

**South Carolina NPDES Permit # SCR030000**  
**Small Municipal Separate Storm Sewer System (SMS4)**  
**Annual Report**

Permit Coverage #SCR\_030000 \_\_\_\_\_ Reporting Period: 12/1/18 – 10/01/19 (Year 4) \_\_\_\_\_

Permittee: Town of Hilton Head Island \_\_\_\_\_

Program Name: Town of Hilton Head Island \_\_\_\_\_

Reporting for more than one Program:

*(Prepare copies of this page for each Program and attach to this report.)*

**Responsible Official Information**

*(Enter the information of the principal executive officer, mayor, or other duly authorized employee/elected official.)*

Name: Stephen G. Riley \_\_\_\_\_ Title: Town Manager \_\_\_\_\_

Telephone Number: (843) 341-4700 \_\_\_\_\_ E-mail Address: SteveR@hiltonheadislandsc.gov

Mailing Address: 1 Town Center Court, Hilton Head Island, SC 29928 \_\_\_\_\_

**Program Manager Information**

*(Enter the information of the person who is responsible for daily implementation of the program.)*

Name: Jeff Netzinger \_\_\_\_\_ Title: Stormwater Manager \_\_\_\_\_

Telephone Number: (843) 341-4775 \_\_\_\_\_ E-mail Address: JeffN@hiltonheadislandsc.gov

Mailing Address: 1 Town Center Court, Hilton Head Island, SC, 29928 \_\_\_\_\_

**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.

Responsible Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The responsible official may authorize another person or person occupying a specific position to certify this report if this authorization is made in writing and submitted to the Department. Please attach a copy of the authorization with this report, if applicable)*

**Submit the annual report to:**  
South Carolina Department of Health and Environmental Control  
Bureau of Water, Water Pollution Compliance Section  
2600 Bull Street  
Columbia, SC 29201-1708

**Questions? Contact (803) 898-4300**

# I. Special Conditions Applicable to Stormwater Discharges to Sensitive Waters

## A. General (3.1)

1. Has an assessment been conducted to determine if the MS4 discharges to sensitive waters as described in the Permit Part 3?  Yes  No (what is the target date of completion of the assessment?) \_\_\_\_\_

2. Does the SWMP specifically address these sensitive waters through BMP, system design, etc.?  Yes  No

3. Does the MS4 discharge to waters classified as Outstanding Resource, Trout, or Shellfish Harvesting? If so, list the waters (3.5):  No  Yes See SWMP document, Table 1.

## B. TMDL Monitoring and Assessment Plan (3.2)

1. Does the MS4 discharge to receiving waters within a TMDL watershed? If yes, list the water body and the pollutant(s) of concern.  No  Yes \_\_\_\_\_

2. Which of the TMDL pollutant(s) of concern listed above have the potential to occur within the MS4? \_\_\_\_\_  
N/A

### **ITEMS 3-7 ARE NOT APPLICABLE TO TOWN OF HILTON HEAD ISLAND MS4**

3. Report the current stage of development of a monitoring and assessment plan. Mark one or more that most accurately reflects the current status of the program as a whole:

Not started  Research/Development  Implementation

4. Has the plan been submitted to the Department?

Yes  No, target date for submission: \_\_\_\_\_

5. Has monitoring been conducted for the pollutant(s) of concern in the past reporting year?

Yes (summary of data attached)  No, target date to begin monitoring: \_\_\_\_\_

6. Are there any updates to the plan for this reporting year?

No  Yes (updates attached)

7. Provide a brief description of the progress made on the plan in this reporting year and evaluate its effectiveness.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. Discharges to Impaired Water Bodies (3.4)

1. Does the MS4 discharge to receiving waters on the 303(d) list of impaired waters? If yes, list the water body and the pollutant(s) of concern.  No  Yes Beach Monitoring Station LC-111 at Calibogue Sound was included on the 2014 303(d) list with an impairment for enterococcus bacteria. See the section "Discharges to Impaired Waterbodies" on page 13 of the SWMP for more details.

2. Which of the 303(d) pollutant(s) of concern listed above have the potential to occur within the MS4? \_\_\_\_\_  
Enterococcus has the potential to occur within the MS4, but more likely originates from other activities  
in the Calibogue Sound.\_\_\_\_\_

## II. Storm Water Management Program

### A. Ordinance Information (4.1)

(Insert your website address if the ordinance is posted online. If your ordinance is not posted online, please submit a hard copy with this report.)

**Website(s):**

Stormwater Management chapter of Municipal Code (IDDE, etc.)

[https://www.municode.com/library/sc/hilton\\_head\\_island/codes/code\\_of\\_ordinances?nodeId=TIT14PUWO\\_CH1STMA](https://www.municode.com/library/sc/hilton_head_island/codes/code_of_ordinances?nodeId=TIT14PUWO_CH1STMA)

Stormwater section of Land Management Ordinance (construction & post-construction regulations)

[https://www.municode.com/library/sc/hilton\\_head\\_island/codes/land\\_management\\_ordinance?nodeId=CH16-5DEDEST\\_SEC.16-5-109STMAERSECOST](https://www.municode.com/library/sc/hilton_head_island/codes/land_management_ordinance?nodeId=CH16-5DEDEST_SEC.16-5-109STMAERSECOST)

**Hard copy attached:**  See Appendix E of the SWMP

### B. Storm Water Management Plan (SWMP) (4.1, 4.5)

(Answer the questions below about the SWMP for the current reporting year.)

