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October 12, 2012

Department of Conservation and Recreation  
Division of Soil and Water Conservation  
Stormwater Permitting  
203 Governors Street, Suite 206  
Richmond, Virginia 23119  
Attn: Mr. Jeff Selengut

FAYE O.  
PRICHARD  
MAYOR

WILLIAM C.  
MARTIN  
VICE MAYOR

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HARTGROVE  
TOWN MANAGER

ANDREA E.  
ERARD  
TOWN ATTORNEY

LOIS A. SMITH  
CLERK OF COUNCIL

RE: 2012 MS4 Annual Report, Town of Ashland  
Permit Registration Number VAR040011

Dear Mr. Selengut:

The Town of Ashland is pleased to submit its report documenting compliance with the requirements of its MS4 Phase II permit. The Town of Ashland performed all of the activities required during the reporting period of July 1, 2011, through June 30, 2012.

The attached report details the activities performed in accordance with the items outlined in the General Permit. Where appropriate, we have included copies of documents that demonstrate achievement of these goals.

If you have questions regarding this report or require further information, please contact me or Ingrid Stenbjørn, PE, Town Engineer.

Sincerely,  
Town of Ashland

Michael A. Davis, PE  
Director of Public Works

Attachment: MS4 General Permit Report Permit Year July 1, 2011, through  
June 30, 2012

CC: Town Council  
Charles Hartgrove, Town Manager

**Town of Ashland  
MS4 General Permit Report  
Reporting Year July 1, 2011 through June 30, 2012**

a. Background Information

1. Town of Ashland, General Permit Registration Number VAR04011
2. Permit Year July 1, 2011, through June 30, 2012
3. No modifications to operator's department's roles and responsibilities
4. Number of new MS4 outfalls and associated acreage by HUC added during the permit year: No new outfalls
5. Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

  
\_\_\_\_\_  
Michael A. Davis, PE  
Director of Public Work

10/12/12  
Date

- b. Compliance with permit Conditions and assessment of best management practices:
1. Public Education and Outreach on Storm Water Impacts. Goals for fourth permit year, and how goals have been met:
    - 200 flyers distributed.
      - Distributed 200 pollution prevention educational flyers to the Ashland Branch of the Pamunkey Regional Library, businesses, and the two elementary schools. Flyers are also available at the Town Hall. See Attachment 1.
    - Articles on stormwater pollution prevention in On Track and employee newsletter each quarter.
      - Attachment 2 includes articles that have appeared in the Town newsletter over the reporting period. The newsletter is distributed to Town residents and employees.
    - Include environmental protection section in tour for elementary school classes.
      - No elementary school classes toured the Town Hall during the reporting period. However, a previous Randolph-Macon College intern assisted in preparing material for such tours. See Attachment 3.
    - Continue to collaborate with RMC on Mechumps Creek Restoration project. Continue to publicize the project.
      - The Town collaborated with RMC in applying for and receiving a Technical Assistance grant from the National Fish and Wildlife Foundation (NFWF) for the next phase of stream restoration.
      - Town Council was informed of the grant award, and Town staff continues to keep Council members abreast of the project. This project is discussed at Town Council meetings when appropriate.
    - Air 4 seasonal slides on the Town's public television station.
      - See Attachment 4 for slides. In addition, the Town airs slides about picking up after your pet.
    - Additional Activities
      - The Town asked Channel 12 to run a news story on illicit discharge. It highlighted fundraiser carwashes, and indicated that permits are required now for fund raiser carwashes. We issue permits to assure that such events will be held in areas where they do not discharge to the Town's MS4 or surface water/streams. The news story aired in May 2012. See Attachment 2 for summary of story.
      - The Town also requested that the Herald Progress run an article on stormwater management requirements. Ingrid Stenbjorn, the Town Engineer, was interviewed for the article. Mike Flagg with Hanover County Department of Public works was also interviewed, but the story was at the Town's request. See Article in Attachment 2.
      - Circulated an LID brochure we developed in the last reporting period to educate the public on the implementation of LID features during this reporting period and planned for the next reporting period. See Attachment 5.

2. Public Involvement/Participation. Goals for fourth permit year, and how goals have been met:
- The Town took on a volunteer intern from R-MC. He assisted in the continuing development of the Town's stormwater map in AutoCad/GIS. He also assisted in e-coli testing for Mechumps Creek.
  - Worked with an R-MC Environmental Policy Class taught by Bud Watson. The Town Engineer assisted the class in understanding the upcoming VSMP regulations and how the Town will be affected.
  - Continue to discuss possible stormwater education programs with Elementary school contacts. This is the fourth year that Town staff has offered to make a presentation to students on how trash in stormwater inlets makes its way into streams and may contaminate the Chesapeake Bay. However, this year the school could not arrange for the presentation. Nevertheless, the Town and the School have agreed to include such a presentation on an annual basis. (See photos in Attachment 6 of previous presentations).
- Additional Activities:
- Conduct at least one stream pick-up program.
    - ✓ Randolph-Macon College conducted stream pickups in Mechumps Creek, Stony Run Creek and the unnamed creek in Carter Park as part of Macon a Difference Day.
    - ✓ Communication and collaboration with Randolph Macon College (R-MC).
      - Collaborated on the following Macon a Difference Day (in conjunction with Earth Day) projects:
        - Trash pickup in the Ashland Parks, and the Trolley Line Tail
        - Trash pickup on N. Carter Road, Hill Carter Parkway and Kitty Hamilton Road
        - Stream pickups in Mechumps Creek, Stony Run Creek and Carter Park Creek.
3. Illicit Discharge and Elimination. Goals for fourth permit year, and how goals have been met:
- Continue with implementation of program to detect illicit discharges using information in the storm sewer map, taking enforcement action as required.
  - The Town consults the map to assist with dry weather monitoring. Town staff performed dry weather monitoring in the northern, middle and southern branches of Mechumps Creek. No apparent illicit discharge was detected, however e. coli concentrations were detected in stream water samples.
  - Continue with implementation of program to investigate older storm sewer systems for cross connections and condition, making repairs as required.
    - The Town hired its TV monitoring on-call contractor to investigate the main storm sewer system that discharges to the middle branch Mechumps Creek (where highest levels of e. coli were detected. Because the pipes are old,

and there are hidden junction boxes, as well as other issues, the entire length of pipe in question could not be monitored. However, for the portion that was monitored, no apparent source of e. coli was detected. Additional investigations will be conducted in the next reporting period.

- Circulate 100 flyers dedicated to eliminating illicit discharges to the general public and/or targeted businesses.
  - The Town is continuing its education campaign about carwashes as illicit discharge. We circulated 100 flyers, and later posted information on the Town’s website to minimize use of paper. In addition, we asked for WWBT Channel 12 to do a story on the carwash permit program. See Attachment 7 for the guidance and application form.
  - See Attachment 7 for illicit discharge flyers that were circulated. 100 were distributed.
- Additional Activities
  - The Town has implemented a permit program for carwashes. Someone who wishes to do a fundraiser carwash or operate a mobile carwash business must apply for a permit. During the permit application process (which is free of charge), Town staff may direct the permittee to an appropriate location for the carwash where wash water will not drain to the MS4 or to surface water.
  - The Town asked Channel 12 to run a news story on illicit discharge. It highlighted fundraiser carwashes, and indicated that permits are required now for fundraiser carwashes. We issue permits to assure that such events will be held in areas where they do not discharge to the Town’s MS4. The news story aired May 2012.
  - When the Ashland Police Department spots carwashes, they inform them they are not allowed under the Towns MS4 ordinance. For fundraisers, APD directs them to the Department of Public Works for a permit.
  - Performed an IDDE Audit. See report in Attachment 11. The Town is implementing recommendations in the current reporting period.
  - Developed tracking spreadsheet for IDDE Enforcement Activities. See Tracking sheet in Attachment 11.

4. Construction Site Storm Water Runoff Control

- Maintain a consistent E&S Program in accordance with DCR.
  - The Town’s E&SC program is consistent with DCR standards. From July 1, 2011, through June 30, 2012, the town permitted the following land disturbing activities:

<b>Year</b>	<b>Number of Land Disturbing Permits</b>	<b>Number of Agreements in Lieu of E&amp;S Plan</b>	<b>Acres Disturbed</b>
July 1, 2011 – June 30, 2012	6	9	14.19

- The Town’s E&SC program was audited by DCR during the permit period, and was found to be consistent.

5. Post-Construction Storm Water Management in New Development and Redevelopment
  - Continue tracking existing BMPs and enforcing inspection requirements.
    - The Town continued to track and enforce BMP inspection and maintenance. From July 1, 2011 to June 30, 2012, the Town caused 21 BMP inspections to occur. See Attachment 8 for is a list of BMPs in the Town's database. The list indicates which BMPs were inspected during the reporting period.
  
6. Pollution Prevention/Good Housekeeping for Municipal Operations
  - Articles on stormwater pollution prevention in employee newsletter each quarter.
    - See articles referenced under Item 1 (Attachment 2).
  - Additional Activities
    - Implemented program during the last reporting period of keeping records of the maintenance program activities at the Town Maintenance Facility.
      - See Attachment 9 for a summary of street sweeping
      - Other on-going records kept for the Town Maintenance Facility are:
        - Waste oil disposal
        - Fuel leak detection system for both the gasoline tank and the diesel tank
        - Oil-Water Separator inspections, maintenance and pump out for truck washing facility
        - Sand Interceptor inspections, maintenance and pump out for truck washing facility.
    - Developing a training program for street crew on good-house keeping techniques and skills. This will be implemented in the next reporting period, and training material will be included in the next report.
  
7. Mechumps Creek TMDL for E. coli
  - Implement procedures and strategies that address weaknesses, if any, in addressing TMDL.
    - No weaknesses in the Town Code, BMPs or programs policies and procedures were identified that affect the e. coli TMDL. The items identified in the last report are as follows (updated as necessary):
      - Town Code:
        - Livestock may not run at large
        - Certain live stock is not allowed
        - Other livestock is allowed only with permit
        - There are requirements on cleaning stalls and pens
        - Dogs are not allowed to run at large
        - Restrictions apply in Chesapeake Bay Protection Areas
        - Part of our MS4 ordinance addresses illicit discharges and cross connections.
        - Requirements for trash disposal and against littering
        - Nuisance ordinance addresses odors from putrescible materials, which may be a source of bacteria.

- BMPs:
  - The Town owns and operates one stormwater management facility south of the intersection on England Street and Hill Carter Parkway. This is a shallow marsh facility. According to research, removal efficiency for bacteria in such BMPs can be up to 90%. The BMP discharges to Mechumps Creek.
  - The Town is preparing to install pervious pavers and bioretention feature in the municipal parking lot on Railroad Avenue. We expect work to start in October 2012.
  - The Town has completed installation of a rain garden on Hanover Avenue. Rain gardens have been shown to be up to 90% efficient in removing bacteria.
- Programs, policies, plans and procedures:
  - The Town has an education and promotion program for picking up after your pets. This includes TV slides, newsletter, educational signs, flyers, pet waste disposal stations, etc.
  - The Town meets quarterly with Hanover County Department of Public Utilities. During these meetings, the Town and County discuss sanitary sewer repairs and upgrades.
- Develop a schedule to implement procedures and strategies that address weaknesses, if any, in addressing TMDL.
  - The Town will develop permits in FY12-13 for livestock (i.e., chickens), which will include procedures for disposal of animal waste.
- Continue public education program about picking up after pets.
  - See Attachment 1 for new flyers about picking up after your pet.
  - See Attachment 4 for TV slides about picking up after your pet.
  - The Town continues to maintain pet waste stations at the Town Hall, at the Hanover Arts and Activities Center, and at all the Town parks (one was added during reporting period).
  - Randolph-Macon College (R-MC) maintains two pet waste stations on campus.
- Perform reconnaissance for 15% of outfalls.
  - Performed reconnaissance of 15% of outfalls for dry weather monitoring. There was no discharge detected at the outfalls.
- Continue investigating sources of E. coli bacteria.
  - The Town has been conducting sampling of e. coli in Mechumps Creek ourselves rather than relying on R-MC to perform the sampling for us.
  - The Town has begun performing sampling of all three branches on a quarterly basis. See Appendix 10 for sampling results.
  - The Town collects extra samples where sampling results are high.
  - The Town target areas with higher concentrations of e. coli for TV Monitoring.
  - The Town hired its TV monitoring on-call contractor to investigate the main storm sewer system that discharges to the middle branch Mechumps Creek (where highest levels of e. coli were detected). Because the pipes are old, and there are hidden junction boxes, as well as other issues, the entire length of pipe in question could not be monitored. However, for the portion that was

- monitored, no apparent source of e. coli was detected. Additional investigations will be conducted in the next reporting period.
- Pipes that discharge to the middle branch of Mechumps Creek were flushed/cleaned out.
  - Concentrations of e. Coli were consistently higher in the middle branch than the other sampling locations. Therefore, the Town is focusing its investigation efforts in the middle branch.
  - The sampling event which resulted in the highest e. Coli concentration, was April 6, 2012. There had not been a significant rainfall since February 29, 2012. This implies that pet waste runoff is not a major source, as was previously believed. However, sanitary sewer exfiltration was previously believed to be a source, and this has not been disproven. The Town will continue to investigate potential sources.
- Estimate volume of stormwater and the quantity of E. coli discharged to Mechumps Creek.
    - A total of 52.77” of precipitation was recorded at the Town Hall during the reporting cycle. The drainage area to Mechumps Creek, which includes Slayden Creek and Mechumps Creek, is approximately 1,880 Acres. The estimated total precipitation over this area is  $3.60 \times 10^8$  C.F. Runoff is estimated to be 45% of the precipitation. Therefore, approximately  $1.62 \times 10^8$  C.F. of runoff entered Mechumps Creek. See Attachment 10.
    - The Town of Ashland collected samples from the north, middle and south branches of Mechumps Creek during the reporting period. Note that most of this data was collected by personnel that are not trained in sampling QA/QC protocol. This data is for information only, and to assist the Town in finding the source of e.coli bacteria. The concentrations from the sampling events were averaged. The approximated concentration of E. coli bacteria and the approximated runoff volume were used to calculate an approximated amount of E. coli bacteria entering Mechumps Creek:  $3.41 \times 10^{13}$  cfu for the reporting period, which is slightly higher than the Total Maximum Daily Load (TMDL) of  $3.16 \times 10^{13}$  cfu/yr and a non-point source Load Allocation (LA) of  $3.06 \times 10^{13}$  cfu/yr. However, the method of calculation used, assumes that e. coli is transported to the stream by stormwater runoff. Since the highest concentration detected was after a long dry period, then this cannot be the case. If the main source is sanitary sewer exfiltration, additional rainfall would dilute rather than increase the concentrations in the creek. The Town will continue to monitor. See Attachment 10.
  - Update MS4 Program to better address TMDL, if necessary.
    - No updates to the MS4 program seem necessary. However, the Town has implemented the following practices to help find and eliminate the source of e. coli.
    - Conduct sampling of e. coli in Mechumps Creek ourselves rather than relying on R-MC to perform the sampling for us.
    - Perform sampling of all three branches on a quarterly basis.
    - Collect extra samples where sampling results are high.
    - Target areas with higher concentrations of e. coli for TV Monitoring.

