean storm drain inlets and catch basin.*

For further information, or to assist the City in its efforts, contact **Stormwater Management Coordinator** George Mottarella, P.E. at 914-967-7676 or visit any of the following webpages:

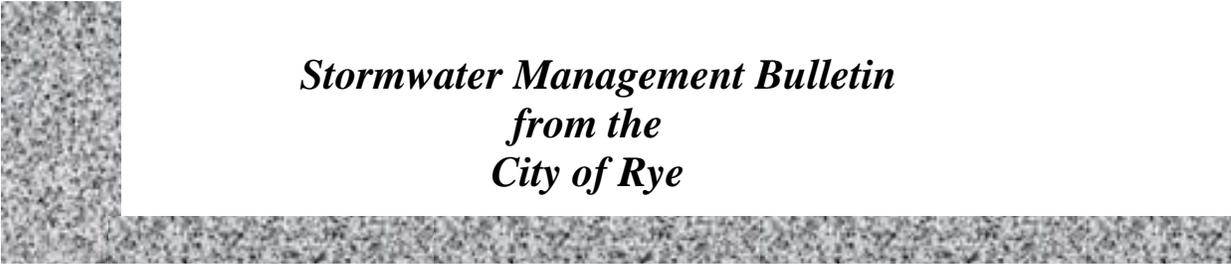
<http://www.epa.gov/ebtpages/water.html>

<http://www.dec.ny.gov/chemical/8468.html>

<http://www.liswic.org>

<http://www.cwp.org>

<http://www.ryeny.gov>



## ***Stormwater Management Bulletin from the City of Rye***

### **What is Stormwater Pollution:**

Stormwater pollution refers to many types of harmful materials that are carried by water (rain water, wash water or snow melt) through the storm drain system to our creeks and the Long Island Sound. These pollutants can include: sediments, nutrients, trash, metals, bacteria, oil and grease, phosphorus and organics.

### **Get Involved:**

Volunteers are needed to assist with waterway and roadside cleanup efforts, beautification projects, storm drain stenciling and neighborhood cleanups. Put together a group of friends, plan to meet over coffee and help keep trash and other pollutants out of our waters. Contact the City's Stormwater Management Coordinator for details.

### **Dispose of Household Products Carefully:**

Many products under the sink or in the garage can harm water quality. Never pour paints, preservatives, brush cleaners and solvents down the drain. Sewers or septic tanks do not treat these materials and they can enter waterways untreated. Buy a product with the least amount of toxic materials. Read labels carefully for use and disposal instructions. Learn about Westchester County's Household Hazardous Waste Disposal Program. For information call 914-813-5425 or log onto the County website at <http://www.westchestergov.com>

### **Care for your lawn cautiously:**

Lawns with trees and shrubs prevent erosion, soak up nutrients before they run off into waterways, and improve soil by adding organic materials. Plant the right grass by testing the soil annually. Use the proper fertilizer, and do not over-fertilize. Improper fertilizing can lead to disease, poor root growth and weed problems. Water your lawn and shrubs only when it is dry by soaking the soil thoroughly. If you have a lawn service, make sure it is customized to your needs.

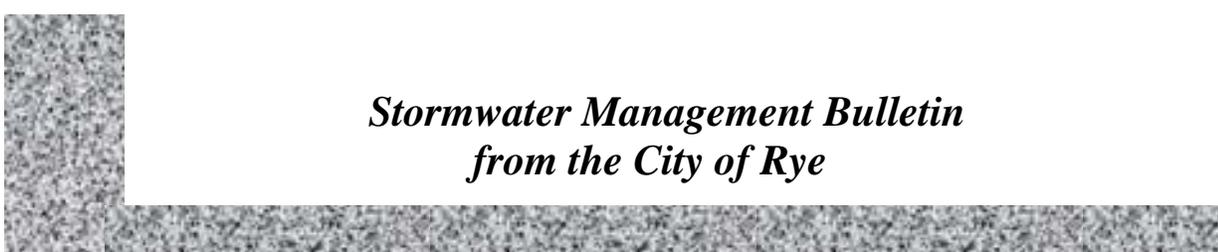
### **Illicit Discharge Detection and Elimination:**

Items which find their way into waterways and storm drains, either by accident or deliberately, decrease water quality and create unsightly conditions. Carelessly discarded trash, illegal connections of waste water and other products, household chemicals, oil, and nutrients from over fertilization of lawns can be washed into drains when it rains and eventually end up in our waterways. In 2007, the City began a program to locate and identify discharges from illegal connections which decrease water quality and take enforcement action where appropriate. If you think your home or business may have an illegal connection to the storm drain, Contact the City's Stormwater Management Coordinator to learn how to correct the condition.