1. Have there been any changes to the area covered by the MS4? If yes, is this reflected by updates to the SWMP?

No  Yes (explain): \_\_\_\_\_

2. Are there any proposed changes to the goals or BMP (best management practices) in the SWMP?

No  Yes (explain): \_\_\_\_\_

3. Do you have adequate resources to implement your SWMP?

Yes  No (explain): \_\_\_\_\_

4. Provide information below about staffing levels for each Minimum Control Measure (MCM). This information should be presented as the amount of individuals performing duties directly related to each MCM and the estimated percentage of their time spent doing so. If you share responsibility for the MCM with another entity, indicate that in the corresponding spaces.

- MCM 1: 1 full time Carolina Clear staff member, 100% of time to MCMs 1 & 2, supplemented with assistance from Town Sustainability Coordinator (15% of time) and the Stormwater NPDES Coordinator 5%
- MCM 2: 1 full time Carolina Clear staff member, 100% of time to MCMs 1 & 2, supplemented with assistance from Town Sustainability Coordinator (10% of time) and the Stormwater NPDES Coordinator 5%
- MCM 3: 1 Stormwater NPDES Coordinator (~25% of time), 1 Stormwater Inspector (25% of time), 2 Code Enforcement Officer (~10% of time), 1 Stormwater Manager (5% of time)
- MCM 4: 1 Stormwater NPDES Coordinator (25% of time: site inspections & plan reviews), 1 Stormwater Inspector (30% of time), 1 Code Enforcement Officer/ 1 LMO Official (< 5% of time)



- MCM 5: 1 Stormwater NPDES Coordinator (20% of time: BMP inspections & plan reviews), 1 Stormwater Inspector (15% of time), , 1 Code Enforcement Officer/1 LMO Official (< 5% of time)
- MCM 6: 1 Stormwater NPDES Coordinator (10% of time), 1 Stormwater Inspector (10% of time)1 Stormwater Construction Administrator (5-10% of time), 1 Stormwater Operations and Maintenance Technician (5-10% of time)

5. Has training been provided to staff as required by the permit in the last reporting year?

Yes (*fill in the table below*)  No (*explain, and provide implementation dates*): Implementation of staff training date of completion was 12/12/18. The topics covered are included below and the sign-in sheets are attached. (App. J).

Date	Topics Covered
4/2/19	General overview of stormwater program & water quality
4/2/19	Illicit Discharge Detection and Elimination
07/10/19	General overview of stormwater program & water quality
07/10/19	Illicit Discharge Detection and Elimination
8/21/19	General overview of stormwater program & water quality
8/21/19	Good Housekeeping: Pollution Prevention for Municipal Operations
8/21/19	Illicit Discharge Detection and Elimination

### III. Minimum Control Measures (MCM)

#### A. Sharing Responsibility (4.4)

1. Is responsibility shared for any minimum measures through an agreement with another entity?

No  Yes (name the entity in the chart below)

MCM 1	Carolina Clear (Clemson Extension) via contract with Beaufort County
MCM 2	Carolina Clear (Clemson Extension) via contract with Beaufort County
MCM 3	N/A
MCM 4	N/A
MCM 5	N/A
MCM 6	N/A

If you have indicated that you are sharing responsibility above in any MCM, answer the questions below:

2. Have you submitted notice to the Department that you are relying on another entity?

Yes  No (submit a copy of any agreements that have not previously been sent to the Department)

**See SWMP Appendix B for copy of agreement/contract**

3. If applicable, provide the date of submission of the agreement(s) to the Department: February 1, 2017

4. Are all control measures as stringent as the permit requires?

Yes  No (if no, provide an explanation) \_\_\_\_\_

5. Did the other entity agree in writing to implement the measure on your behalf?

Yes  No (if no, provide an explanation) \_\_\_\_\_

6. Did the other entity implement the measure and agree to report on your behalf?

Yes  No (if no, provide an explanation) Carolina Clear implements the education/outreach and public involvement programs and provides a report to the Town, but Town still submits the annual report to DHEC.

7. Is the agreement maintained as part of the SWMP?

Yes  No (if no, provide an explanation) The agreement is included in the SWMP, but is maintained by a Memorandum of Understanding between the Town and Beaufort County.

8. Have you dissolved any agreements with entities this reporting year?

No  Yes (if yes, who?) \_\_\_\_\_

### III. Minimum Control Measures (MCM)

#### B. Minimum Control Measure 1: Public Education and Outreach on Storm Water Impacts (4.2.1, 5.3)

1. Use the table below to summarize outreach strategies, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

**SEE ATTACHED REPORTS FOR SPECIFIC PUBLIC EDUCATION AND OUTREACH ACTIVITIES CONDUCTED DURING PERMIT YEAR 1.**

BMP	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned <i>(specific implementation dates)</i>
Sign Contract for Education & Outreach Partnership	Signed MoA with Beaufort County to utilize Carolina Clear public education/ outreach services under their contract	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Contract between Carolina Clear and Beaufort County was signed on June 1, 2016. MOA between Town and County signed on July 1, 2016. See Appendix B of SWMP.
Identify and Analyze Pollutants of Concern	Identification & analysis of pollutant(s) of concern	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Carolina Clear held public meeting on September 29, 2016.  See SWMP for list of PoCs. Also see Appendix B of SWMP for more details.
Define Program Goals and Objectives	<ul style="list-style-type: none"> <li>Identify at least 3 high priority issues</li> <li>establish short &amp; long term goals</li> <li>identify target audiences</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Carolina Clear held public meeting on September 29, 2016.  See Carolina Clear Education Outreach Strategy document found in Appendix B of SWMP
Develop Education Campaign	<ul style="list-style-type: none"> <li>Written education campaign plan</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Delivered by Carolina Clear on December 1, 2016. See Appendix B of SWMP for the document.
Evaluate Program Effectiveness	<ul style="list-style-type: none"> <li>Written assessment of program, included in annual reports</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Evaluation	See Section C below.