- Update MS4 Program with new information on TMDL, if necessary.
  - There was no new information on TMDL.
- c. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.

The information collected during this permit year includes:

- BMP Inspection (see Item 5 under section b)
  - Street Sweeping (see Item 6 under section b)
  - Maintenance Records (see Item 6 under section b)
  - Sampling data for Mechumps Creek TMDL (see Item 7 under section b)
  - Tracking of IDDE Enforcement Activities (see Item 3 under section b)
- d. Summary of activities to undertake during the next reporting cycle:
- 200 flyers distributed. Information was also added to the Town's website.
  - Articles on stormwater pollution prevention in On Track newsletter, which is distributed to residents and employees, each quarter.
  - Stormwater pollution prevention presentations made available for elementary school classes.
  - Continue to publicize the Mechumps Creek Restoration project. The Town will construct a recreational walking trail along the restored creek, which will enable us to continue public education on stream health and the effects of stormwater runoff on natural channels. Bridges over side channels were constructed by Eagle Scouts during the reporting period. These bridges will be part of the trail. R-MC has received a grant for an informational sign to place at the trail head. The Town will continue to collaborate with R-MC in monitoring the restoration and adding phases to the restoration project.
  - Air 4 seasonal slides on the Town's public television station.
  - Conduct at least one stream pick-up program.
  - Continue communication and collaboration with Randolph Macon College (R-MC) on various environmental projects.
  - Continue to collaborate with elementary schools on stormwater education programs.
  - Continue with implementation of program to detect illicit discharges using information in the storm sewer map, taking enforcement action as required.
  - Continue with implementation of program to investigate older storm sewer systems for cross connections and condition, making repairs as required.
  - Circulate 100 flyers dedicated to eliminating illicit discharges to the general public and/or targeted businesses.
  - Maintain a consistent E&S Program in accordance with DCR. Town was audited by DCR and passed the audit.
  - Continue tracking existing BMPs and enforcing inspection requirements.
  - Continue inspections and maintenance of vehicle washing facility.
  - Continue to keep records of the maintenance program activities at the Town Maintenance Facility.

- e. Changes from the BMPs proposed in the MS4 Program Plan dated December 7, 2008, and revised December 2010 are:
  - o The next phase of the Mechumps Creek stream restoration project has begun. A technical assistance grant was awarded to this project by NFWF. The design of the next phase is underway.
  - o Instead of discussing stormwater education programs with public schools, this is the third year Town staff has been available to teach a section on stormwater pollution prevention to an elementary school class. We will continue to make ourselves available to teach this every year.
  - o Performed IDDE Audit, made recommendations and created a report (see Attachment 11).
  - o Town requested and received help from regional newspaper and TV for education on IDDE and stormwater regulations.
  - o The Town continued coordinating stream pickups and other environmental projects although it was not a commitment in our program plan for this reporting year.
  
- f. The Town of Ashland does not rely on another government entity to satisfy some of the permit obligations. However, Hanover County Department of Public Utilities manages the sanitary sewer in the Town, and collaborates with the Town on issues regarding sanitary sewer.
  
- g. Not applicable.
  
- h. Information required pursuant to Section I B 9 of the General Permit.
  - o The MS4 Program Plan was not updated during the reporting cycle, and there is no new information on the TMDL or WLA, which are shown in the following table. However, the Town is continuing its effort to track the source of E. coli in Mechumps Creek. Town staff collected wet and dry weather samples and tested for E. coli. The sample results implied that sanitary sewer inflow and infiltration (I & I) (also causing sanitary sewers to leak and allowing bacteria to enter the storm sewer) contributors to bacteria in storm sewers and surface water. Cross connections are not suspected.

The Town continues its storm sewer flushing and TV monitoring in suspected areas. Also, Hanover County Department of Public Utilities, which owns the sanitary sewer system in the Town of Ashland, has been actively working to eliminate I & I.

The Town, in collaboration with R-MC, is beginning design work for a stream restoration on the reach of Mechumps Creek between Hill Carter Parkway and I-95.

The Town and RM-C continue to provide bags at the Town parks, the R-MC campus and other locations for pet owners to pick up after their pets. Educational signs are in place at the bag dispensers to inform the public on the importance of picking up after pets.

**Mechumps Creek TMDL for E. coli**

Segment	Parameter	TMDL (cfu/yr)	WLA (cfu/yr)	LA (cfu/yr)	MOS
Mechumps Creek	E. Coli	3.16E+13	9.86E+11	3.06E+13	Implicit

- o A total of 52.77” of precipitation was recorded at the Town Hall during the reporting cycle. The drainage area to Mechumps Creek, which includes Slayden Creek and Mechumps Creek, is approximately 1,880 Acres. The estimated total precipitation over this area is  $3.6 \times 10^8$  C.F. Runoff is estimated to be 45% of the precipitation. Therefore,  $1.62 \times 10^8$  C.F. of runoff entered Mechumps Creek. Because the concentration of E. coli is so variable, it is difficult to quantify the amount of E. coli that entered Mechumps Creek. However, an approximation, which is probably exaggerated because runoff does not seem to be a contributing factor, was made:  $3.41 \times 10^{13}$  cfu/year for the reporting period.
  
- i. The following illicit discharges were identified during the reporting period (see tracking form in Appendix 11):
  - o A fundraiser carwash activity was redirected to an area where it would not discharge to the MS4 or to surface water.
  - o Grease was seen in a stormwater inlet next to restaurant. The restaurant was confronted, and denied dumping grease into the inlet. They indicated that they have a service that picks up their used grease. The Ashland Police Department continues to monitor the restaurant.
  - o Cat litter was found on the bank of a stream behind a residence. The resident was confronted, and cleaned up the cat litter, and promised not to do it again.
  
- j. Regulated land-disturbing activity is addressed under Item 4 in section b of this report.
  
- k. All known permanent stormwater management facility data tracked under Section II B 5 b (6) may be viewed in Attachment 8. Three new BMPs were added to the list.
  
- l. Two (2) new BMP maintenance agreements were executed during the reporting period. No BMP maintenance agreements were terminated during the reporting period.
  
- m. The Town of Ashland did not receive any written comments regarding the MS4 Program Plan.

Attachments: Copies of documents and samples of literature are attached as follows:

- o Attachment 1: Stormwater Pollution Education Flyers
- o Attachment 2: Stormwater articles from the On Track newsletter and Herald Progress
- o Attachment 3: Stormwater Pollution Education material for children
- o Attachment 4: Stormwater TV Slides
- o Attachment 5: LID Educational material for Town Council
- o Attachment 6: Photos of Town Staff making presentation at Gandy Elementary School
- o Attachment 7: Material on Illicit Discharge
- o Attachment 8: Table of Stormwater Management Facilities

- Attachment 9: Street Sweeping Data
- Attachment 10: E. Coli Calculations for Mechumps Creek
- Attachment 11: IDDE Activities and Enforcement Tracking

# **Attachments**

**Attachment 1:  
Stormwater Pollution  
Education Flyers**



## What You Can Do:

Always clean up after your pet and dispose of the waste in the trash in a sealed or tied plastic bag.

Flush your pet's waste down the toilet. The waste from your toilet goes to a septic system or wastewater treatment plant that removes pollutants before the water reaches streams, rivers or the Bay.



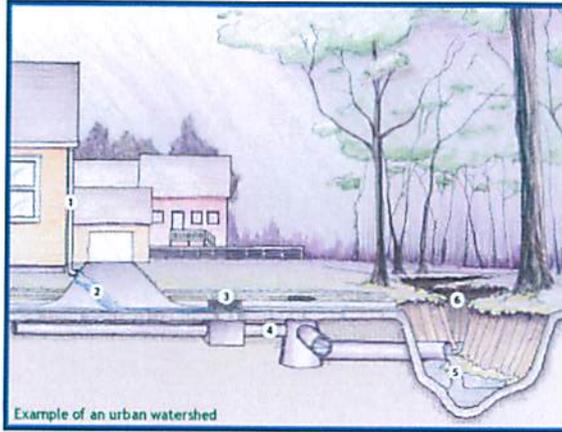
Encourage your neighbors and other pet owners to clean up - it's part of the responsibility of owning a pet.

## What You Should Not Do:

**Don't dispose of waste in a stormwater drain!** These systems go directly to streams that drain to rivers and eventually the Chesapeake Bay.

Don't use pet waste as a fertilizer. The bacteria in pet waste does more harm than good.

## Stormwater Run-off Problems



Example of an urban watershed  
1 - Downspout    3 - Storm drain    5 - Untreated stormwater discharge  
2 - Untreated runoff    4 - Sewer system    6 - Local stream

**Run off** - Run off is stormwater that flows over impervious surfaces such as rooftops, driveways, sidewalks, streets and to some extent over residential lawns. As it flows, it picks up oils, lawn chemicals, **pet waste** and other pollutants along the way.

Polluted stormwater runoff has been identified as a major cause of water quality problems in the Chesapeake Bay.

## CLEAN WATER

## THE CLEAR CHOICE

For more information contact:

Jenny Schöntag  
804-798-9219

To report illegal dumping or a spill call

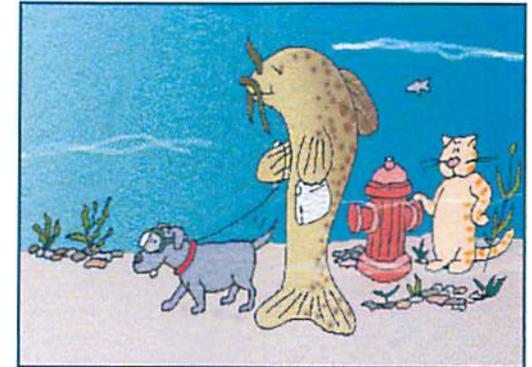
**798-9219** or email:

[CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us)

*Printed on recycled paper*

## CLEAN WATER

## THE CLEAR CHOICE



# Pet Waste and Water Quality



**Town of Ashland**

**Department of Public Works**

P.O. Box 1600  
101 Thompson Street  
Ashland, VA 23005

Phone: 804-798-9219  
Fax: 804-798-4892



**Pet Waste  
Pollutes Our  
Watersheds!**

**Pet waste left on the street or lawn does not just go away or fertilize the grass; the rain washes all that pet waste and bacteria into our storm drains and pollutes our streams!**

**Facts about Pet Waste & Water Quality**

- There are approximately 5,000 dogs in Ashland.
- A dog population of 5,000 is estimated to contribute about 2,000 pounds of solid waste every day and has been identified as a major contributor of bacteria to the stream.
- Pet waste contains harmful bacteria such as *E. Coli* and fecal coliform. Waters that contain a high amount of bacteria such as *E. Coli* are unhealthy for human contact and wildlife. Did you know that a **single gram (0.035 ounces) of dog waste can contain 23 million fecal coliform bacteria?**
- In addition to bacteria, pet waste contains nitrogen and phosphorus, nutrients that can speed growth of algae and aquatic weeds which are harmful to streams, rivers and the **Chesapeake Bay**. Excess vegetation growth is unsightly, and it uses up the oxygen that fish and other aquatic life need to live.

**Here are some easy steps for dealing with your pet's waste:**

- **Always carry a plastic bag** when you walk your dog; re-using an old newspaper delivery bag or plastic grocery bag works well. To avoid unpleasant surprises, check the bag for holes before your pet's walk!
- Use the bag as a glove to pick up the pet waste. Turn the bag inside out around the waste, scoop it up, seal the bag, and **dispose of it in a trash can**. You can also flush un-bagged pet waste down the toilet.
- **Don't place bagged or un-bagged pet waste in storm drains (or ditches)!** Also, do not hose pet waste towards storm drains, as they drain directly to streams that drain to rivers and eventually to the Chesapeake Bay.
- If you have a large yard, **bury un-bagged pet waste** about 5 inches deep in the ground away from vegetable gardens and waterways. Do not add to compost piles, as compost piles may not get hot enough to kill disease-causing organisms.
- Remove waste from areas where children play or you garden.
- **Wash your hands** with warm, soapy water after dealing with pet waste!



Please help

**KEEP OUR  
PARKS AND  
OUR  
STREAMS  
CLEAN!**

**Pet Waste  
Stations**  
are located in  
all Town  
parks. Please  
use them to

**PICK UP PET  
WASTE!**



**Pets 'on-leash' are permitted at  
all Town of Ashland parks:**

- **Carter Park**
- **DeJarnette Park**
- **Pufferbelly Park**
- **Railside Park**
- **S Taylor Street Park**
- **Stony Run Trail**

**Attachment 2: Stormwater  
articles from the On Track  
newsletter**

## **Please Remember: The Town of Ashland Does Not Collect Loose Leaves or Grass Clippings Between May 1 & October 31**

All grass clippings and leaves must **BAGGED** if left for Town pick-up from May 1 to October 31. Biodegradable paper lawn bags are best, but paper grocery bags or plastic are ok.

As an alternative to bagging, consider:

- Let your cut grass circulate back into your lawn (see back of this flyer)
- Compost – the Town offers free composting bins to Town residents. Ask the Department of Public Works.

### **Grass Mowing**

Also, please remember that residents are responsible for cutting grass up to the street, including the grass strip between sidewalk and curb.

### **Questions?**

Feel free to contact the Public Works Department at (804) 798-9219

### **Leave Grass Clippings on Lawn**

Leaving grass clippings on your lawn can be beneficial to the lawn and it saves the work of bagging. It can reduce fertilizer needs by as much as one-third. When grass is mowed on a regular basis, clippings break down easily, returning nitrogen and other nutrients to the soil. Some people are concerned that returning clippings to the lawn may result in “thatch” accumulation, but because the clippings decompose rapidly, they do not contribute to thatch. Thatch is a layer of un-decomposed or partially decomposed organic matter that builds up between the soil surface and actively growing green vegetation.

