

**VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM  
(VPDES) PHASE II REGISTRATION STATEMENT  
SEPTEMBER 2004**

**GENERAL PERMIT FOR STORM WATER DISCHARGES FROM  
SMALL MUNICIPAL SEPARATE STORM WATER SYSTEMS  
(VAR 040)**

**CHRISTOPHER NEWPORT UNIVERSITY STORM SEWER SYSTEM**

**MINIMUM CONTROL MEASURES- LISTING:**

- **DESCRIPTION OF BEST MANAGEMENT PRACTICES FOR STORM WATER MANAGEMENT PROGRAM**
- **MEASURABLE BMP GOALS AND SCHEDULES**
- **RESPONSIBLE PERSONS**

## **I. Minimum Control Measure 1**

### **A. Public Education and Outreach on Storm Water Impacts**

#### **1. Distribution of Broachers and Other Educational Materials**

The Department has an inventory of pamphlets, leaflets, brochures, and other educational and informational material from various sources including the EPA, Alliance for Chesapeake Bay, Waterworks, etc. Printed materials on storm water pollution and prevention are available for distribution in the Captain John Smith Library and Student Center. (Please refer to Enclosure 1.)

- **Measurable Goal-** To distribute these educational informational materials on an as needed basis to educate and inform the university community about storm water pollution prevention.
- **Reporting and Record Keeping-** Maintain a stock of these materials at the Grounds Department, keep an updated list of distribution locations and replenish on a regular basis.
- **Responsible party-** Director of Grounds

#### **2. Maintain Educational Materials in the University Library**

The university library maintains a variety of environmental educational materials that address storm water pollutions, management, pollution prevention and related topics. The university librarian and Department of Biology, Chemistry and Environmental Science will strive to continue to add relating materials on these subjects to the university library's collection. Currently, due to the library expansion project, reference materials may be in storage.

- **Measurable Goal-** To maintain and update a reference source of materials relating to storm water management, pollution prevention, and related topics for use by students and the interested university community.
- **Reporting and Record Keeping-** Computer and catalog listings of reference materials are maintained in the university library and in course offerings found in the University Undergraduate Catalog.
- **Responsible Party-** Chairman of the Department of Biology, Chemistry and Environmental Science

#### **3. Event Participation**

The Grounds Department has coordinated an Annual Gardening Symposium for the last seven years. We offer workshops and vendor participation from the local Agricultural Extension Agencies, Newport News Department of Public Works, noted keynote speakers, and many other participants. Many vendors provide information and educational materials that relate to storm water pollution, proper disposal of hazardous wastes, conserving water, responsible pesticide use, and use of plant material to abate storm water pollution. (Please refer to Enclosure 2.)

- **Measurable Goal**-To inform local gardeners about storm water pollution prevention, provide educational and informational materials from various sources, and promote horticultural sound techniques for the home landscaper.
  - **Reporting and Record Keeping**- Retain an annual Gardening Symposium file at the Grounds Department which details the courses offered, lists event participants and vendors, and outlines topics discussed with participants.
  - **Responsible Party**- Director of Grounds
- 4. Classroom Education on Storm Water Impacts**
- A variety of classes relating to storm water impacts, pollution prevention and environmental care are included in class curricula in the Department of Biology, Chemistry, and Environmental Sciences. (Please refer to Enclosure 3.)
- **Measurable Goal**- To provide educational offerings relating to storm water management, pollution prevention and environmental care to interested students during their university experience.
  - **Reporting and Record Keeping**- The University Undergraduate Catalog and course curricula files of the Department of Biology, Chemistry, and Environmental Science will list such classes.
  - **Responsible Party**- Chairman of the Department of Biology, Chemistry and Environmental Science.
- 5. Storm Water Information on University Web Site**
- A Grounds Department website has been established which discusses storm water pollution prevention. This website will be accessible from the university web page link. The Grounds Department web page includes information on university contacts for storm water pollution emergencies, links to nationally renowned sources for information and types for pollution control. (Please refer to Enclosure 4.)
- **Measurable Goal**- To inform interested university students and community members about the importance of storm water pollution prevention. Provide informational links to educational materials from national and local organizations.
  - **Reporting and Record Keeping**- The Departmental website will be maintained and updated regularly to provide current information and educational materials.
  - **Responsible Party**- Director of Grounds

## II. Minimum Control Measures 2

### A. Public Involvement and Participation

#### 1. Public Comment

The University Storm Water Management Plan (SWMP) shall be made available for public review, informational awareness and comment. (Please refer to Enclosure 5.)