#### C. Control Measure Evaluation (5.3)

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Public Education and Outreach was a success in Year 4. Beginning in January the agreement with the Carolina Clear program that is part of Clemson University Extension began in full stride. Carolina Clear has proven over the fourth year of this permit cycle of providing education and outreach services as well as ensuring compliance with NPDES permit requirements. After Carolina Clear took over the contract, they conducted surveys and meetings to help establish a strategic plan for county-wide pollutants of concern and education strategies. The result is a strategic plan that has been a good beginning in targeting partnerships and goal setting in Permit Year 4, under the direction of Carolina Clear.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: The main activities that the Town of Hilton Head Island needs to focus on is making sure that any island-specific education activities (PUD outreach) that aren't conducted by Carolina Clear get included in our annual report.

### III. Minimum Control Measures (MCM)

#### D. Minimum Control Measure 2: Public Involvement/Participation (4.2.2, 5.3)

1. How can the public find information about the SWMP? Once the SWMP is approved by SC DHEC, the document will be made available on the Town’s website at the following URL:  
<http://hiltonheadislandsc.gov/departments/ppfac/stormwatermgnt.cfm>

2. Use the table below to summarize public involvement opportunities, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

**SEE ATTACHED REPORTS FOR SPECIFIC PUBLIC INVOLVEMENT ACTIVITIES CONDUCTED DURING PERMIT YEAR 4.**

BMP	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned <i>(specific implementation dates)</i>
Create Opportunities for Citizen Participation	• Lowcountry Stormwater Partners and Carolina Clear will organize and sponsor opportunities to participate in activities related to stormwater and water quality	<input type="checkbox"/> In Planning <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See attached reports.
Add information on SWMP to Town Website	• The SWMP document and other stormwater-related information will be available on the Town's website	<input type="checkbox"/> In Planning <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input type="checkbox"/> Evaluation	To be added after 2/1/17 – once SWMP has been signed and delivered to DHEC.
Incorporate written procedures for public involvement into SWMP	• The SWMP document will include a section on implementing the public involvement/participation program	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See SWMP document.

#### E. Control Measure Evaluation (5.3)

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Carolina Clear has created a county-wide network of stormwater programs that work to organize participation events as well as to serve as the vehicle for the public to interact with stormwater programs. There were several clean-up events in Beaufort County that were conducted in Year 4. Additionally, the SWMP document was prepared, and will be available on the Town website once it has been received/approved by DHEC.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: Public Involvement events will be organized by Lowcountry Stormwater Partners. The Town of Hilton Head Island should focus attention on making sure that citizens and politicians are aware of the stormwater program – specifically the requirements of the NPDES MS4 permit. At a minimum, the SWMP will

be available on the Town website once submitted to DHEC; however, beyond that, the Town should explore opportunities for citizen and/or Town council workshops on the stormwater management program.

### III. Minimum Control Measures (MCM)

#### F. Minimum Control Measure 3: Illicit Discharge Detection and Elimination (IDDE) (4.2.3, 5.3)

1. How can the public notify the MS4 of suspected illicit discharges? The Town has a “Stormwater Hotline” that the public can use to report illicit discharges and other stormwater-related issues. The number is (843) 671-RAIN (7246) and is advertised on the Town website. Contact info via email or telephone for members of the Stormwater Division is also available on the Town website.

2. Complete the list below for the last reporting year:

- Total number of suspected illicit discharges: 21
- Total number of illicit discharges found: 17
- Number of illicit discharges with enforcement escalation (action taken beyond written warning): 1.
- Sandcastle Subdivision NOV issued to POA for construction in a Stormwater Easement and Primary outfall weir.
- \_\_\_\_\_
- Total number of illicit discharges eliminated: 20

3. Use the table below to summarize priority areas (and associated rationale for selection) for screening. If these areas have changed since the last reporting year, provide a brief explanation. Add rows where needed and attach additional sheets if necessary.

Priority Areas	Rationale for Selection	Changed within last reporting year? (If so, provide an explanation.)
Palmetto Headlands Industrial/Commerce Park	Area houses businesses, some of which are industries that have potential to produce pollutants	None
Spanish Wells/Oakview Neighborhood	High percentage of properties served by septic tanks, previous instances of illicit discharges in area	None
Broad Creek Marina Area	There is a marina, and surrounding neighborhoods are served by septic tanks	None
Spanish Wells Industrial Area	Light industrial activity, very close to receiving waters.	None
Marshland Road/Broad Pointe Area	Area served by septic tanks, historic WQ monitoring data shows spikes in fecal coliform bacteria.	None
Capital Drive Business Park	Concentrated area of businesses, including some industrial activities. Near Broad Creek	None
Island Drive Commercial Area	Concentrated area of commercial activity near Broad Creek.	None
Dillon Road Area	Commercial/Industrial activity & concentration of septic tanks	None
Palmetto Bay Marina Area	Marina/Boat Maintenance/Commercial Area	None
Arrow Road Commercial Area	Area with commercial & light industrial activity	None