For clippings to break down rapidly, the lawn must be mowed frequently enough so that large amounts of clippings do not remain on the surface of the lawn. There are two reasons that weekly mowing may not be frequent enough, especially during the peak period of growth in spring. First, excessive amounts of clippings that remain on the surface for too long can smother the grass. Also, when mowing, you shouldn't take off more than one-third of the blade at one time because you may “scalp” the grass and make it more vulnerable to stress.

A mulching mower keeps the clippings circulating under the mower deck, chopping the grass blades into finer pieces. This hastens the decomposition of the clippings and reduces the amount of residue left on the lawn. However, you don't have to buy a mulching mower to recycle clippings. Ordinary lawn mowers provide good results.

An alternative to leaving clippings on the lawn, if no herbicides have been applied, the dried clippings may be use as mulch around trees, shrubs or flowers.

Grass clippings also can be composted. If you combine clippings with tree leaves, the two sources of yard waste will complement one another in the composting process.  
Ref: <http://www.oldhouseweb.com/gardening/leave-grass-clippings-on-lawn.shtml>

## **Car Wash Fund Raiser may be Polluting the Streams**

Water from washing cars and other vehicles can make its way across a hard surfaced parking lot and enter the storm drainage system. From there, wash water enters our creeks and streams where it is likely to harm fish and other aquatic life, and then it makes its way to rivers and, eventually, the Chesapeake Bay. Water from vehicle washing contains contaminants such as nutrients and hydrocarbons and should not be discharged to the storm drainage system, creeks or streams.

According to State Regulations and the Town of Ashland's Municipal Separate Storm Sewer System (MS-4) Management Program Ordinance, only individual residents washing cars may discharge wash water to storm sewers (although it is discouraged). All others discharging from vehicle washing activities to storm sewer are in violation of the Town ordinance.

**If you are planning a fund raiser that includes a car wash, you must obtain a permit from the Town of Ashland Department of Public Works.** Contact Jennifer Schöntag at 804-798-9219.

According to State Regulations, the Town Code, and the permit, the following is a list of areas where car washing is allowed:

- Commercial car wash where wastewater is properly treated;
- Area designed for vehicle washing where the water is discharged to the sanitary sewer system for treatment; or wash water is collected for proper disposal later;
- If vehicle washing will be done outside, designate an area for on-site vehicle washing that discharges to gravel, grass, or other permeable surfaces that allows water to infiltrate (i.e., no discharge of wash water from the site).

Use hoses with nozzles that automatically turn off when left unattended. Spills of wash water, cleaning products or other fluids should be immediately contained and treated or removed.

Some cleaning products are friendlier to the environment than others. The following is a list of suggestions regarding cleaning products:

- Use products labeled “non-toxic,” “phosphate free,” and “biodegradable,” such as Turtle Wax Zip Wax Car Wash and Wax, or G Wash. These products can be purchased Wal-Mart, AutoZone, Advance Auto, ACE Hardware and other retail outlets. Note that even biodegradable and nontoxic soaps can be harmful to aquatic life and water quality, and must be kept out of the storm drain system.
- Do not use acid-based wheel cleaners or engine degreasers unless the waste can be properly disposed of.
- Reduce the amount of soap used by using a bucket of soapy water to re-soap rags or sponges rather than adding more soap directly to rags or sponges.

To protect Ashland's streams and all of Virginia's waters, please follow these guidelines every time you wash a vehicle even when you are washing your own car at home.

## Illegal to Dump Cooking Oil and Grease into Stormwater Drains

Occasionally, Town of Ashland staff learns or is informed that cooking grease or oil has been or is being disposed of in stormwater drains. This happens sometimes if restaurant owners or managers are not aware that this is illegal. Due to a recent incident, the Town of Ashland wants to remind everyone that it is illegal to dispose of *any type of waste* in a stormwater drain. If someone in your business is doing this, please let them know that it is violation of the Town of Ashland Ordinance on the Municipal Separate Stormwater System (MS-4) Management Program. The person or business who is disposing of waste in the drain may be fined up to \$1,000 per day for each violation.

The Ashland Police Department (APD) keeps watch for such activities. Please call the APD 804-798-1227 if you see anyone disposing of anything besides *clean water* in a storm drain.

Thank you for your attention to proper disposal of waste for your business.

## Preventing Stormwater Pollution (a series)

### Inspecting Your BMP

Inspecting your BMP allows you to detect problems early and to avoid long term problems. It is also usually a requirement of your maintenance agreement. Inspection requirements vary from jurisdiction to jurisdiction depending on the specific BMP. Some sand filtration systems require monthly inspections while other BMPs can be inspected on a yearly basis. Some localities provide inspections of all facilities while others require that the responsible party arrange for an inspection and send the results for confirmation. Your local government should be contacted to determine specific requirements and if you need help in selecting a qualified inspector. It is unlikely that your lawn care or landscaping company has the know-how or experience to perform a proper, comprehensive BMP inspection. A professional (engineer, landscape architect, surveyor, etc.), or someone who has had appropriate training, should be hired to perform inspections. Since there is no “BMP inspection” listing in the telephone book, call your local government for advice on who to contact and how.

### SELF EVALUATION AND WHEN TO CALL A PROFESSIONAL

The development of problems may not coincide with a visit from an inspector – particularly if there are out of the ordinary circumstances. Communities and businesses are encouraged to perform frequent self inspections. It is useful to have an original site plan on hand to help orient yourself. A self inspection should be able to check for:

- unexpected ponding;
- health of vegetation or growth of unwanted vegetation;
- obstructions of the inlet or outlet;
- excessive erosion or sedimentation;
- signs of dumping or pollutants other than sediment;
- cracking or settling of the BMP’s structural components;
- wetness on the downstream side of the dam (indicating seepage);
- low spots or sinkholes in bottom areas;
- deterioration of pipes;
- condition of the emergency spillway;
- condition of fences;
- shore erosion;
- stability of the side-slopes and downstream channel conditions; and,
- signs of vandalism.

Inspections of underground systems such as sand filtration systems or infiltration trenches are obviously more difficult. A non-professional should never enter confined spaces meant for maintenance personnel. However, the facility owner should look for:

- water remaining in the system longer than design draw down time;
- obvious signs of excessive sediment build up or debris around the facility; and,
- signs of disturbance of manholes or damage to the structure caused by vehicles or settling.

Depending on the problem, either bring it to the attention of your landscape company or contact a professional BMP inspector.

Regular inspections will save headaches and money.

## Sample Self Inspection Checklist

### STRUCTURAL INTEGRITY

**Yes No N/A**

Does the facility show signs of settling, cracking, bulging, misalignment, or other structural deterioration?

**Yes No N/A**

Do embankments, emergency spillways, side slopes, or inlet/outlet structures show signs of excessive erosion?

**Yes No N/A**

Is the outlet pipe damaged or otherwise not functioning properly?

**Yes No N/A**

Do impoundment and inlet areas show erosion, low spots, or lack of stabilization?

**Yes No N/A**

Are trees or saplings present on the embankment?

**Yes No N/A**

Are animal burrows present?

**Yes No N/A**

Are contributing areas unstabilized with evidence of erosion?

**Yes No N/A**

Do grassed areas require mowing and/ or are clippings building up?

### WORKING CONDITIONS

**Yes No N/A**

Does the depth of sediment or other factors suggest a loss of storage volume?

**Yes No N/A**

Is there standing water in inappropriate areas?

**Yes No N/A**

Is there an accumulation of floating debris and/or trash?

### OTHER INSPECTION ITEMS

**Yes No N/A**

Is there evidence of encroachments or improper use of impounded areas?

**Yes No N/A**

Are there signs of vandalism?

**Yes No N/A**

Does the fence, gate, lock, or other safety devices need repair?

**Yes No N/A**

Is there excessive algae growth, or has one type of vegetation taken over the facility?

**Yes No N/A**

Is there evidence of oil, grease, or other automotive fluids entering and clogging the facility?

**Yes No N/A**

In rain garden BMPs, is there evidence of soil erosion, does mulch cover the entire area, are specified numbers and types of plants still in place, or is there evidence of disease or plant stress from inadequate or too much watering?

### OTHER OBSERVATIONS

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A yes answer to any of these items should result in corrective action or a call to a professional inspector.

## Preventing Stormwater Pollution (a series)

### What Can You Do To Hold Down BMP Maintenance Costs?

Properly cared for, a BMP can work effectively for years without major maintenance costs. Abused, it can potentially be a continual financial drain. Businesses and homeowners associations can minimize costs and the potential liability of those responsible for BMP maintenance by promoting the following simple rules.

#### DO NOT!

- Dump used motor oil, antifreeze, or other oil and grease into storm inlets. This is a criminal offense.
- Dump grass clippings, leaves, soil, or trash of any kind into a BMP or a storm inlet. Leaves and grass clippings release bacteria, oxygen consuming materials, and nutrients. They will also clog BMP components.
- Dispose of pet wastes in the storm system – including grassy areas near a BMP. Animal wastes contain disease causing bacteria and release oxygen consuming materials.
- Wash dirty vehicles on streets or driveways. Whatever comes off the car ends up in the BMP.
- Over-fertilize the lawn. Whatever washes off the lawn or impervious areas (such as driveways or sidewalks) drains into the BMP and shortens its life-span.
- Leave bare areas unstabilized. Erosion from bare soil results in sediments that can clog a BMP.
- Dispose of left over paint or hazardous materials into the storm drain. These materials can kill BMP vegetation and aquatic life. Dumping is also a criminal offense.

#### DO!

- ✓ Keep properties, streets, and gutters free of trash, debris, and lawn clippings.
- ✓ Provide information to those who maintain their own automobiles on where to recycle oil and antifreeze.
- ✓ Encourage residents to take dirty vehicles to a commercial carwash or select a location where water does not enter a storm drain.
- ✓ Put a pan underneath your car if it is leaking to catch the fluids until it is repaired. Spread an absorbent such as cat litter to soak up drippings and dispose of properly.
- ✓ Educate residents on where to properly dispose of hazardous wastes, including oil and latex paints.
- ✓ Plan lawn care to minimize the use of chemicals and pesticides. Sweep paved surfaces and put the sweepings back on the lawn.
- ✓ Limit the amount of impervious surfaces. For patios, walkways, and landscaping, consider porous pavements such as bricks, interlocking blocks, or gravel.
- ✓ Incorporate native trees, shrubs, and groundcovers to help the water soak into the ground. Select species that need little fertilizer or pest control and are adapted to specific site conditions.
- ✓ Sweep up and dispose of ice melting chemical residues in the winter. This will protect grass and other landscaping plants.



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**Petersburg**  
**63°**  
Feels Like: 63°

**1:00 pm**  
  
**67°**

**4:00 pm**  
  
**69°**



7-Day Forecast  
Interactive Radar  
Zip code  [Lookup](#)

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Fall BRAZZAR Presented by: **JMW Motorsports, Inc.**  
to benefit Virginia Breast Cancer Foundation  
Sat. Oct. 13 10am-8pm Southside Speedway  
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## Permits now needed for car wash fundraisers

[Recommend](#) Nora Green Amos and 16 others recommend this.

Posted: May 15, 2012 12:52 PM EDT  
Updated: May 20, 2012 5:06 PM EDT

ASHLAND, VA (WWBT) - Schools and churches need them to supplement funding - we're talking about car wash fundraisers.

Unfortunately, holding a car wash just got a lot more complicated in Ashland and Hanover.

Ingrid Stenbjorn's job has become more challenging lately. She's the town engineer in Ashland and part of her job includes enforcing environmental regulations.

"One of the things that is no longer allowed is run-off from car washes," Stenbjorn said.

The concern here is water from car washes runs into the sewer and right into our creeks and waterways.

She recently found out about a car wash scheduled for the Rite Aid parking lot off Route 1 and Route 54. At the last minute, she had to deliver the bad news - no car washes allowed here.

"We had to scramble to find out who the key people were who were organizing and coordinating this car wash," she said. "(We had to) get in touch with them and give them the bad news - you can't have a fundraiser car wash in this location."

If you're looking to organize a car wash, you still can but now you'll have to fill out a permit with the Town of Ashland.

You don't need a permit to wash your car in your driveway. Still, town engineers say they'd rather you go to a local car wash. The Patrick Henry Lacrosse team car wash was salvaged and moved to another location, but these regulations have already caused more than a few headaches.

"We're really just trying to comply with environmental regulations and our own ordinance," she said. "We really don't want to make anybody's life difficult."

Hanover County has an identical ordinance as the Town of Ashland. You can be fined up to a \$1000 but town officials say they don't plan on issuing any fines.

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4 days ago



Benefit car wash held for slain pregnant woman  
07/22/2012



The Vampire Diaries' Julie Plec: "Without a Doubt the Triangle Has Been Reset"  
1 day ago



6 Tips for Mastering Your New LinkedIn Profile  
4 days ago




Nominate a family in need of a vehicle.



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**Sauer's celebrates 125 years in business**

**Thousands expected to visit Richmond Folk Festival**

**VCU mob attack suspects return to court**

**Richmond offers free weatherization kits**

### CELEBRITY FEATURES



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Danny DeVito, Perlman split  
Kidman talks Tom & Katie  
Muppet fans to rally in D.C.  
8 of the richest gangsters ever

### RECYCLED RIDES

Conner Brothers Recycled



Nominate a family in need of a vehicle.

[More >>](#)

Ready for your next project?  
We are.