- **Measurable Goal-** The University SWMP shall be accessible to the interested community at the library and from updated information posted on the Grounds Department web page.
- **Reporting and Record Keeping-** University SWMP information shall be on file at the Grounds Department, a copy at the library and on the web page.
- **Responsible Party-** Director of Grounds

#### 2. Community Clean-Up Projects

The Grounds Department has coordinated various campus and community clean-up projects relating to storm water pollution prevention. The annual campus clean-up projects involve participation from the football team and students. These projects involve curb and gutter clean up, landscape planting, mulching to prevent erosion, grading and seeding. We have also participated in off campus community clean-up after Hurricane Isabel to help the community members with storm damage removal, grading and seeding, storm drain clean out, etc.

- **Measurable Goal-** To coordinate university student and community participation in projects supporting storm water pollution prevention. Involve participation from the Student Government Association, campus Ecology and Biology Club and athletic teams. Encourage student participation, faculty, staff, groups and organizations to learn about storm water pollution prevention and the importance of recognition of the potential problems.
- **Reporting and Record Keeping-** To document supporting projects with files at the Grounds Department.
- **Responsible Party-** Director of Grounds

### III. Minimum Control Measure 3

#### A. **Illicit Discharge Detection and Elimination**

##### 1. **Develop and Implement a Plan to Detect and Address Non-Storm Water Discharge Units the M54**

Develop a written university wide policy prohibiting illegal dumping and illicit discharges to the storm water conveyance systems. A listing of all allowable discharges will be developed within the policy. Copies of this written policy shall be distributed to the appropriate university staff, including University Police, library, dormitories and housekeeping. The policy will also be posted on the Grounds Department web page.

- **Measurable Goal-** Identify allowable discharges and develops policies addressing illegal dumping and illicit discharges. Locate problem areas, find the sources for these problems, correct illicit discharges and document actions taken.
- **Reporting and Record Keeping-** A copy of the written policy shall be kept and maintained with Plant Operations. All documented corrective actions shall be filed as well.
- **Responsible Party-** Director of Plant Operations

##### 2. **Train and License Pesticide Applicators**

The Grounds and Athletics Department have policies in place to license all classified employees assigned to apply pesticides. All current applicators on staff have either a Registered Technician or Certified Applicator license. These applicators must keep the certification current, complete daily spray documentation, and uphold quality and safety standards while applying pesticides on campus.

- **Measurable Goal-** To maintain a certified and qualified staff to safely, professionally and efficiently apply pesticides on campus without contributing to storm water pollution.
- **Reporting and Record Keeping-** All license paper work, application documentation and training manuals are kept at the Grounds Department. Product label, spray sheets and MSDS (Material Safety Data Sheets) are also on file. (Please refer to Enclosure 6.)
- **Responsible Party-** Director of Grounds and Assistant Director of Athletics

##### 3. **Mapping**

Update copies of University Storm Sewer Systems maps and maintain files relating to new construction, impact on sewer systems, additions and deletions to the system, and indicate receiving waters and out fall locations.

- **Measurable Goal-** Maintain updated plans for University Storm Sewer System.

- **Reporting and Record Keeping-** All files are kept in the University Architect's office.
- **Responsible Party-** University Architect

#### 4. **Public Education for Illicit Discharges**

The public education for illicit discharges is included in the Minimum Control Measure (MCM) 1 with Public Education and Outreach.

- **Measurable Goal-** To educate the public about illicit discharges, how to detect, how to correct, emergency contacts and procedures.
- **Reporting and Record Keeping-** Files relating to public education about storm water pollution prevention will be kept at the Grounds Department. Informational and educational materials will be stocked for handout to the appropriate locations.
- **Responsible Party-** Director of Grounds

### IV. **Minimum Control Measure 4**

#### A. **Construction Site Runoff Control**

##### 1. **Erosion and Sediment Control Policy and Implementation**

The Virginia Erosion and Sediment Control Law mandates E & S control compliance by the university by establishing E & S control measures implemented on construction projects in accordance to guidelines set fourth in the "Virginia Erosion and Sediment Control Handbook". Regular inspections are conducted on all university construction projects by the Virginia Department for Conservation and Recreation. These inspections generate reports in accordance with guidelines and standards set by state law. Currently, the university is establishing a contract with an outside contractor to monitor and maintain E & S compliance on university projects.