4. Use the table below to summarize IDDE action items, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

<b>IDDE Action Item</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s)</b>	<b>Activities Conducted and Planned</b> <i>(specific implementation dates)</i>
Establish Legal Authority to Address Illicit Discharges	Adopt ordinance that prohibits illicit discharges and illegal connections	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Ordinance was adopted by Town Council on December 1, 2015.
Develop System Map/Outfall Inventory	Inventory of all NPDES outfalls, included on System Map	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix D of the SWMP
Identify Priority Areas	List and map of priority areas.	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	List is included above. Areas also shown on map found in Appendix D of SWMP.
Develop Field Screening Program & Procedures for Investigation and Enforcement	<ul style="list-style-type: none"> <li>Written standard operating procedures that cover field screening, determining the source, and enforcement of illicit discharges</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Standard Operating Procedure documents were finalized by December 1, 2016. See Appendix D of the SWMP.
Develop Public Reporting Mechanism	<ul style="list-style-type: none"> <li>Written procedures for responding to public complaints</li> <li>Page on Town website with contact information</li> <li>Develop system for tracking public input and documenting responses</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	<p>Written procedures for complaint response finalized December 1, 2017. See Appendix D</p> <p>Stormwater Hotline number &amp; information is available on Town website.</p> <p>Town staff implemented an Asset Management (Cartegraph) database for tracking all public complaints and service requests, including IDDE issues.</p>
Conduct Employee Training	Conduct and document training sessions	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Implementation of training was on 4/2/19, 07/10/19, 8/21/19.

### G. Control Measure Evaluation (5.3)

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Year 4 IDDE involved handling a few illicit discharge cases, most of which resulted in voluntary compliance with a verbal warning. The work done in Year 4 has set the groundwork for the IDDE program for the years to come.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: Areas that can be improved include better communication with code enforcement to follow up on cases and some refinements to the tracking system for easier reporting. During Year 4, stormwater staff also meet with the legal/code enforcement team and the Building Department on a semi annual basis – to review



procedures related to IDDE enforcement. The staff training sessions scheduled for Year 5 should also help\_\_\_\_\_.

### III. Minimum Control Measures (MCM)

#### H. Minimum Control Measure 4: Construction Site Storm Water Runoff Control (4.2.4, 5.3)

1. How can the public notify the MS4 of possible noncompliance at construction sites? The Town maintains a hotline phone number for the public to submit stormwater-related complaints and inquiries. The phone number is 843-671-RAIN 7246. Additionally, stormwater staff e-mail addresses are published on the Town's website.

2. How does the MS4 communicate with construction operators to ensure understanding of requirements and improvements that may be needed? The Town requires "pre-clear" inspections for all applicable development projects, which provides an opportunity to clarify any stormwater-related site requirements to construction operators. The Town also has both pre-application meetings and development application meetings with the engineer and developer prior to the issuance of a land disturbance permit and a pre clear certificate.

3. Has an enforcement response plan (ERP) been developed and utilized?

Yes  No (explain): An ERP has been developed, and is fully implemented for construction-site activities.

4. Complete the list below for the last reporting year:

- Number of new construction sites requiring a LDP (>.5 acres < 0.5 miles CRW): 46
- Total number of active construction sites (>.5 acres < 0.5 miles CRW): 21
- Total number of inspections performed: 341
- Number of sites with unsatisfactory/noncompliant inspection results: 7
- Number of sites inspected past the deadline specified in the permit: 0

5. Use the table below to summarize construction site action items, goals, and progress for the current reporting year. In the "activities conducted and planned" section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

Construction Site Action Item	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned (specific implementation dates)
Adopt/Update Land Management Ordinance for Construction Site Stormwater Runoff Control	Adopt changes to the LMO that require construction site erosion control and pollution prevention measures	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix E: 6/6/17
Adopt/Update Plan Review Procedures	Develop written procedures for development project review	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix F: 7/10/17
Revise Plan Review Checklist	<ul style="list-style-type: none"> <li>• Update plan review checklist</li> <li>• Keep documentation that verifies each plan was reviewed</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix F: 7/10/17
Develop Written Procedures for Site Inspections and Enforcement Actions	<ul style="list-style-type: none"> <li>• Develop written procedures for site inspections and enforcement responses</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix F: 6/20/17

	<ul style="list-style-type: none"> <li>• Implement procedures to receive and consider information submitted by the public regarding construction activity</li> </ul>		
Develop Inventory of Active Construction Projects and Inspection Records	Develop database that inventories all active construction sites and contains records of inspections and enforcement actions	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix F: Energov software tracks development and inspections 12/01/2016;
Require Training/Certification for Site Inspectors and Plan Reviewers	Document certifications obtained by staff	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix F: 7/10/17, 11/21/17
Construction Operator Training/Education	Document pre-construction meetings with construction site operators	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Evaluation	Working with Bluffton and Beaufort for a unified outreach strategy for contractor training.

### I. Control Measure Evaluation (5.3)

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Since MCM #4 was successful in its implementation of a Land disturbance permit requirement for managing construction site development. These projects have been inspected on a monthly basis using the THHI CGP inspection forms. The most prevalent construction site item that needed addressed was the maintenance of a proper construction entrance and proper maintenance of silt fence and sediment tubes throughout the project life cycle.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: The program will need to convene a county-wide meeting to go over the details of a CGP and who, what, when. The Town will develop a presentation in conjunction with both the Town of Bluffton and Beaufort County and present this program in 2020.