**Attachment 3: Stormwater  
Pollution Education  
material for children**



FOR MORE INFORMATION  
CONTACT

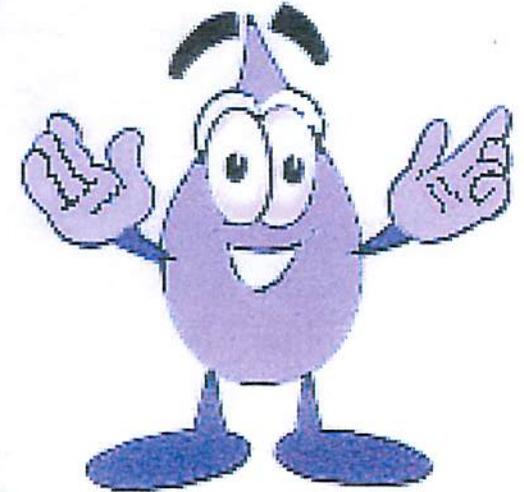
THE TOWN OF ASHLAND

(804) 798-9219

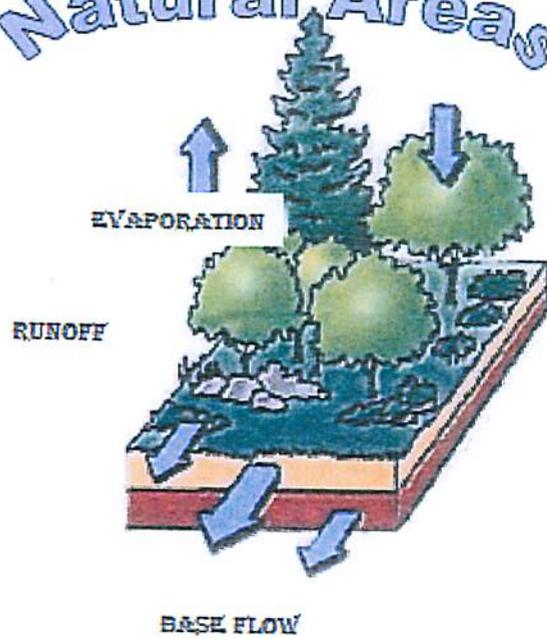
CLEANWATER@TOWN.ASHLAND.VA.US

OR VISIT US ONLINE:

WWW.TOWN.ASHLAND.VA.US

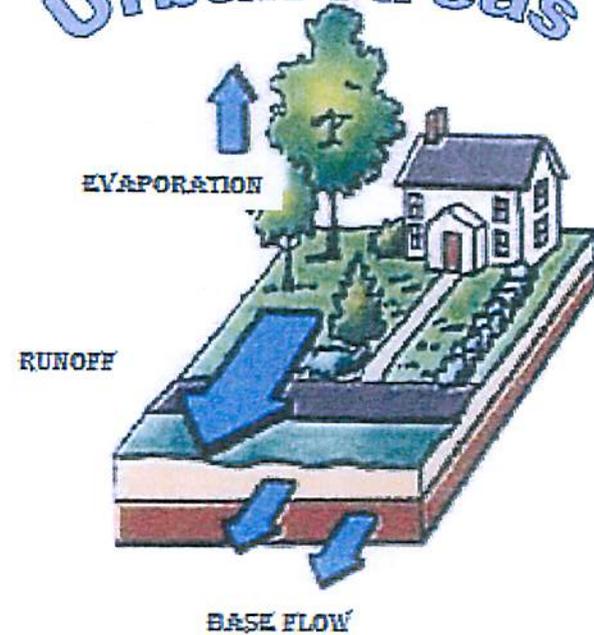


## Natural Areas



When it rains in natural areas such as woods or meadows, rain drops are caught by leaves on trees and other plants. This water is either used by the plants, or it evaporates into the air after the rain stops. The rain drops that fall to the ground soak into the ground. When the ground is too wet to let any more water soak in, the water runs off into streams. On its way to the stream, the water flows around grass, tree trunks, other plants that grow on the ground, leaves on the ground, and rocks. So it takes water a long time to get to the stream.

## Urban Areas



In urban areas such as towns or cities, there are buildings, streets, parking lots, sidewalks and other paved surfaces. Rain water cannot soak into these surfaces, so water runs off much more quickly and flows into the streams. There are fewer plants to catch raindrops, so even more water runs off and flows into streams.

When too much water flows into a stream, such as in an urban area, it can harm the stream. The banks become eroded.



The particles of soil that are eroded away are deposited downstream. The erosion and depositing of soil prevents a healthy mix of fish, insects and other stream animals from living and growing in the stream.



Another problem in urban areas is that rain-

water picks up pollutants from streets and lawns. These pollutants may be oil, grease or gasoline from cars, chemicals to melt ice on streets and sidewalks, and fertilizer and other chemicals used on lawns. These pollutants flow to streams and harm the health of stream life.



The pollutants and eroded soil particles in streams and rivers can also flow all the way to the Chesapeake Bay. We want to protect the Chesapeake Bay because it is an incredibly complex ecosystem, the largest of its type in the United States. The Bay and its rivers, wetlands and forests provide homes, food and protection for many different groups of animals and plants. Fish of all types and sizes either live in the Bay and its tributaries (streams and rivers that flow into it) year-round or visit its waters as they migrate along the East Coast.

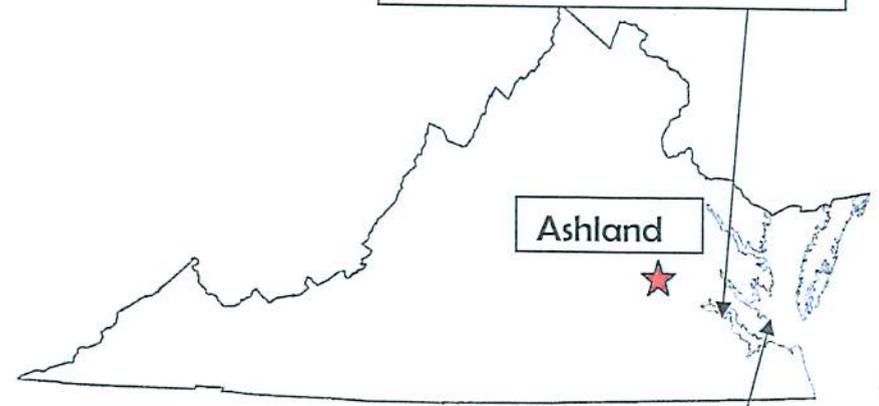
RAIN WATER ON  
STREETS  
FLOWS TO  
STORM-  
WATER  
INLETS.



THE WATER FLOWS  
THROUGH UNDERGROUND  
PIPES AND  
ENDS UP IN  
STREAMS  
AND RIVERS.



STREAMS AND RIVERS

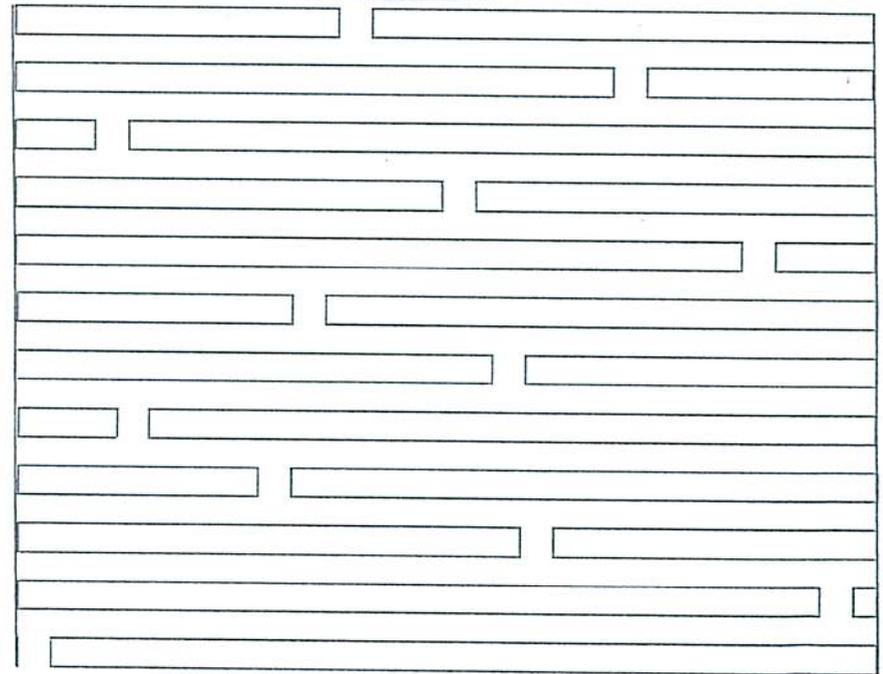


CHESAPEAKE BAY

THE WATER FLOWS IN STREAM AND RIVERS  
TO THE CHESAPEAKE BAY



<p>1. A <b>Rain Barrel</b> collects rain water that falls on your roof. You can use the water later to water your garden or lawn.</p>	<p>2. A <b>Rain Garden</b> is a natural way to help with the water infiltrate (soak in) into the ground.</p>
<p>3. When you wash your car on pavement all the dirt, soap and other chemicals run off into streams. When you wash your car on grass or in the gravel, the water into the ground.</p>	
<p>4. <b>NO LITTERING IS IMPORTANT BECAUSE THE LITTER CAN WASH INTO STORM INLETS AND END UP IN STREAMS.</b></p>	<p>5. When you use too much fertilizer and lawn chemicals, they can wash off during the rain and end up in streams, which flow to the Chesapeake Bay.</p>
<p>6. Storm water inlets Collect the rain water from the street. Then water flows into pipes and ends up in the local streams. <u>Don't put trash in storm water inlets!!</u></p>	

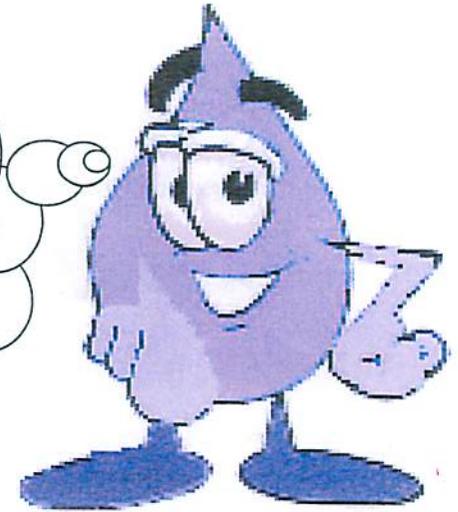
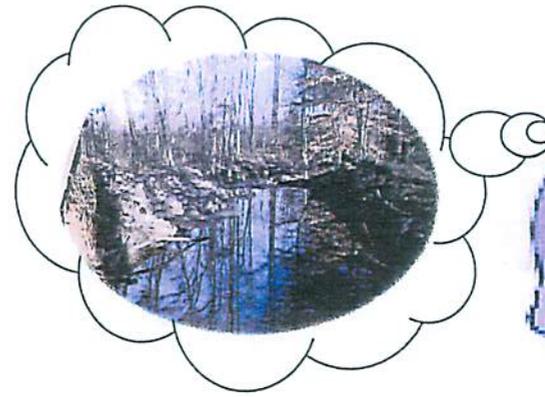




\_\_\_\_\_



\_\_\_\_\_



Fill in the blank

1. Rain Barrel
2. Rain Garden
3. Washing Car
4. No Littering
5. Fertilizer and lawn chemicals
6. Storm water inlets



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

Mach these words with  
the right picture.



YOU CAN DO IT

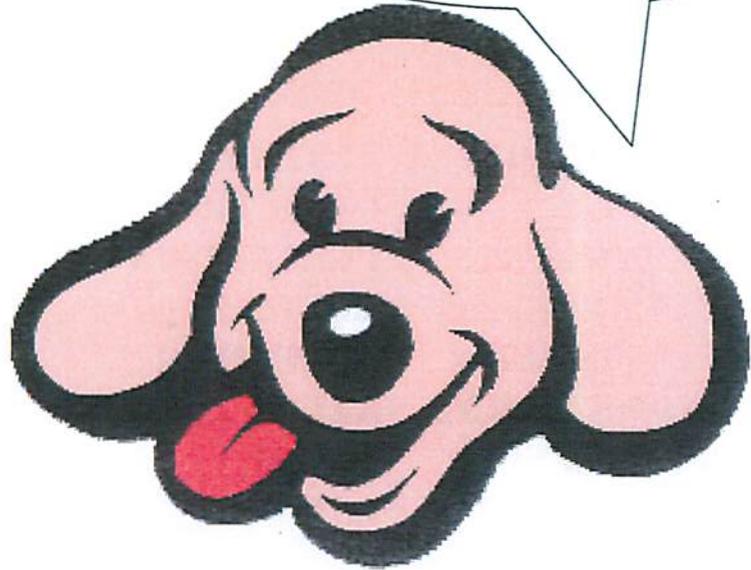
**POLLUTION  
PREVENTION  
WORD SEARCH**

h m b m e y f l o w s t o b a y  
t o y d q n r e z i l i t r e f  
q t e y p t v f g t y u i o k i  
c o l l e c t i o n c e n t e r  
n r t i s j t p r u k r a p d e  
e o o t t b s s k o e d r m n t  
e i x y i q w e o c n e h o w s  
r l i h e s c n y p v m i a m a  
g k c f i u u c o e m t e w q w  
o d q r d a l o n d u o e n w o  
g y z e e e z t d l u t c i t r  
q n r u s u i w l r o m q d r e  
u i e m q o s o b m a m p e u z  
c j f g n y p e b x b z b i p f  
w a t e r s h e d r w l a z n o  
r u n o f f y r u c r e m h s g

- |                     |                   |
|---------------------|-------------------|
| <b>COLLECTION</b>   | <b>PESTICIDES</b> |
| <b>CENTER</b>       | <b>POLLUTION</b>  |
| <b>COMPOST</b>      | <b>PREVENTION</b> |
| <b>ENVIRONMENT</b>  | <b>RECYCLE</b>    |
| <b>FERTILIZER</b>   | <b>REDUCE</b>     |
| <b>FLOWS TO BAY</b> | <b>REUSE</b>      |
| <b>GO GREEN</b>     | <b>RUNOFF</b>     |
| <b>HAZARDOUS</b>    | <b>TOXIC</b>      |
| <b>MERCURY</b>      | <b>WATERSHED</b>  |
| <b>MOTOR OIL</b>    | <b>ZERO WASTE</b> |
| <b>NO DUMPING</b>   |                   |

*Find the listed words in the diagram. They will run in all directions:*

DON'T BE IN THE  
DOG HOUSE  
KEEP OUR STREAMS



*When you pick  
up after your pet,  
it keeps bacteria  
out of our streams*



# **Attachment 4: Stormwater TV Slides**

# Town of Ashland



Channel 17

**When it rains in  
Ashland....**



...where does the water  
go???



An aerial photograph showing a large watershed area with a river flowing into the Chesapeake Bay. The land is a mix of green forest and brownish urban/developed areas. The water in the bay is a deep blue.