For further information, or to assist the City in its efforts, contact **Stormwater Management Coordinator** George Mottarella, P.E., at 914-967-7676 or visit any of the following webpages:

<http://www.epa.gov/eftpages/water.html>  
<http://www.dec.ny.gov/chemical/8468.html>  
<http://www.ryeny.gov>

<http://www.liswic.org>  
<http://www.cwp.org>



## ***Stormwater Management Bulletin from the City of Rye***

*In response to Federal and State water quality regulations and requirements, the City has implemented a Stormwater Management Program.*

*The goal is to control discharges of pollutants to municipal storm drainage systems including, lakes, streams, and the Long Island Sound. The City encourages using BEST MANAGEMENT PRACTICES (BMP's) to effectively eliminate illegal discharges and connections*

*The Storm Drain System was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes into local lakes, streams and the Long Island Sound without any treatment.*

*The Sanitary Sewer System collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the waste is treated.*

*Best Management Practices (BMP's) are methods and practices such as good housekeeping, spill prevention or treatment measures to prevent or minimize pollutant discharges to municipal storm drain systems.*

*Illicit Discharges or Illicit Connections  
Discharges non-storm water to municipal storm drain systems and contributes to water pollution.*

*Urban Runoff is rain and other water that passes through and out of developed areas (streets, parking lots, roof tops etc.) into the storm drain system and eventually into local lakes, streams and the Long Island Sound.*

### **Supermarkets, Restaurants, Fast Food Outlets and Grocery Stores**

Businesses selling food products can conduct common sense practices that require modest changes to routine operations or maintenance practices to reduce or eliminate their contribution to stormwater pollution. Follow these Best Management Practices (BMP's) to control pollutant discharges:

**PAVEMENT CLEANING:** Sweep parking lots and other paved areas periodically to remove debris. Dispose of debris in the garbage.

**EQUIPMENT CLEANING:** Discharge wash water to the sanitary sewer only.

**SPILL CLEANUP IN OUTDOOR AREAS:** Have commercial spill containment kits in convenient locations for immediate access.

**GREASE HANDLING AND DISPOSAL:** Store grease in separate covered containers. Recycle.

**WASTE DISPOSAL:** Inspect dumpsters periodically and replace broken or leaking units. Keep dumpsters covered to prevent stormwater from entering the container. Never dispose of food wastes or liquids associates with food wastes in storm drains.

**LITTER CONTROL:** Provide an adequate number of trash receptacles for customers and employees. Pick up litter and other wastes daily from outside areas.

**LANDSCAPING:** Minimize the use of pesticides and fertilizers.

**TRAINING:** Train all employees on what to do in the event of a spill. Designate a person to insure BMP's are followed.

For further information, or to assist the City in its efforts, contact **Stormwater Management Coordinator** George Mottarella, P.E. at 914-967-7676 or visit the following webpages:

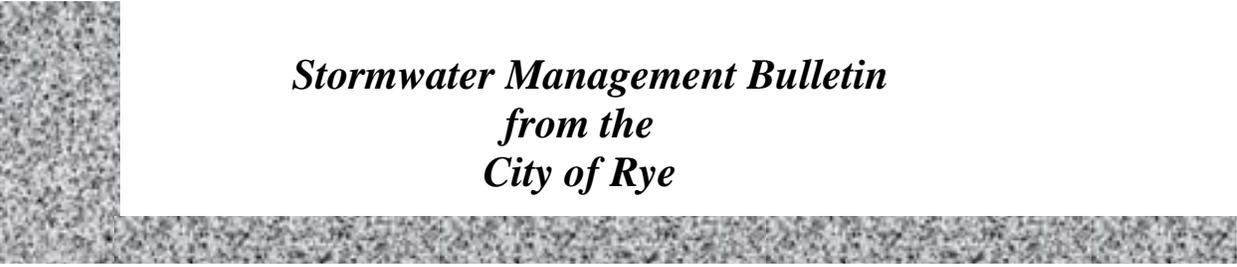
<http://www.epa.gov/ebtpages/water.html>

<http://www.dec.ny.gov/chemical/8468.html>

<http://www.liswic.org>

<http://www.cwp.org>

<http://www.ryeny.gov>



## ***Stormwater Management Bulletin from the City of Rye***

*In response to Federal and State water quality regulations and requirements, the City has implemented a Stormwater Management Program.*

*The goal is to control discharges of pollutants to municipal storm drainage systems including creeks, streams and the Long Island Sound. The City encourages using BEST MANAGEMENT PRACTICES (BMP's) to effectively eliminate illegal discharges and connections*

*The Storm Drain System was built to collect and transport rain to prevent flooding in urban areas. Anything that flows or is discharged into the storm drain system goes directly into creeks, streams and the Long Island Sound without any treatment.*

*The Sanitary Sewer System collects and transports sanitary wastes from interior building plumbing systems to the wastewater treatment plant where the waste is treated.*