### III. Minimum Control Measures (MCM)

#### J. Minimum Control Measure 5: Post-Construction Storm Water Management (4.2.5, 5.3)

1. Complete the list below for the last reporting year:

- Number of newly completed construction sites: 45
- Number of inspections performed within 30 days of construction completion: 45
- Total number of inspections performed: 45
- Number of sites with unsatisfactory/noncompliant inspection results: 0
- Number of sites with enforcement escalation (action taken beyond written warning): 0

2. Use the table below to summarize post-construction action items, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

<b>Post-Construction Action Item</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s)</b>	<b>Activities Conducted and Planned</b> <i>(specific implementation dates)</i>
Update Land Management Ordinance to Include Post-Construction Performance Standards for New Development and Redevelopment Sites	Update the Town's LMO to include post-construction site performance standards	<input type="checkbox"/> In Planning <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Began discussing some proposed changes to stormwater requirements, new requirements expected early 2020.
Develop/Update Site Plan Review Procedures	<ul style="list-style-type: none"> <li>• Develop written procedures for site plan reviews of post-construction stormwater control measures</li> <li>• Add post-construction performance standards to Engineering site review checklist</li> <li>• Keep copies of plan review checklists on file for each project that is covered by post-construction performance standards</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix G: 7/10/17
Ensure Long-Term Maintenance of Post-Construction Stormwater Control Measures	Keep copies of signed maintenance agreements and verifications of maintenance activities	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	The Town has required maintenance agreements over post-construction BMPs for several years. New agreement form developed 7/10/17 Appendix G:
Maintain Inventory of Post-Construction	Develop inventory of all Town approved post	<input checked="" type="checkbox"/> In Planning <input type="checkbox"/> Ongoing	Asset management software Cartegraph PCBMP 08/01/2019

Stormwater Control Measures	construction BMPs constructed since the date of effective permit coverage of 7/01/17	<input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	
Post-Construction Stormwater Inspections & Enforcement	<ul style="list-style-type: none"> <li>• Develop written inspection procedures for BMPs</li> <li>• Inspect all BMPs covered by performance standards at least once during permit term</li> <li>• Maintain records of inspections and enforcement activities.</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix G: 6/20/17

**K. Control Measure Evaluation (5.3)**

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Since MCM #5 has been implemented and to date the plan review component has been successful as has been the long-term maintenance agreement. The Town has also completed inspections of approved stormwater BMP's completed since July 1, 2017 and is documenting the inspections in an Asset management software called Cartegraph.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: The use of tools such as a tablet, Cartegraph, Pole Camera, & Energov to keep accurate records of the built environment will need to be employed for a period of time to determine their effectiveness for long-term asset management and reporting ability.

### III. Minimum Control Measures (MCM)

#### L. Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations (4.2.6, 5.3)

1. Has a comprehensive assessment of the pollutant discharge potential for all municipally owned facilities been conducted? If not, indicate a status and planned completion date in the chart below.

Yes    No                                     In                                    Progress                                    *(explain):*

2. Have yearly comprehensive inspections been conducted at high priority facilities? If not, indicate a status and planned completion date in the chart below.

Yes    No  In Progress *(explain):* The Town does not have any “High Risk Priority Facilities”, but has inspected all 24 Town owned facilities including Fire Stations.

3. Has training been conducted for employees? If not, indicate a status and planned completion date in the chart below.

Yes  No  In Progress *(explain):* Implementation of employee training for MCM #6 was implemented on 4/2/19, 07/10/19, 8/21/19, \_\_\_\_\_

4. Use the table below to summarize municipal facility pollution prevention action items, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Ensure that the maintenance and inspection of MS4 catch basins and structural storm water controls are addressed in the chart. Add rows where needed and attach additional sheets if necessary.

BMP	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned <i>(specific implementation dates)</i>
Municipal Facility and Stormwater Control Inventory	Develop an inventory of all municipal facilities and structural stormwater controls owned or maintained by the Town.	<input type="checkbox"/> In Planning <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Municipal facility inventory was completed by June 1, 2017. The inventory of structural stormwater controls is ongoing due to the large quantity of structure, however the base data is very close to complete.
Assessment of Municipal Facilities and Controls	<ul style="list-style-type: none"> <li>• Comprehensive assessment of municipal facilities and stormwater controls</li> <li>• List of high priority facilities</li> <li>• Site evaluation checklists kept on file.</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Town owned facilities have been identified 5/18/18. Annual inspections of high priority facilities have been conducted . All facilities and structural controls inspections were completed 09/25/19.
Facility-Specific Stormwater Management	<ul style="list-style-type: none"> <li>• Develop inspection forms</li> <li>• Conduct yearly inspections of high priority municipal facilities and structural stormwater controls</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Facility inspection forms have been developed for the inspections and were completed prior to December 1, 2017, the forms have been incorporated into our asset management software Cartegraph inspection tasks.

	<ul style="list-style-type: none"> <li>• Keep all records of inspections</li> </ul>		
Storm Drainage System Assessment and Prioritization	Maintenance schedule based on prioritization of Town owned or maintained stormwater systems and structures	<input checked="" type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Implemented on 5/18/18 for all non-maintenance activities. See Appendix J (SOP)
Pollution Prevention for Municipal O&M Activities/Contractor Oversight	<ul style="list-style-type: none"> <li>• Written protocols for pollution prevention measures during O&amp;M</li> <li>• Keep copies of Job Orders that require compliance with SMS4 control measures.</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	Implemented on December 1, 2017 for all non-maintenance activities. See Appendix J (SOP)
Maintenance of Structural Stormwater Controls	<ul style="list-style-type: none"> <li>• Develop inspection form(s)/checklist(s) for structural stormwater controls and green infrastructure BMPs</li> <li>• Document inspections and maintenance activities for structural stormwater controls</li> <li>• Document regular maintenance of green infrastructure practices based on schedule</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Evaluation	Implemented on December 1, 2017 for all non-maintenance activities. See Appendix J (SOP)
Employee Training and Education	<ul style="list-style-type: none"> <li>• Develop written description of training program</li> <li>• Develop list of employees that require training</li> <li>• Document attendance at training sessions</li> </ul>	<input type="checkbox"/> In Planning <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Evaluation	See Appendix J:

### M. Control Measure Evaluation (5.3)

1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule: Most of the action items under this MCM were implemented in 2018. Early implementation shows the need for improvement in documentation of the O&M program.