**ALL our stormwater drains  
to the Chesapeake Bay!**

**REMEMBER:**

Only **RAIN**  
down the  
**DRAIN!**



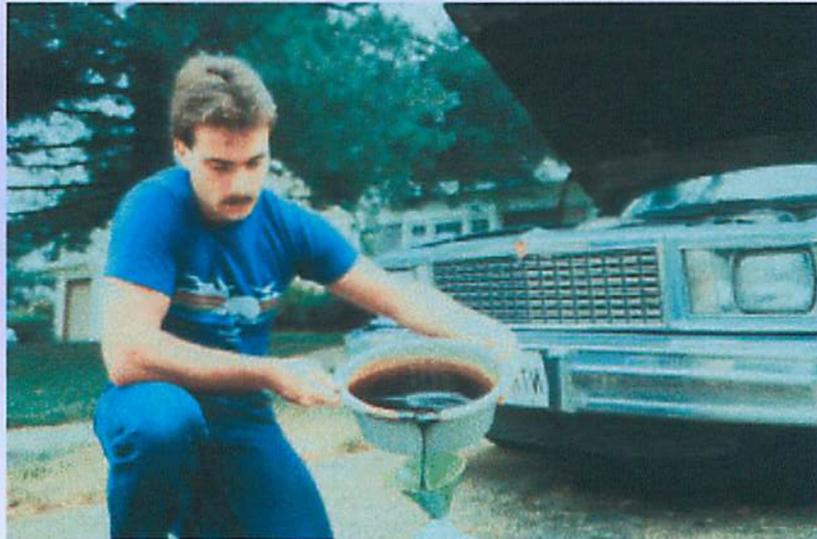
**Do not use**  
**fertilizer to melt**  
**ice and snow**

The nitrogen and phosphorus in fertilizer can harm your local streams and the Chesapeake Bay.

Questions? Call Town Hall at  
798-9219 or e-mail  
[CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us)

Dispose of your unwanted household chemicals properly.  
**DO NOT POUR THEM DOWN DRAINS!**

# Dispose of Household Hazardous Waste Properly!



For information contact the Town of Ashland at 798-9219

Or go to [www.cvwma.com/local\\_info/hanover.wbp](http://www.cvwma.com/local_info/hanover.wbp)

For local solid waste collection sites.

Protect our Streams  
**Scoop the Poop!**

**IT'S NOT JUST A COURTESY**

Rainwater drains into Ashland's streams washing everything with it.

Scoop the poop and keep our streams clean and healthy.

You can find bag dispensers  
at these locations:



- Carter Park
- DeJarnette Park
- Pufferbelly Park
- Railside Park
- Stony Run Trail

**Protect our Streams**  
**Scoop the Poop!**

# CAR WASH FUNDRAISERS

**WHAT:** Permits are required for car wash fundraisers

**WHERE:** Apply at the Town of Ashland Public Works Department

**WHO:** Jennifer Schöntag (804)798-9219



**Attachment 5: LID  
Educational material for  
Town Council**

# Low Impact Development Options

June 2011



Town of Ashland

## Permeable Pavers



Permeable pavers can be used to replace asphalt pavement in parking lots. In a parking, such as the one shown, stormwater is allowed to infiltrate into the ground so there is less runoff. Less runoff means a lower impact on stream (e.g., erosion, sedimentation, bank under cutting, etc.).



Also, stormwater washes contaminants from paved surfaces and fertilized lawns, and carries them to stream. So less runoff also means less contamination to streams...streams drain to rivers, rivers drain to the Chesapeake Bay.

## Rain Gardens



It is best to plant native vegetation, which requires little or no maintenance, in rain gardens. Native plants also do not need fertilizer, have a solid root system, and thrive better than non native species as they utilize nutrients and water better in soil.



## Recommended Trees, Plants and Groundcover for Rain Gardens

### Trees

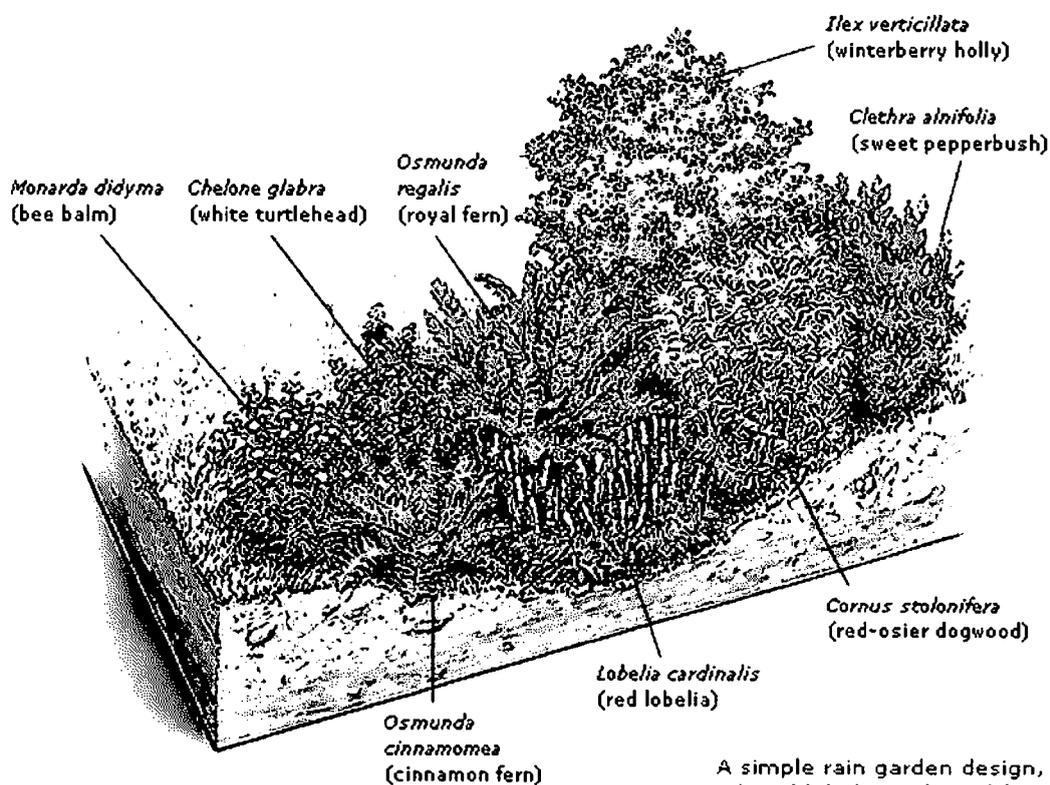
Common Name	Botanical Name
Red Maple	<i>Acer rubrum</i>
Water Locust	<i>Gleditsia aquatic</i>
Black Gum	<i>Nyssa sylvatica</i>
Sycamore	<i>Platanus occidentalis</i>
Bald Cypress	<i>Taxodium distichum</i>
Scarlet Oak	<i>Quercus coccinea</i>
Sweetgum	<i>Liquidambar styraciflua</i>
River Birch	<i>Betula nigra</i>
Pin Oak	<i>Quercus palustris</i>
Green Ash	<i>Fraxinus pennsylvanica</i>

### Groundcover

Common Name	Botanical Name
Virginia Wild Rye	<i>Elymus virginicus</i>
Switchgrass	<i>Panicum virgatum</i>
Little Bluestem	<i>Schizachyrium scoparium</i>
Fox Sedge	<i>Carex vulpinoidea</i>
Tussock Sedge	<i>Carex stricta</i>
Bottlebrush Grass	<i>Hystrix patula</i>
River oats	<i>Uniola latifolia</i>
Palm Sedge	<i>Carex muskingumensis</i>
Gray's Sedge	<i>Carex grayii</i>
Slender Path Rush	<i>Juncus tenuis</i>

## Shrubs

Common Name	Botanical Name
Silky Dogwood	<i>Comus amomum</i>
Buttonbush	<i>Cephalanthus occidentalis</i>
Sweet Pepperbush	<i>Clethra alrifolia</i>
Swamp Azalea	<i>Rhododendron viscosum</i>
Elderberry	<i>Sambucus canadensis</i>
Spice Bush	<i>Lindera benzoin</i>
Fetterbush	<i>Lyonia lucida</i>
Bayberry	<i>Morella pensylvanica</i>
Inkberry Holly	<i>Ilex glabra</i>
Virginia Sweetspire	<i>Itea virginica</i>



A simple rain garden design, with red lobelia and royal fern occupying the lowest, wettest zone.



Maintenance of a rain garden is fairly simple:

- Clear of dead vegetation, pet waste, and debris.
- Water needs are minimal but should be done right after planting, during the first growing season, and during any droughts.
- If a plant does not look like its thriving, relocate to a wetter or dryer place in the rain garden.
- Mulching is essential! It helps rain water to infiltrate, protects plants, and makes weeding easier. A rain garden should be re-mulched approximately 2-3 inches every spring.
- To keep rain gardens looking healthy and clean, pruning and weeding is necessary.



Although rain gardens act as filtration systems for rainwater runoff they do not have standing water for long periods of time. The rain garden drains typically within a 48 hour period. Therefore, there is little concern with regard to mosquito breeding.



Rain gardens significantly reduce stormwater runoff volumes and improve storm water quality. It has been reported that approximately 70% of pollution in surface waters may be attributed to stormwater runoff; therefore, rain gardens may significantly reduce water pollution.



Rain gardens reduce runoff volumes and improve storm water quality, and can be aesthetic, too.

**Attachment 6: Photos of  
Town Staff making  
presentation at Gandy  
Elementary School**





# **Attachment 7: Material on Illicit Discharge**

## Illicit Discharge-

What you don't know can hurt you...  
and the environment!

An illicit discharge is anything that goes down the storm drain that is not storm water.

Some discharges are considered cleaner, such as tap water from leaking water pipes and irrigation, groundwater and spring water.

Other discharges are more dangerous, such as wash water from laundry, car or shop floor cleaning, sewage from pipes and septic systems, and liquid wastes such as oil, paint, and any automotive fluids.

Illicit discharges may be intentional or unintentional. Intentional dumping of waste into storm drains by a business or/and individual has legal consequences, as local, state, and federal laws protect the streams and water bodies into which they flow.

Unintentional illicit discharges occur daily, because many people do not realize the ways in which their daily activities contribute to the polluting of our waters. Soapy water from car washing, pet feces that are not picked up, waste water from household appliances that drain directly to the outside, pesticide and fertilizer use, and improper disposal of motor oil and paint are some of the ways in which an individual may unwittingly be damaging our ecosystem.

Other illicit discharges occur when sewer pipes are connected directly to storm water pipes, or when sewer pipes or septic systems leak.

FOR MORE INFORMATION  
CONTACT

THE TOWN OF ASHLAND:

(804) 798-9219

[CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us)

OR VISIT US ONLINE:

[www.town.ashland.va.us](http://www.town.ashland.va.us)



03/08

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ONLY RAIN  
DOWN  
THE DRAIN!



- WHAT DOES IT MEAN?
- WHY SHOULD I CARE?
- WHAT CAN I DO?

**ILLICIT DISCHARGE AND  
WATERSHED PROTECTION**

*Because today's actions  
affect tomorrow's world*

# What does it mean?

## ONLY RAIN DOWN THE DRAIN!

No, we are not talking about the sink or bathtub drain, so what ARE we talking about?



## STORM WATER DRAINS!

These can be open channels or enclosed pipes that rain water flows into whenever there is a storm. They take the water running off of roadways and property to help prevent or minimize flooding or standing water. This water flows into nearby rivers and streams, and eventually into the Chesapeake Bay.



## ONLY RAIN!

Because the water flowing into a storm water drain does not pass through a treatment plant before discharging into rivers and streams, it is important that the water be as clean as possible and not contaminated with pollutants such as sewage, oil, paint, and other chemicals.



# Why should I care?

## TO PROTECT OUR LOCAL STREAMS AND RIVERS-

Local waters that we enjoy every day for fishing, swimming, and boating receive our storm water runoff, along with anything else that washes down the storm drain. Creeks and Rivers such as the James, South Anna, Stoney Run, Lickinghole, and Mechumps are dependent upon us to ensure that the water flowing into them remains clean.

## TO PROTECT THE CHESAPEAKE BAY-

All of the storm water that flows down our streams and rivers ends up in the Chesapeake Bay, which is used constantly for fishing (both commercial and private) and public enjoyment. When polluted storm water enters the bay via the rivers, it dumps lots of things that we certainly wouldn't want to swim in, much less have the food that we consume swim in! Pollutants such as heavy metals, toxics, oil and grease, solvents, nutrients, viruses, and bacteria can threaten aquatic, wildlife, and human health. If you've ever had a fish tank, just think of what would happen if you dumped these contaminants into your aquarium – not good!

## BECAUSE THERE ARE LAWS-

Laws protecting our waters ensure that those who contribute to their pollution will face legal consequences if caught.

# What can I do?

## THERE ARE MANY WAYS THAT YOU CAN HELP KEEP OUR WATER CLEAN:

**When washing a car or other vehicle**, do the work on the lawn instead of the driveway. Not only will the ground become a natural filter for the soapy water, but you will be watering your grass at the same time! Taking your automobile to a car wash center also prevents illicit discharge because the water drains into sewer pipes instead.

**If you have a dog**, be sure to pick up fecal matter in your yard or when walking your dog and dispose of it either in the trash or toilet. Feces left behind can be swept down the drain in the next storm and can contain harmful bacteria and viruses that would contaminate water supplies.

**Limit pesticide and fertilizer use** in your yard. Find out what plants thrive best in your area, reducing the need for chemicals. Look into the ever-increasing ways that you can care for your lawn and garden naturally. Not only will you be keeping chemicals out of the water, but you will have a naturally healthier lawn and garden that requires less care!

**Be mindful of automotive fluids**. When changing the oil or other fluids in a vehicle, take the used fluids to a location that accepts such materials for recycling or proper disposal. If you are unsure as to where to take waste fluids, contact the Town of Ashland for area locations. Check your vehicle regularly for leaks as well, as fluids leaking onto roadways are washed down the drain with every rainfall.



# Town of Ashland

*Center of the Universe*

101 THOMPSON STREET  
P.O. BOX 1600  
ASHLAND, VIRGINIA 23005-4600

TELEPHONE (804) 798-9219  
FAX (804) 798-4892

## Vehicle Washing Guidelines Phase II (MS4) Stormwater Program Town of Ashland

Water from vehicle washing can make its way across a hard surfaced parking lot and enter the storm drainage system. From there, wash water may enter our creeks and streams potentially harming fish and other aquatic life, and make its way to rivers and, eventually, the Chesapeake Bay. Water from vehicle washing may contain contaminants such as nutrients and hydrocarbons and should not discharge to the storm drainage system, creeks or streams.