- **Measurable Goal-** To monitor and maintain full legal compliance of E & S control on all university construction projects.
- **Reporting and Record Keeping-** Grounds Department maintains files of all E & S compliance issues to include E & S plans and specifications, inspection files and actions to correct E & S compliance.
- **Responsible Party-** Director of Grounds

##### 2. **Construction Permit Policy**

The university's Purchasing Office, with input from the University Architect and the Director of Grounds, writes into construction contracts requiring construction permits for all construction activities that result in land disturbance of greater than or equal to one acre. Applicable construction plans are submitted for review and approval by the Virginia Department of Conservation

and Recreation. The University Architect reviews construction Invitations for Bids (IFB) and construction contracts for compliance.

- **Measurable Goal-** To ensure that all successful bidding contractors have the required construction permits and approved plans prior to initiation of any construction projects on campus.
- **Reporting and Record Keeping-** University Procurement retains copies of construction contracts on file.
- **Responsible Party-** University Architect

V. **Minimum Control Measure 5**

A. **Post Construction Runoff Control**

1. **Post Construction Runoff Control Policy**

A written policy has been developed to address post-construction site runoff for construction activities with land disturbance of greater than or equal to one acre. The Stabilization Guidelines were developed from E & S control specifications.

- **Measurable Goal-** To monitor and successfully eliminate post-construction runoff by stabilization of soils surrounding construction projects.
- **Reporting and Record Keeping-** All policies and post constructions solutions will be filed at the Grounds Department.
- **Responsible Party-** Director of Grounds

2. **BMP Inspection and Maintenance Programs**

A written policy relating to BMP inspection and maintenance has been established. This annual program includes regular documented BMP inspections, additional structure inspections during severe weather events, original plans and specification for drainage structure construction, and documentation of any maintenance performed. (Please refer to Enclosure 7.)

- **Measurable Goals-** To regularly inspect campus structure, document inspections and maintenance performed, and ensure proper operation of BMP to eliminate storm water pollution.
- **Reporting and Record Keeping-** All files relating to BMP inspections and maintenance will be stored at the Grounds Department.
- **Responsible Party-** Director of Grounds

VI. **Minimum Control Measure 6**

A. **Good Housekeeping for University Operations**

1. **Pollution Prevention and Good Housekeeping Guidance.**

Develop a university wide policy which requires pro-active pollution prevention and good housekeeping practices to prevent illicit storm water runoff from activities such as grounds

maintenance, fertilizer and pesticide application, campus deicing during snow and ice removal, and storm sewer maintenance.

- **Measurable Goal-** To develop policies, implement and execute the policies successfully.
- **Reporting and Record Keeping-** Written policies shall be maintained in the Grounds Department.
- **Responsible Party-** Director of Grounds

## **2. Pollution Prevention and Good Housekeeping Training**

An on-going training component to monitor storm water quality, implement pollution prevention measures and practice good housekeeping shall be provided to applicable staff during annual training.

- **Measurable Goal-** To successfully develop and implement a training program to monitor storm water quality as affected by university operations and good housekeeping practices.
- **Reporting and Record Keeping-** Keep all files on training programs and attendance with in the Grounds Department and Plant Operations.
- **Responsible Party-** Director of Grounds and Director of Plant Operation

**Responsible Party**

The persons responsible for implementing and monitoring the storm water management program for Christopher Newport University Storm Sewer System are:

1. Mr. William L. Brauer  
Executive Vice President  
(757) 594-7040

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Mr. David B. Kennedy  
Director of Grounds and Program Coordinator  
(757) 594-8700

Signature \_\_\_\_\_ Date \_\_\_\_\_

3. Mr. Lennie Alger  
Director of Plant Operations  
(757) 594-7863

Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Mr. Hunter Bristow  
University Architect  
(757) 594-7780

Signature \_\_\_\_\_ Date \_\_\_\_\_

5. Dr. Harold N. Cones  
Chairman of Biology, Chemistry and the Environmental Science Department  
(757) 594-7061

Signature \_\_\_\_\_ Date \_\_\_\_\_

6. Mr. Jonathan S. Waters  
Assistant Director of Athletics  
(757) 594-8895

Signature \_\_\_\_\_ Date \_\_\_\_\_