2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives: An annual review demonstrates that this control measure needs periodic updates to how the information is gathered and reported/documented.



The Town of Hilton Head Island,  
South Carolina

Stormwater Management Plan (SWMP)

*Prepared in accordance with SCDHEC Permit #SCR030000  
Certificate No.: SCR031303*

*November 1, 2019  
Permit Term Expires: December 31, 2018*



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**CERTIFICATION OF STORMWATER MANAGEMENT PLAN**

I certify that the Town of Hilton Head Island has taken the necessary steps to obtain and maintain full legal authority to implement and enforce each of the requirements contained in the NPDES General Permit for Storm Water Discharges from Regulated Small Municipal Separate Storm Sewer Systems (SMS4), Permit Number SCR030000.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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## LIST OF ACRONYMS AND ABBREVIATIONS

BMP	Best Management Practice
CEPSCI	Certified Erosion Prevention and Sediment Control Inspector
CSR	Construction Site Runoff
ERP	Enforcement Response Plan
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
IECA	International Erosion Control Association
MEP	Maximum Extent Practicable
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
NOI	Notice of Intent
PP&GH	Pollution Prevention and Good Housekeeping
PCR	Post Construction Runoff
PEO	Public Education and Outreach
PIP	Public Involvement and Participation
SMS4	Small Municipal Separate Storm Sewer System
SCDHEC	South Carolina Department of Health and Environmental Control
SOP	Standard Operating Procedure
SWMP	Stormwater Management Plan
SWP3	Stormwater Pollution Prevention Plan
TMDL	Total Maximum Daily Load

## INTRODUCTION

This Stormwater Management Plan (SWMP) is designed to reduce the discharge of pollutants from the Town of Hilton Head Island's Small Municipal Storm Sewer System (SMS4) to the maximum extent practicable, to protect water quality, and to satisfy the appropriate requirements of the Clean Water Act. The contents are expected to change with time due to the iterative process of developing the SWMP recognized by the Environmental Protection Agency (EPA) and the South Carolina Department of Health and Environmental Control (SCDHEC). EPA predicts that it will likely take two to three SMS4 permit terms (5-year terms) to fully develop and implement the SWMP. The first permit term focused heavily on data collection, organization, development of necessary programs, and initial implementation. During the current second SMS4 permit cycle, the SWMP will need to be amended based on the observed effectiveness of existing program components and to address the terms and conditions of the new permit. This document is meant to be a living document that will be revisited on an annual basis to reflect accomplishments, potential revisions to program components, and additions of other or expanded efforts.

This SWMP addresses the requirements of the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Regulated SM4s; Permit No. SCR030000, effective December 1, 2015 and expiring December 31, 2018. Specific language from the SMS4 general permit has been copied and pasted into this SWMP for consistency.

Updates to the SWMP will be included in Appendix A.

## ADMINISTRATIVE INFORMATION

TOWN OF HILTON HEAD ISLAND	SCR030000		
MS4	NPDES Small MS4 Permit Coverage Number		
Stephen G. Riley	Town Manager		
Responsible Elected Official or Officer	Title		
1 TOWN CENTER COURT	HILTON HEAD ISLAND	SC	29928
Street Address	City	State	Zip Code

Indicate whether the SMS4 is a:  Municipal Entity  
 Tribe  
 State Agency  
 Federal Agency  
 Other Public Institution: \_\_\_\_\_

PROGRAM CONTACT
Jeff Netzinger, Assistant Town Engineer/Storm Water
Name
jeffn@hiltonheadislandsc.gov
Email Address
843-341-4775
Phone Number

TECHNICAL CONTACT
Brian Eber, MS4 Coordinator
Name
briane@hiltonheadislandsc.gov
Email Address
843-341-4773
Phone Number

## INFORMATION ON THE SMS4

Urbanized Area (UA), or Core Municipality (if the SMS4 is not located in an UA)	Hilton Head Island/Bluffton
Name of Organization	Town of Hilton Head Island
Location of SMS4	Hilton Head Island, SC (Beaufort County)
Latitude and Longitude of the center of the SMS4	N 32.188°, W 80.741°
Is all or any portion of the SMS4 located on Indian Country Lands?	No

**SIGNIFICANT ENTITIES WITHIN THE SMS4 JURISDICTION**

Entity Name	Entity Type	Integral Part of SMS4?
Hilton Head Regional Hospital	Small Hospital	Small drainage system on site. Connected but not integral. Not really an MS4
Hilton Head PSD	Water & Sewer District	No. Only operate water & sewer.
Broad Creek PSD	Water & Sewer District	No. Only operate water & sewer.
South Island PSD	Water & Sewer District	No. Only operate water & sewer.
Beaufort County	County Government	County property including Airport as well as unincorporated areas of island. Connected and integral in areas.
SC DOT	State Highway Department	Connected and integral in areas

**RELIANCE ON ANOTHER ENTITY TO SATISFY PERMIT CONDITIONS**

The Town of Hilton Head Island has signed a Memorandum of Agreement with Beaufort County, which has contracted with the Clemson University Extension program, Carolina Clear, to assist with the implementation of Minimum Control Measures #1 (Public Education and Outreach) and #2 (Public Involvement and Participation). The Memorandum of Agreement was signed on July 1, 2016. Under the guidance of Carolina Clear, the governments within Beaufort County have created an education consortium called Lowcountry Stormwater Partners. See Appendix B for supporting documents.