According to State Regulations and the Town of Ashland's Municipal Separate Storm Sewer System (MS-4) Management Program Ordinance, only individual residents washing cars may discharge wash water to storm sewers (although it is discouraged). All others discharging from vehicle washing activities to storm sewer are in violation of the Town ordinance.

### Areas for Vehicle Washing

The following are recommendations for anyone washing vehicles:

- Use a commercial car wash where wastewater is properly treated.
- Wash vehicles in an area designed for vehicle washing where the water is discharged to the sanitary sewer system for treatment. Or collect wash water for proper disposal later.
  - If vehicle washing will be done outside, designate an area for on-site vehicle washing that discharges to gravel, grass, or other permeable surfaces that allows water to infiltrate (i.e., *no* discharge of wash water from the site).
  - Use hoses with nozzles that automatically turn off when left unattended.
  - Spills of wash water, cleaning products or other fluids should be immediately contained and treated or removed.

### Cleaning Products

- Use products labeled "non-toxic," "phosphate free," and "biodegradable." These products can be purchased at most large retail outlets. Note that even biodegradable and nontoxic soaps can be harmful to aquatic life and water quality, and must be kept out of the storm drain system.
  - Do not use acid-based wheel cleaners or engine degreasers unless the waste can be properly disposed of.
  - Reduce the amount of soap used by using a bucket of soapy water to re-soap rags or sponges rather than adding more soap directly to rags or sponges.

Revised 5/27/11

S:\PUBWKS\Storm Water Phase II\illicit discharge\Car Washing\Car Washing Guidance.doc

FAYE O.  
PRICHARD  
MAYOR

GEORGE F.  
SPAGNA, JR.  
VICE MAYOR

TERRI  
WINSTON-ABRI  
COUNCIL MEMBER

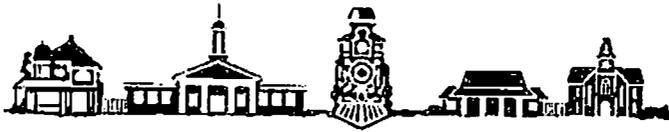
EDWARD L.  
HENSON, III  
COUNCIL MEMBER

JAMES F.  
FOLEY  
COUNCIL MEMBER

CHARLES W.  
HARTGROVE  
TOWN MANAGER

ANDREA E.  
ERARD  
TOWN ATTORNEY

LOIS A. SMITH  
CLERK OF COUNCIL



**TOWN OF ASHLAND**  
101 THOMPSON STREET / P.O. BOX 1600  
ASHLAND, VIRGINIA 23005

## **Car Wash Application**

Contact Jennifer Schöntag at 804-798-9219

**Name of Group:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Car Wash Event Date/Time:** \_\_\_\_\_

**Car Wash Event Location** (*see "Areas for Vehicle Washing" below*): \_\_\_\_\_

**Cleaning Products to be Used** (*see "Cleaning Products" below*): \_\_\_\_\_

### **Areas for Vehicle Washing**

- Use a commercial car wash where wastewater is properly treated.
- Wash vehicles in an area designed for vehicle washing where the water is discharged to the sanitary sewer system for treatment. Or collect wash water for proper disposal (in sanitary sewer or recycled) later.
- **For fund raiser/non-profit car wash events only:** If vehicle washing will be done outside, designate an area for on-site vehicle washing that discharges to gravel, grass, or other permeable surfaces that allows water to infiltrate (i.e., no discharge of wash water from the site).
- Use hoses with nozzles that automatically turn off when left unattended.
- Spills of wash water, cleaning products or other fluids should be immediately contained and treated or removed.

### **Cleaning Products**

- Use products labeled "non-toxic," "phosphate free," and "biodegradable." These products can be purchased at most large retail outlets. Note that even biodegradable and nontoxic soaps can be harmful to aquatic life and water quality, and must be kept out of the storm drain system.
- Do not use acid-based wheel cleaners or engine degreasers unless the waste can be properly disposed of.
- Reduce the amount of soap used by using a bucket of soapy water to re-soap rags or sponges rather than adding more soap directly to rags or sponges.

---

For Town of Ashland Use

**Approved By:** \_\_\_\_\_  
(name and title of approving authority)

**Date:** \_\_\_\_\_

**Attachment 8: Table of  
Stormwater Management  
Facilities**

**Town of Ashland  
BMP Information**

	Site Name	Address	BMP Type	Drainage Basin	HUC Code	Treated Area (ac.)	Interval Inspections	Date Agreement Signed	Date Site Accepted	Inspected in FY11-12
1	Ashland Christian Center	12230 Maple Street	Extended Detention Basin	Falling Creek	Y011	9	3	1/13/2006	1/13/2006	
2	Ashland Christian Church	301 S. James Street	Infiltration Trench	Mechump's Creek	Y027	0.5	3	3/31/2003	3/31/2003	
3	Ashland Junction Shopping Center	Junction Road	Extended Detention Basin	Mechump's Creek	Y027	4.03	3	1/27/1989	1/27/1989	
4	Ashland Simply Storage	423 A. S. Washington Highway	Detention Basin	Mechump's Creek	Y027	6.46	3	9/13/1999	9/13/1999	Yes
5	Autozone	200 South Washington Highway	Manufactured BMP System	Mechump's Creek	Y027	0.9	3	11/13/2001	11/13/2001	Yes
6	Berkley Woods Subdivision (Transferred to HOA)	Henry St. & Berkley Woods Dr.	Retention Basin	Falling Creek	Y011	10.5	3	2/11/2011	8/1/2006	
7	Blair Manor	Robinson Street	Filterra	Mechump's Creek	Y027	1.01	3	11/24/2004	2/2/2006	Yes
8	Cracker Barrel	106 South Carter Road	Detention Basin	Mechump's Creek	Y027	4.6	3	4/5/1995	4/5/1995	
9	East Coast Car Wash	801 England Street	Detention Basin	Mechump's Creek	Y027	2.35	3	3/19/1999	3/19/1999	
10	First Baptist Church - Ashland	800 Thompson Street	Retention Basin	Stony Run	JL17	6.75	3	3/8/2005	5/20/2008	Yes
11	First Capital Bank	409 South Washington Highway	Filterra	Mechump's Creek	Y027	0.85	3	1/26/2005	2/2/2006	Yes
12	Fleetwood Homes	12058 S. Washington Highway	Retention Basin	Lickinghole Creek	JL17	2.97	3	4/21/1999	4/21/1999	Yes
13	Hampton Inn	Route 54	Extended Detention Basin	Mechump's Creek	Y027	0.41	3	6/1/1998	6/1/1998	Yes
14	Hanover Business Center	303 Ashcake Road/340 Hill Carter Parkway	Retention Basin	Lickinghole Creek	JL17	10.9	3	7/25/2007	12/20/2007	
15	Hanover Manor	813 Thompson Street	Extended Detention Basin	Falling Creek	Y011	2.3	3	4/2/1992	4/2/1992	
16	Holiday Inn	105 South Carter	Sand Filter	Mechump's Creek	Y027	2.2	3	4/28/2003	4/28/2003	Yes
17	McDonalds	103 South Carter Road	Filterra	Mechump's Creek	Y027	1.87	1	9/8/2006	9/8/2006	
18	Saint Ann's Catholic Church Parking Lot Addition	105 South Snead Street	Filterra	Stony Run	JL17	0.45	3	4/19/2006	4/19/2006	
19	Sleep Inn Hotel	80 Cottage Greene Drive	Sand Filter	Mechump's Creek	Y027	1.59	3	2/3/2003	2/3/2003	Yes
20	Tower Optometry	97 Omni Road	Filterra	Mechump's Creek	Y027	1	3	5/28/2004	5/28/2004	
21	North Macon Terrace, Section 1	North James Street	Retention Basin	Falling Creek	Y011	12	3	9/13/1999	9/13/1999	
22	Maple Street Subdivision	9235 Shady Grove Road, Suite 200	Retention Basin	Stony Run	JL17	10.753	3	5/7/2007	4/23/2009	
23	Sheehy AutoGroup Center	Corner of Rt. 1 & North Lakeridge Parkway	Filterra	Lickinghole Creek	JL17	2.08	1	3/20/2007	Under Const.	
24	Commercial Plaster and Drywall	10399 Dow Gill Road	Filterra	Lickinghole Creek	JL17	1.24	1	1/11/2007	1/21/2008	
25	Hanson Block Plant	End of Johnson Road	Retention Basin	Stony Run	JL17	9.7	3	5/18/2007	6/30/2008	Yes
26	Ashland Business Park		Retention Basin	Mechump's Creek	Y027	2.22	3	11/10/1988	11/10/1988	
27	Whittaker Warehouse	120 Sylvia Road	Sand Filter	Slayden Creek	Y011	5.181	3	12/17/2007	4/7/2008	
28	Myrtle Street Commons	Myrtle Street	Sand Filter	Mechump's Creek	Y027	0.97	3	11/1/1996	11/1/1996	Yes
29	Ashland Gardens	101 Omni Road	Retention Basin	Mechumps Creek	Y027	3.4	3	7/25/2007	12/6/2007	
30	Ruby Tuesday	England Street - State Route 54	Extended Detention Basin	Mechumps Creek	Y027	2.9	3	7/25/2007	3/24/2008	Yes
31	The Shoppes at Tompkins Green	200 North Washington Highway	Filterra	Mechump's Creek	Y027	1.732	1	2/23/2007	11/4/2008	Yes
32	Ashland Woods, Phase 1	Omni Drive	Retention Basin	Mechump's Creek	Y027	15.9	3	12/21/1998	12/21/1998	Yes
33	Ashland Church of God	405 Myrtle Street	Extended Detention Basin	Mechump's Creek	Y027	1.78	3		6/14/2002	
34	Amerilube	51 Cottage Greene Drive	Filterra	Mechump's Creek	Y027	1.47	3	10/7/2007	7/31/2008	Yes
35	Meineke Car Care	106 Junction Drive	Detention Basin	Mechump's Creek	Y027	0.98	3	2/29/2008	8/25/2008	Yes
36	Hanover Fire-EMS Station #1	501 Archie Cannon Drive	Extended Detention Basin	Falling Creek	Y011	1.38	3	3/20/2008	9/8/2009	
37	Everhart Building	204 Virginia Street	BioFiltration	Mechumps Creek	Y027	0.183	3	4/7/2008	11/5/2009	
38	Melvin T. Morgan Roofing	10412 Dow-Gil Road	Extended Detention Basin	Lickinghole Creek	JL17	2.32	3	4/4/2008	7/29/2008	Yes
39	Century Concrete	13135 Telcourt Rd.	Extended Detention Basin	Mechump's Creek	Y027	1.46	3	5/8/2008	11/20/2008	Yes
40	Ashland Ford (Sheehy)	418 S. Washington Hwy.	Extended Detention Basin	Stony Run	JL17	6.35	3		9/14/1995	
41	Cottage Greene Condominiums	N Cottage Greene Drive	BioFiltration	Mechumps Creek	Y027	7.55	3	4/17/2008	6/22/2012	
42	RMC Tennis Courts	112 Henry Clay Rd.	BioFiltration	Mechumps Creek	Y027	15.55	3	5/5/2010	3/29/2011	
43	Chenault Veterinary	351 S. Hill Carter Pkwy.	Detention Basin	Lickinghole Creek	JL17	9.48	3	10/5/2009	5/17/2011	
44	YMCA	217 Ashcake Rd.	Detention Basin	Stony Run	JL17	3.45	3	5/22/2009	11/23/2010	
45	Carter's Hill Subdivision (Transferred to HOA)	N. James St.	Detention Basin	Falling Creek	Y011	11.9	3	8/2/2010	5/23/2012	
46	Heartland Subdivision	N. James St. & W. Patrick St.	Biofiltration	Falling Creek	Y011	2	3	6/21/2010	6/14/2012	
47	RMC Soccer Restroom Facility	200 Henry St.	Detention Basin	Falling Creek	Y011	1.21	3	7/7/2010	5/26/2011	
48	Ashland Towne Square Parking Lot Renovations	Rte. 520' north of Omni Rd.	BioFiltration	Mechump's Creek	Y027	1.4	3	7/12/2010	Not yet begun	
49	RMC Library	305 Henry St.	Contech System	Falling Creek	Y011	0.24	3	10/13/2011	Under Const.	
50	RMC Freshman Dorm	420 Henry St.	Filterra	Falling Creek	Y011	1.6	3	9/19/2011	10/17/2011	

# **Attachment 9: Street Sweeping Data**

Town of Ashland Street Sweeping FY 10-11			Town of Ashland Street Sweeping FY 11-12		
Month	Month Total Miles	Month Total Vol. (c.y.)	Month	Month Total Miles	Month Total Vol. (c.y.)
Jul-10	77	38	Jul-11	67	33
Aug-10	177	70	Aug-11	88	59
Sep-10	131	71	Sep-11	54	37
Oct-10	124	78	Oct-11	9	9
Nov-10	164	69	Nov-11	16	13
Dec-10			Dec-11		
Jan-11			Jan-12		
Feb-11			Feb-12	35	35
Mar-11			Mar-12	77	51
Apr-11			Apr-12	54	36
May-11	17	23	May-12	62	27
Jun-11	135	99	Jun-12	53	34
<b>Totals</b>	<b>825</b>	<b>447</b>	<b>Totals</b>	<b>515</b>	<b>333</b>

**Attachment 10: E. Coli  
Calculations for Mechumps  
Creek**

**Town of Ashland MS4 Report July 1, 2011 - June 30, 2012**

**Approximated E. coli into Mechumps Creek**

Item	Quantity	Units	Notes
Runoff	52.77	inches	July 1, 2011 - June 30, 2012
Mechumps Creek Watershed	1,880	acres	
Total Precipitation Volume	3.60E+08	cubic feet	
Runoff Volume - 45% of precip.	1.62E+08	cubic feet	
E. Coli Concentrations			Ave. See Below
North Branch	266.66	cfu/100 ml	
Middle Branch	1837.5	cfu/100 ml	
South Branch	123.33	cfu/100 ml	
Average	742.50	cfu/100 ml	
<b>Approx E. coli to Creek</b>	<b>3.41E+13</b>	<b>cfu</b>	

North Branch/Dates:	Quantity	Units	Last Significant Rainfall (> 0.5")
April 6, 2012	250	cfu/100 ml	3/26/2012
April 27, 2012	550	cfu/100 ml	4/26/2012
July 2, 2012	0	cfu/100 ml	6/25/2012
average	266.67	cfu/100 ml	

Middle Branch/Dates:	Quantity	Units	Last Significant Rainfall (> 0.5")
April 6, 2012	3500	cfu/100 ml	3/26/2012
April 27, 2012	2200	cfu/100 ml	4/26/2012
June 18, 2012	1100	cfu/100 ml	6/13/2012
July 2, 2012	550	cfu/100 ml	6/25/2012
average	1837.50	cfu/100 ml	

South Branch/Dates:	Quantity	Units	Last Significant Rainfall (> 0.5")
April 6, 2012	20	cfu/100 ml	3/26/2012
April 27, 2012	350	cfu/100 ml	4/26/2012
July 2, 2012	0	cfu/100 ml	6/25/2012
average	123.33	cfu/100 ml	

**Attachment 11: IDDE  
Activities and Enforcement  
Tracking**



# Town of Ashland

Center of the Universe

101 THOMPSON STREET  
P.O. BOX 1600  
ASHLAND, VIRGINIA 23005-4600

TELEPHONE (804) 798-9219  
FAX (804) 798-4892

May 14, 2012

RE: Disposal of Grease in Stormwater Inlets

FAYE O.  
PRICHARD  
MAYOR

To whom it may concern,

GEORGE F.  
SPAGNA, JR.  
VICE MAYOR

Occasionally, Town of Ashland staff learns or is informed that cooking grease or oil has been or is being disposed of in stormwater drains. Due to a recent incident, we want to remind restaurants owners and managers in Ashland that it is illegal to dispose of *any type of waste* in a stormwater drain. If someone in your business is doing this, or you see someone else doing this, please let them know that it is violation of the Town of Ashland Ordinance on the Municipal Separate Stormwater System (MS-4) Management Program. The person or business who is disposing of waste in the drain may be fined up to \$1,000 per day for each violation.