*Best Management Practices (BMP's) are methods and practices such as good housekeeping, spill prevention or treatment measures to prevent or minimize pollutant discharges to municipal storm drain systems.*

### ***Illicit Discharges or Illicit Connections***

*Discharge non-storm water to municipal storm drain systems and contributes to water pollution.*

For further information, or to assist the City in its efforts, contact **Stormwater Management Coordinator** George Mottarella, P.E. at 914-967-7676 or visit any of the following webpages:

<http://www.epa.gov/ebtpages/water.html>

<http://www.dec.ny.gov/chemical/8468.html>

<http://www.liswic.org>

<http://www.cwp.org>

<http://www.ryeny.gov>

### **Parking Lots**

**K**eeping pollutants out of our storm drain system protects our creeks, streams and the Long Island Sound. Materials swept, blown or washed into the storm drains end up in these open waters where they degrade water quality and harm aquatic life. In general, wastewater discharged to storm drains is illegal.

In addition to reviewing their own practices, the City will institute a business education campaign. Information will be provided to businesses owners and large residential facilities in an effort to control potential discharge of pollutants to the storm drain system. *Property and business owners are responsible not only for their own activities, but the activities of their contractors as well.*

Stormwater runoff from parking lots and sidewalk areas can contribute significantly to urban runoff pollution. Automotive fluids, food wastes, grease pesticides, litter, exhaust residue and rubber generated from friction between tires and paved surfaces, as well as landscape wastes are some of the pollutants that can get into the stormwater conveyance system which ultimately flows to the Long Island Sound.

Owners and operators of parking lots can apply common sense practices to minimize or eliminate their contribution to stormwater pollution. Whether your parking lot holds 5 cars or 1,000 cars, a scheduled maintenance program including repairs, sweeping, stormwater catch basin cleaning and debris removal is needed. Your efforts to maintain your parking lot in as clean a condition as possible, along with the efforts of your fellow business persons, will help in safeguarding our waters from pollutants and unsightly debris.

## **Best Management Practices (BMP's)**

Follow these BMP's to control pollutant discharges. The objectives are: 1) to keep pollutants from contacting rain, and 2) to keep pollutants from being dumped or poured into storm drains. The goal is "only rain in the drain"

- Sweep parking lots frequently, at least weekly, daily is preferable. Small areas can be swept with a broom, whereas larger areas may need a vacuum truck or mechanical sweeper. Dispose of sweepings properly.
- Post signs to control litter and prevent patrons from working with automobile fluids in your parking lot (changing oil, adding transmission fluid, etc.). You could be liable for the mess on your property!
- Use absorbent material to clean up automotive fluids on the parking lot. Dispose of the absorbent properly. Read the instructions on the container or Material Safety Data Sheet for disposal instructions.
- Pick up litter daily, dispose of debris in the garbage.
- Keep dumpster and trash cans covered and areas free of litter.
- Wash water from all cleaning operations must be discharged to the sanitary sewer.
- If cleaning with water and detergent is needed, use a mobile washing unit that is self contained; do not allow wash water (whether or not it is soapy) to discharge to the storm drain system.
- If using a self-contained mobile cleaner is not possible, collect the washwater and dispose in indoor sinks or drains for discharge to the sanitary sewer. Contact the Westchester County Department of Environmental Facilities for approval.
- Stencil any storm drains on the property with "No Dumping"
- If you do not have one, prepare a plan of your parking area indicating where stormwater catch basins are located and where they flow to.
- Clean storm drains at least once a year, preferably in the Spring. Dispose of materials properly.



**City of Rye**  
**Stormwater Management Program**

**Contracted Entity Certification**

“I \_\_\_\_\_ certify under penalty of law that I understand  
(name of firm providing services)  
and agree to comply with the terms and conditions of the City of Rye, New York  
name of municipality)  
stormwater management program and agree to implement any corrective actions identified

by the City of Rye, New York or a representative. I also understand that the  
(name of municipality)  
City of Rye, New York must comply with the terms and conditions of the New  
(name of municipality)  
York State Pollution Discharge Elimination System (“SPDES”) general permit for stormwater  
discharges from the Municipal Separate Storm Sewer Systems (MS4’s) and that it is unlawful  
for any person to directly or indirectly cause or contribute to a violation of water quality  
standards. I understand that any non-compliance by the City of Rye, New York  
(name of municipality)  
will not diminish, eliminate or lessen my own liability”

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Telephone No. of Firm: \_\_\_\_\_

Date of this Agreement: \_\_\_\_\_

Term of this Agreement: \_\_\_\_\_

Officer of Firm (Signature and Title) \_\_\_\_\_

Signature of Municipal Department Head: \_\_\_\_\_

Services to be provided (List by Minimum Control Measure)

---

---

---

---