**BMPS AND MEASURABLE GOALS**

See following sections.



## SPECIAL CONDITIONS APPLICABLE TO STORMWATER DISCHARGES TO SENSITIVE WATERS

The SMS4 permit requires the Town of Hilton Head Island to determine whether its systems discharge to sensitive waters. For the purpose of the permit, sensitive waters are waters:

- With a Total Maximum Daily Load (TMDL) developer and approved, or established by EPA,
- Included in the most recent SCDHEC Section 303(d) list,
- Pursuant to SCDHEC Water Classifications & Standards (R.61-68) and Regulations (R.61-69) classified as either:
  - Outstanding National Resource Waters (ONRW)
  - Outstanding Resource Waters (ORW)
  - Trout Waters, or
  - Shellfish Harvesting Waters (SFH), and
- In Source Water Protection Areas (SWPA)

### DETERMINATION OF RECEIVING WATER CONDITIONS AND IMPACTS

**Table 1: Table of receiving waterbodies, their classifications, and impairment statuses**

Waters of the State	Classification(SC R.61-9)	On 303(d) List?	WQMS	Impairment(s)	TMDL?
Baynard Cove Creek	***	No	--	--	No
Braddock Cove/Calibogue Creek	***	No	--	--	No
Broad Creek	SFH	No	--	--	No
Calibogue Sound	SFH	Yes <sup>#</sup>	LC-111	ENTERO (REC STD @ BEACH STATION)	No
Fish Haul Creek	***	No	--	--	No
The Folly	***	No	--	--	No
Jarvis Creek	***	No	--	--	No

Lawton Creek	***	No	--	--	No
Old House Creek <sup>^^</sup>	***	No	--	--	No
Park Creek	***	No	--	--	No
Point Comfort Creek	***	No	--	--	No
Port Royal Sound	SFH	No	--	--	No
Skull Creek/Atlantic Intracoastal Waterway	SFH	No	--	--	No
Atlantic Ocean/Coastal Waters	SFH	No	--	--	No

<sup>^^</sup> There is an Old House Creek listed in SC Regulation 61-69 that is located near Fripp Island, SC. This is a different waterbody.

<sup>\*\*\*</sup> These waterbodies are not listed as classified waters in SC Regulation 61-19. The guidance in 61-69 states that unlisted tributaries to classified waters should share the use classification and numeric standards of the class of stream to which they are tributaries. All of these waterbodies will be treated as SFH classified waters.

<sup>#</sup> Beach Monitoring station LC-111 was included on the 2014 303(d) list with an impairment to the recreational standard for enterococci bacteria. There have been no beach closures associated with this listing, and the latest monitoring data shows no exceedances of the standard. There are no direct stormwater discharges in the vicinity of this location.

**TMDL MONITORING AND ASSESSMENT**

This Section is reserved. There are currently no TMDLs for any of the waterbodies receiving discharges from the Town of Hilton Head Island's SMS4.

**TMDL IMPLEMENTATION AND ANALYSIS**

This Section is reserved.

**DISCHARGES TO IMPAIRED WATERBODIES**

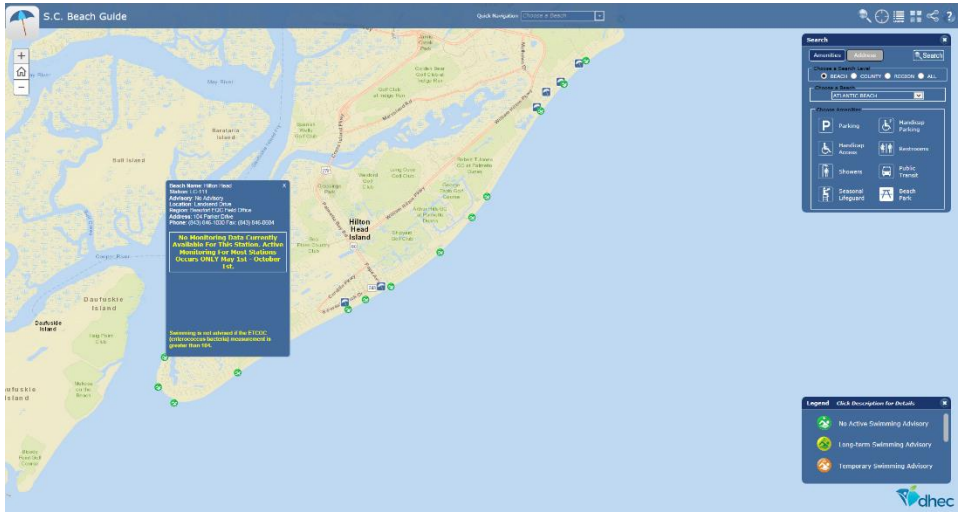
There is one (1) location on Hilton Head Island on the 2014 303(d) list:

**Table 2. Table of impaired monitoring stations listed on 2014 303(d) list.**

Station	Location	Use	Impairment
LC-111	Hilton Head Island – Landsend Drive	REC	ENTERO

Beach Monitoring station LC-111 was included on the 2014 303(d) list with an impairment to the recreational standard for enterococci bacteria. There have been no beach closures or swimming advisories associated with this listing, and the latest DHEC monitoring data shows no exceedances of the 104 CFU/mL standard. There are no direct stormwater discharges in the vicinity of this location.