TERRI  
WINSTON-ABRI  
COUNCIL MEMBER

EDWARD L.  
HENSON, III  
COUNCIL MEMBER

The Ashland Police Department (APD) keeps watch for such activities and monitors sites that have been reported as disposing of waste illegally. Please call the APD 804-798-1227 if you see anyone disposing of anything besides *clean water* in a storm drain.

CHARLES W.  
HARTGROVE  
TOWN MANAGER

ANDREA E.  
ERARD  
TOWN ATTORNEY

Feel free to contact me at 804-798-9219 if you have questions concerning this topic. Thank you for your attention to proper disposal of waste for your business.

LOIS A. SMITH  
CLERK OF COUNCIL

Sincerely,

Ingrid Stenbjørn, PE  
Town Engineer  
Town of Ashland

cc: Chief Doug Goodman, Ashland Police Department



# Town of Ashland

*Center of the Universe*

101 THOMPSON STREET  
P.O. BOX 1600  
ASHLAND, VIRGINIA 23005-4600

TELEPHONE (804) 798-9219  
FAX (804) 798-4892

April 5, 2012

Tops China  
435 England St  
Ashland, VA 23005

FAYE O.  
PRICHARD  
MAYOR

RE: Disposal of Grease in Stormwater Inlet

GEORGE F.  
SPAGNA, JR.  
VICE MAYOR

To whom it may concern,

JAMES R.  
FOLEY  
COUNCIL MEMBER

It has come to our attention that someone has been disposing of cooking grease or oil in a stormwater drain on Randolph Street adjacent to your business. We are notifying you because it is adjacent to your business, and we believe you need to be aware.

TERRI  
WINSTON-ABRI  
COUNCIL MEMBER

It is illegal to dispose of *any type of waste* in a stormwater drain. If someone in your business is doing this, or you see someone else doing this, please let them know that it is violation of the Town of Ashland Ordinance on the Municipal Separate Stormwater System (MS-4) Management Program. The person or business who is disposing of waste in the drain may be fined up to \$1,000 per day for each violation.

EDWARD L.  
HENSON, III  
COUNCIL MEMBER

CHARLES W.  
HARTGROVE  
TOWN MANAGER

I have notified the Chief of Police of the illegal disposal in the storm drain. The Ashland Police Department is keeping watch on the drain. Please call me at 804-798-9219 if you have any questions.

ANDREA E.  
ERARD  
TOWN ATTORNEY

Sincerely,

LOIS A. SMITH  
CLERK OF COUNCIL

Ingrid Stenbjørn, PE  
Town Engineer  
Town of Ashland

cc: Yancey Jones, Ashland TC, LLC  
Chief Doug Goodman, Ashland Police Department



**Town of Ashland**  
**Department of Public Works**

**Illicit Discharge Detection and Elimination Audit**  
**2012**

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## **1. Introduction**

The Town of Ashland has conducted an internal Illicit Discharge Detection and Elimination (IDDE) audit of existing and needed capacity for developing an IDDE program. The audit examines the Town's capabilities and offer recommendations in the following areas:

Infrastructure Profile

Existing Legal Authority

Available Mapping Data

Field Staff

Access to Laboratory Analysis

Education and Outreach Resources

Discharge Removal Capability and Tracking

Program Budget and Financing

The audit is intended to help develop realistic program goals, implementation strategies, schedules, and budgets. The desired outcome is an initial five-year program development plan over the current program cycle.

## 2. Infrastructure Profile

An examination of the existing infrastructure is helpful in creating an understanding of the effort necessary to assess the overall system.

- The Town has been using Auto CAD for its storm sewer mapping. However, AutoCAD is not universally accessible, so the Town has been adapting the AutoCAD drawing explicitly for integration into ArcView/GIS. It contains all of our known stormwater pipes, streams, ponds, BMPs, and some ditches. Changing graphic representation of pipes is being considered. This will involve changing double line representation of single pipes to a single line representation and possible color coding different size pipes. Completion of this task will provide a more accurate count of stream and pipe miles as well as the number of outfalls.
- The Total area serviced by storm drains has not yet been calculated. The drainage map that will contain this information is in the process of being updated and will be included in the new GIS map for the town.
- Most of Ashland is serviced by sanitary sewer which is operated and maintained by Hanover County Department of Public Utilities. Ashland has 27 septic systems within town limits that are located in the Chesapeake Bay Preservation Area. Town Code (Section 4.1-209(b)(5)) states that on-site sewage disposal systems not requiring a VPDES permit shall be pumped out at least once every five (5) years. The Planning Department is responsible for updating the septic system information as well as correspondence with the septic system owners.
- Much of the stormwater system in Ashland was installed prior to 1979; the remainder was installed over the year with private development projects, Town upgrade projects, and as needed to control flooding. Overall the system is considered to be in fair condition. Repair of systems are done on an as needed basis and updating is required from new development when it utilizes or impact the existing municipal system.

### Recommendations

Complete the upgrades and updates that are underway (described above). Continue to upgrade and update stormwater drainage map. Make it more user-friendly, and accessible in GIS, so it is accessible to more Town staff.

Add Attributes to the GIS storm drainage map to provide information such as:

- Type of stormwater inlets, top elevations, inverts in and out, date installed (if known);
- Material of pipes, diameters, slopes, inverts in and out, date last flushed, date last TV monitored, date installed (if known), watershed;
- Type of ditch, watershed

- Type of outfall.

Add drainage areas for each stormwater outfall to the stormwater map. Calculate and record area to each outfall, and the total area served by the Town's MS4.

Calculate and record number of steam miles, and storm sewer miles.

Stormwater Project Manager should collaborate with the Planning Department on tracking the septic pump out program for CBPAs. Keep concurrent records with the planning department.

Continue to make repairs and upgrades to storm drainage system.

### **3. Existing Legal Authority**

Determining existing legal authority helps to determine whether the Town is properly equipped to regulate illicit discharges and enforce existing code.

- The Town is not involved with industrial storm water NPDES permit activities or pre-treatment programs.
- Water and sewer ordinances were removed from the Ashland Town code in 1998. At this time legal authority over water and sewer ordinances was transferred to Hanover County as part of an annexation agreement. Prior to this water and sewer codes for Ashland date back to 1980. These files are archived and not available online. Modifying of current plumbing codes would require coordination with Hanover County Department of Public Utilities.
- Illicit Discharge is defined in the Ashland Town code as any discharge to the storm sewer system that is not composed entirely of stormwater, except discharges pursuant to a VPDES permit or discharges from firefighting activities. This definition shall not include discharges listed in Sec. [4.1-502\(b\)](#), unless such discharges are identified by the director to cause sewage, industrial wastes or other wastes to be discharged into the storm sewer system. Violations under the illicit discharge ordinance constitute a Class 1 misdemeanor and are subject to civil penalties (Sec. 4.1-503).
- Investigations of illicit discharges are the responsibility of the Public Works Department. Suspected illicit discharges can be reported by the public to the Town through email, [CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us), or by phone, 804-798-9219.
- Upon such time that an illicit discharge is identified and the source located correspondence is sent to the offending party notifying them of the offense and required action, as well as penalties for noncompliance.

## Recommendations

The Town needs to develop specific procedures for the enforcement of violations of the Town Code where it pertains to illicit discharge. Currently, the Town Code states what the penalties are for illicit discharge but there is not a clear system of enforcement other than informing suspected parties of the violation by letter.

Neighboring localities such as Hanover and Henrico counties have define enforcement strategies for E & S control and are currently drafting procedures for enforcement of illicit discharges (**See Appendix A of this audit for a sample of Henrico County’s draft Enforcement Response Guide**). It would benefit the Town to continue dialogue with neighboring localities to help develop Ashland’s program.

Expand Town code to include clear authority for enforcement of illicit discharge activities and indentify department and staff responsible for enforcement. For a model illicit discharge and connection ordinance see *Appendix B of the Illicit Discharge Detection and Elimination Guidance Manual*. ([http://www.epa.gov/npdes/pubs/idde\\_appendix-b.pdf](http://www.epa.gov/npdes/pubs/idde_appendix-b.pdf))

## 4. Available Mapping Data

This section examines the coverage and quality of mapping resources to support the IDDE program.

- Current GIS mapping of storm sewer in the Town consists of the Town’s GIS system. The Town has been using Auto CAD for its storm sewer mapping. However, AutoCAD is not universally accessible, so the Town has been adapting the AutoCAD drawing explicitly for integration into ArcView/GIS. It contains all of our known stormwater pipes, streams, ponds, BMPs, and some ditches. The AutoCAD drawing is comprised of data from filed investigation and as-built files form new construction.
- Changing graphic representation of pipes is being considered. This will involve changing double line representation of single pipes to a single line representation and possible color coding different size pipes. This will facilitate inventorying the quantity of storm sewer piping.
- An intern from Randolph Macon starts next week to add attributes to the known storm structures. Preliminary test runs have shown that this information will translate to GIS on conversion.

## Recommendations

All information pertaining to the Towns infrastructure profile should be compiled in a way that Departments of Planning and Public Works can easily exchange information with each other and other outside agencies.

ArcView/GIS training for staff.

Change pipe representation in AutoCAD to facility inventorying storm sewer.

## **5. Field Staff**

This section evaluates the availability of Town staff to perform these functions and their training needs.

- Three Project Managers that are under the supervision of the Town Engineer share the duties of field investigation, discharge complaints, and enforcement. Currently there is a program being developed to regularly assess outfalls and collect samples. Recently water sampling has begun using a combination of an outside private lab, in house testing using Coliscan Easygel, and Hanover County’s lab. The Town hopes to use these sources to develop a regular quarterly testing program. The testing is being conducted in the three branches of Mechumps Creek, which has been declared an impaired stream for e. coli bacteria.
- In addition to staff mentioned above, members of the street maintenance crew are able to identify illicit discharges as they encounter them in the daily work. Interns from Randolph Macon College have been used in the past to assist with field work and data collection. Most recently in assisting with the GIS map.
- The Town has created a position to manage the stormwater management program. The Stormwater Project Manager will be responsible for technical level work regarding the Town’s Stormwater Management Program, its Municipal Separate Storm Sewer System (MS4) Permit, and State and Federal requirements for stormwater. This position will report to the Town Engineer and will include coordination with other Town staff, interns, and volunteers to implement all stormwater programs.
- The Town generally uses interns to walk stream miles and record information, often with the assistance of Town staff. Town staff is capable of coordinating/leading necessary field operations for outfall reconnaissance and illicit discharge investigations. Basic field supplies are available for use by Town staff and can be made available to interns. Due to budget restraints, any volunteers that are used would need to provide their own field supplies.

## **Recommendations**

Create a volunteer program for water testing and monitoring. This has been done in other localities such as Chesterfield County and has been successful in detecting illicit discharge.

Stormwater management training and lab training as necessary.

Training for Public Works staff and Ashland Police (and possibly Planning Department staff) for detecting illicit discharge.

## **6. Access to Laboratory Analysis**

This section helps to identify the best options for laboratory analysis of water quality samples collected in the field.

- Currently, the Town does not have an in house laboratory. At this time, testing is being done by an outside private lab and by Town staff using the Coliscan Easygel testing kits (for e. coli testing). Hanover County cannot offer us their laboratory or testing services due to policy and licensing restrictions but has offered to help verify the accuracy of results of our own testing when necessary. The Town is currently investigating the feasibility of investing in laboratory equipment for in house testing and will continue to use the Coliscan Easygel kit to investigate e. coli contamination.
- Randolph Macon College has performed testing of water samples for the Town in the past when requested but the Town cannot consistently rely on RMC to perform testing when it is necessary. The RMC conducts its testing based on their classroom schedules. However, the college will share their results with the Town when requested.
- Currently, Town staff is capable of using small scale testing methods such as the Coliscan Easygel kit (for e. coli) but would require additional training if more advanced lab equipment were to be used. Any studies that need to be legally defensible would have to be conducted by an outside source such as a private lab or consulting firm.

## **Recommendations**

The Town should continue to use the Coliscan Easygel kits for e. coli investigations and invest in a small incubator (approx. \$50). Samples can be sent to Enviro Compliance for more accurate testing when necessary.

Develop a standard water testing procedure for sampling and proper record keeping. Sampling procedures should include the following elements:

1. Where to collect samples
2. When to collect samples
3. Sample bottle preparation
4. Sample collection technique
5. Storage and preservation of samples
6. Sample labeling and chain of custody plan
7. Quality assurance/control samples
8. Safety considerations

The Town should coordinate with RMC to receive their test results and to set up regular testing sites and schedules. This could help reduce the amount of field time staff would need to allocate for testing.

**(See Appendix B of this audit for sample Coliscan Easygel testing forms.)**

## **7. Education and Outreach Resources**

Evaluation of existing resources within the community will contribute to creating an effective education and outreach plan.

- Town website (<http://www.town.ashland.va.us/>) provides links to information concerning its stormwater management program. The site also provides information on stormwater pollution, illicit discharge, and vehicle washing guidelines. Illicit discharges and illegal connections can be reported to the Town through email, [CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us), or by phone, 804-798-9219.
- The limited access television station displays information on stormwater pollution on Channel 17 and in Town Hall. The town also has a quarterly newsletter distributed electronically (On Track) that includes articles concerning stormwater pollution.
- Randolph Macon College hosts a yearly community event called Macon a Difference day. This event is held on or near Earth Day in April and invites student and community volunteers to participate in activities such as drain marking and stream and street clean up. In the past events such as “How to construct a rain barrel” have been held.
- Once a year Town staff visits John Gandy Elementary school to teach 3<sup>rd</sup> through 5<sup>th</sup> graders about stormwater pollution. The visit includes discussion about the function of storm drains and the impact of pollutants on local streams and the bay. Students have the opportunity to see inside a storm drain and watch any existing trash being removed. Teachers incorporate the visit into their lessons on the environment.

- The Town plans to include a link on the website as well distributed materials to BMP owners (e.g. businesses, Home Owners’ Associations(HOAs), etc... ) to keep them informed of the necessity and benefits of a properly maintained and regularly inspected BMP. The website will include tips for inspecting and maintain stormwater management facilities.
- The Town collaborates with local news media to disseminate certain information on stormwater pollution preventions. For example, we have worked with Channel 12 news to inform civic groups about the requirement for a permit to hold a fund raiser carwash.

## **Recommendations**

Begin record keeping for illicit discharge complaints and investigations. Records should include, but not be limited to, the date information was received, location, actions taken to investigate, actions taken to mitigate, name of potential dischargers, follow up date, information on follow up, enforcement action taken (if any).

Continually update website with the latest information on stormwater management regulations and requirements.

Update TV slides to reflect more stringent requirements for stormwater management.

Continue to use RMC and Macon a Difference Day a way to educate the community on stormwater pollution and illicit discharge.

In the past area Boy Scout Troops have coordinated stream clean up days. The Scouts should continue to be utilized for volunteer projects that benefit water quality.

Continue to make presentation at the elementary school on stormwater pollution prevention.

Keep records of educational opportunities. Records should include, but not be limited to, date, time, audience type/media, contact person, whether there are recurring opportunities, date to follow up or reschedule.

Include a link on the website as well as distributed materials to BMP owners (e.g. businesses, Home Owners’ Associations (HOAs), etc...) to keep them informed of the necessity and benefits of a properly maintained and regularly inspected BMP. The website will include tips for inspecting and maintaining stormwater management facilities.

Include information letter to BMP owners on inspecting BMPs between required inspections.

Continue to work with local news media. Contact news media whenever there is an opportunity to publicize a stormwater management project or educate the community.

## **8. Discharge Removal Capability and Tracking**

This section evaluates the Town's capacity to locate specific discharges, make needed corrections or repairs, and take any enforcement actions.

- Henrico County Regional HAZMAT response team coordinates with Hanover County Fire/EMS to contain spills in Ashland and Hanover County. Ashland Department of Public Works employees are responsible for small spills at Town shop. Public works contacts Hanover Fire/Ems for larger spills.
- The Town has an Environmental Compliance Manual which contains specific instructions on how to store, transfer, dispose or otherwise manage potentially hazardous and non-hazardous waste. There is a copy of this manual at the Town shop and the Public Works offices.
- Illicit connections caused by sewers lines that are within the right of way are the responsibility of Hanover County Department of Public Utilities. All other connections are the responsibility of the Town of Ashland Department of Public Works.
- Hanover County is responsible for inspecting new sewer and water connections but the Town is responsible for the storm sewer and has the responsibility for detecting and resolving illicit connections. Unless it is determined that the illicit discharge is caused by a Hanover County owned sanitary sewer.
- Illicit discharges and connections can be reported to the Town through email, [CleanWater@town.ashland.va.us](mailto:CleanWater@town.ashland.va.us), or by phone, 804-798-9219. Currently there is not a specific time commitment for reported items. Suspected illicit discharges are investigated and corrected as staff time allows.
- The Town has an on call contractor that can repair items on Town property and in the right of way. Contact information for the Town's contractor is available to property owners at their request.

### **Recommendations**

The Town needs to create a training program for all town shop staff who are on the on call list to familiarize them with Henrico HAZMAT and Hanover Fire/EMS spill procedures and contact information. Training should also be included to familiarize Town shop and engineering staff with the Town's Environmental Compliance Manual. This training could be held in conjunction with the annual fire prevention training already in place. The Town should also consider providing small scale containment products such as the oil and chemical spill kits from

<http://www.newpig.com/us/>. These items may be helpful if there is a small chemical spill at the Town shop since Falling Creek runs through the property.

Environmental compliance records kept at Town shop should be made available to the Stormwater Manager.

The Town needs to develop a specific procedure for reporting and investigating illicit discharges. Develop forms and procedures for outfall monitoring and tracking. (See **Appendix C of this audit for sample Outfall Reconnaissance Inventory Sheet.**)

Since Hanover County controls building inspections for sewer connections, it might benefit the town to have the inspection reports forwarded to the Town for new construction so the Town has a record that connections were done in accordance to current code. A list of contacts for Hanover County Public Works and Public Utilities should be made available to all relevant Town staff.

Contractor used flushing and video of pipes has not been very successful in located problem areas. A local contractor may be more readily available and consistent with their operations. Another possibility is to find space in the budget for the Town to purchase camera equipment to video pipes.

In addition to providing an email address on the website for reporting problems, the link should outline specific items that could be an indication of an illicit discharge. For example: sewage or sewage smell, small diameter pipes discharging directly to stream, Chemical smell or discoloration, sediment deposits or muddy water. Examples of how to set of a reporting hotline can be found in *Appendix B of the Illicit Discharge Detection and Elimination Guidance Manual*. ([http://www.epa.gov/npdes/pubs/idde\\_appendix-c.pdf](http://www.epa.gov/npdes/pubs/idde_appendix-c.pdf))

## 9. Program Budget and Financing

This section looks into how much the program will cost and how it will be funded.

- Currently there is not a budget line item for IDDE. However, the Town allows funds in the Professional Services line item for stream sampling.
- The Town has created a position allocated as the Stormwater Coordinator who will oversee the IDDE program.
- The Town has been awarded the following grants for watershed projects:
  - Grant from NFWF for the preliminary design for a stream restoration of Mechumps Creek between Cottage Green Drive and Hill Carter Parkway.

- Grant from NFWF for the final design and construction for a stream restoration of Mechumps Creek between Cottage Green Drive and Hill Carter Parkway.
- Grant from the Chesapeake Bay Trust for the design of an LID parking.

### **Recommendations**

Develop a list of items and estimated costs associated with IDDE program to include in annual budget and include line item for IDDE in FY12-13 budget.

Evaluate methods to raise revenue to fund the IDDE and other Stormwater Programs.

Make other Department Heads and Town Council aware of stormwater issues. Evaluate the ability to improve IDDE program whenever expenditures are made.

Continue to seek grant funding to improve streams and manage stormwater quantity and quality.

## Appendix A: Henrico County's Enforcement Response Guide (Sample)

### ENFORCEMENT RESPONSE GUIDE (ERG)

<b>A. MONITORING AND REPORTING VIOLATIONS</b>				
Noncompliance	Nature of violation	Range of Enforcement Responses Available	Response Time	Personnel
Reporting violation (SMR or other required report)	Incorrect or incomplete report (But submitted on-time)	<ul style="list-style-type: none"> <li>• Telephone Call</li> <li>• Warning Letter</li> <li>• NOV (If corrected report is not received within the required response time)</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
	Report past due 5 or more calendar days	<ul style="list-style-type: none"> <li>• Telephone Call</li> <li>• Warning Letter</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
	Report past due 45 or more calendar days	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Submission of a Plan</li> <li>• <b>Automatic SNC</b></li> <li>• Compliance Order</li> <li>• Consent Order</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
	Falsification	<ul style="list-style-type: none"> <li>• NOV</li> <li>• <b>Automatic SNC</b></li> <li>• Compliance Order</li> <li>• Emergency Suspension</li> <li>• Judicial Enforcement</li> </ul>	10 Calendar days from receipt of notice	Director of DPU or designee, and/or M&C Section Manager or Designee
Failure to adhere to Compliance Order (Schedule of Compliance)	Missed milestone by 5 or more calendar days	<ul style="list-style-type: none"> <li>• Telephone Call</li> <li>• Warning Letter</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
	Missed milestone by 30 or more calendar days	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Submission of a Plan</li> <li>• <b>Automatic SNC</b></li> <li>• Compliance Order</li> <li>• Consent Order</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
	Failure to meet final compliance deadline	<ul style="list-style-type: none"> <li>• NOV</li> <li>• <b>Automatic SNC</b></li> <li>• Compliance Order</li> <li>• Consent Order</li> <li>• Emergency Suspension</li> <li>• Judicial Enforcement</li> </ul>	10 Calendar days from receipt of notice	Director of DPU or designee, and/or M&C Section Manager or Designee

Failure to notify	Failure to self report permit violation, spill, or change in discharge	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Possible SNC</li> <li>• Compliance Order</li> <li>• Consent Order</li> </ul>	10 Calendar days from receipt of notice	M&C Section Manager or Designee
Monitoring violations	Incorrect sample location, samples not collected per permit and/or appropriate standard method, sample not analyzed per appropriate standard method	<ul style="list-style-type: none"> <li>• NOV (will include a reminder of appropriate procedures/methods)</li> <li>• Compliance Order</li> <li>• Possible SNC (if violations continue)</li> </ul>	30 Calendar days from receipt of notice	M&C Section Manager or Designee

### B. OTHER PERMIT VIOLATIONS

Noncompliance	Nature of violation	Range of Enforcement Responses Available	Response Time	Personnel
Failure to renew industrial waste discharge permit	Failure to submit application 90 calendar days prior to expiration of current permit	<ul style="list-style-type: none"> <li>• E-mail or Telephone Call</li> <li>• Warning Letter</li> <li>• NOV</li> </ul>	14 Calendar days	M&C Section Manager or Designee
	Failure to submit application continues after notice by POTW	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Compliance Order</li> <li>• Possible SNC</li> </ul>	10 Calendar days	M&C Section Manager or Designee
	Failure to submit application prior to expiration of current permit	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Emergency Suspension</li> <li>• <b>Automatic SNC</b></li> </ul>	10 Calendar days	Director of DPU or designee, and/or M&C Section Manager or
Dilution	Waste streams purposely diluted in order to achieve compliance with discharge and/or local limitations	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Compliance Order</li> </ul>	5 Calendar days from receipt of notice	M&C Section Manager or Designee
Continuing failure to halt or prevent a discharge which caused or causes imminent endangerment to human health, the environment, or impacts the POTW's ability to meet it's VPDES permit	Refusal to discontinue activity upon notification	<ul style="list-style-type: none"> <li>• Take immediate action to issue an emergency suspension</li> <li>• <b>Automatic SNC</b></li> <li>• Judicial Enforcement</li> </ul>	Immediate	Director of DPU or Designee
Entry denial	Entry to facility denied or consent withdrawn. Copies of records denied	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Compliance Order</li> <li>• Emergency Suspension</li> </ul>	Within 48 hours	Director of DPU or designee, and/or M&C Section Manager or Designee
Inadequate record keeping	POTW Inspector finds files incomplete or missing	<ul style="list-style-type: none"> <li>• NOV</li> <li>• Compliance Order</li> </ul>	7 Calendar days from receipt of notice	M&C Section Manager or Designee





# Appendix C: Outfall Reconnaissance Field Sheet

## OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

### Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time (Military):	
Investigator:		Form completed by:	
Temperature (°F):	Rainfall (in.):	Last 24 hours:	Last 48 hours:
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Catchment:			
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial <input type="checkbox"/> Ultra-Urban Residential <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Commercial		<input type="checkbox"/> Open Space <input type="checkbox"/> Institutional Other: _____ Known Industries: _____	
Notes (e.g., origin of outfall, if known):			

### Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED	
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter/Dimension: _____  _____  _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully  With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
	<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Sp-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)				
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, Skip to Section 3</i>				
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial				

### Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	ft, in	Tape measure
	Measured length	____' ____"	ft, in	Tape measure
	Time of travel		s	Stop watch
Temperature		°F	Thermometer	
pH		pH Units	Test strip/Probe	
Ammonia		mg/L	Test strip	

### Outfall Reconnaissance Inventory Field Sheet

**Section 4: Physical Indicators for Flowing Outfalls Only**  
 Are Any Physical Indicators Present in the flow?  Yes  No (If No, Skip to Section 5)

INDICATOR	CHECK IF Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/acid <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other	<input type="checkbox"/> 1 - Faint	<input type="checkbox"/> 2 - Easily detected	<input type="checkbox"/> 3 - Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint color in sample bottle	<input type="checkbox"/> 2 - Clearly visible in sample bottle	<input type="checkbox"/> 3 - Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 - Slight cloudiness	<input type="checkbox"/> 2 - Cloudy	<input type="checkbox"/> 3 - Opaque
Floatables -Does Not Include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Suds <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Few/slight, origin not obvious	<input type="checkbox"/> 2 - Some; indications of origin (e.g., possible suds or oil sheen)	<input type="checkbox"/> 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary material)

**Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls**  
 Are physical indicators that are not related to flow present?  Yes  No (If No, Skip to Section 6)

INDICATOR	CHECK IF Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

**Section 6: Overall Outfall Characterization**

Unlikely  Potential (presence of two or more indicators)  Suspect (one or more indicators with a severity of 3)  Obvious

**Section 7: Data Collection**

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If yes, collected from:	<input type="checkbox"/> Flow <input type="checkbox"/> Pool
3. Intermittent flow trap set?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">If Yes, type: <input type="checkbox"/> OBM <input type="checkbox"/> Crawl dam</span>

**Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?**