**Table 3. 2018 water quality sampling data for monitoring station LC-111.**



Sourced from DHEC Beach Guide Tool: <https://gis.dhec.sc.gov/beachaccess/>.

**Water Quality Controls for Discharges to Impaired Water Bodies (Permit Section 3.4.2)**

The implementation of this SWMP, including any BMPs prescribed by the plan, will not cause or contribute to violations of water quality standards at beach monitoring station LC-111. Due to the following facts:

- this station does not receive direct stormwater discharges,
- it is a recent addition to the 303(d) list,
- sampling data for 2016 shows no exceedances,
- and there have been no beach closures at this location,

The Town has no plans for any additional BMPs or control techniques in the area at this time. The Town plans to continue collect and analyze water quality samples in Braddock Cove/Calibogue Creek as part of its established water quality monitoring program, but it will defer to DHEC’s monitoring results at the actual beach monitoring station. The Town also intends to work with DHEC staff to determine the specific reason that this station was placed on the 303(d) list. If new information or data makes it clear that stormwater runoff is contributing to elevated pollutant levels at this station, the Town will reassess its approach in the area and will develop BMPs and other control techniques to specifically address the impairment.

**DISCHARGES TO CLASSIFIED WATERS**

See Table 1 for the classifications of the waterbodies that receive discharges from the Town of Hilton Head Island’s SMS4.

**DISCHARGES TO SOURCE WATER PROTECTION AREAS**

The Town of Hilton Head Island is not aware of any discharges to Source Water Protection Areas.

## STORMWATER MANAGEMENT PLAN REQUIREMENTS

The Town of Hilton Head Island will implement and enforce this SWMP. It is designed to reduce the discharge of pollutants from the SMS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.

The written SWMP will be developed by February 1, 2017, and shall be fully implemented by the expiration date of the permit.

The table below outlines the major requirements of the SWMP. Details and schedules for the six MCMs and their associated BMPs can be found in the section titled 'Minimum Control Measures'.

**Table 4: Table of major requirements of the SWMP**

MAJOR SWMP REQUIREMENTS			
<b>Develop and Implement SWMP</b>	<b>Permit Sections: 4.1.1, 4.1.2, 4.1.3</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop written SWMP document	February 1, 2017	Once	Stormwater Manager
Fully Implement SWMP	December 31, 2018	Ongoing	Stormwater Manager
<b>Develop Adequate Legal Authority</b>	<b>Permit Section: 4.1.4</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Adopt and/or update ordinances, regulations, etc. that establish adequate legal authority to implement and enforce the SWMP, as listed in Permit Section 4.1.4.2	December 1, 2017	Once	Stormwater Manager/Town Council
In the SWMP, include a statement of certification that verifies the Town's legal authority to implement and enforce the SWMP	December 1, 2017	Once	Stormwater Manager
<b>Develop Enforcement Response Plan</b>	<b>Permit Section: 4.1.5</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>

Develop a written Enforcement Response Plan that sets out potential responses to violations, includes a mechanism for enforcement tracking, and guidelines for recidivism reduction from repeat violators.	December 1, 2016	Once	Stormwater Manager/Staff Attorney
<b>Annual Reporting and Updates</b>	<b>Permit Sections: 4.1.6, 4.1.10, 5.3</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Submit annual reports that meet the requirements outlined in Permit Section 4.1.6. Make any changes to programs as necessary.	Throughout permit term	Annually	Stormwater Manager

## MINIMUM CONTROL MEASURES

The following sections contain information on proposed Best Management Practices (BMPs) and measurable goals for each of the six stormwater minimum control measures found in Section 4.2 of the NPDES SMS4 general permit.

### MCM #1: PUBLIC EDUCATION AND OUTREACH

*For Minimum Control Measures 1 and 2, the Town of Hilton Head Island has partnered with Beaufort County and other municipalities within the County to form Lowcountry Stormwater Partners, and education and outreach consortium. The group has contracted with Carolina Clear, a part of Clemson University's extension program, to develop and implement a stormwater education and outreach program for all of Beaufort County.*

**Table 5: Permit requirements for MCM #1**

Permit Section	Requirement
4.2.1.1.1	Identify the pollutant(s) of concern (POC) within the Town of Hilton Head Island's watershed area(s).
4.2.1.1.2	Analyze the POC(s) listed, above, to be targeted.
4.2.1.1.3	Initiate a planning process that defines the goals and objectives of the program as they relate to at least three high priority community issues with potential to decrease the POC's effect on water quality.
4.2.1.1.4	Identify and analyze audience(s) that is believed to have an influence on the POC identified and that is believed to have an influence on the goals and objectives identified.
4.2.1.1.5	Create appropriate message(s) directed at the target audience(s) listed above to achieve the program goals and objectives.
4.2.1.1.6	Develop education campaign(s) and materials, as needed, to convey any messaging created in accordance with program goals and objectives and based on knowledge of the target audience(s).
4.2.1.1.7	Determine methods and process of distribution for campaign materials in accordance with a knowledgebase of the target audience(s).
4.2.1.1.8	To the MEP utilize quantitative and/or qualitative formative assessment of programs to guide and/or change the program goals and objectives and/or program activities as needed. Evaluate the effectiveness of the program.
4.2.1.1.9	Utilize public input into the development of this program to the MEP.
4.2.1.1.10	Implement the program goals and objectives identified to the MEP.
4.2.1.1.11	Assess the stormwater education/outreach program annually. Adjust education materials and the delivery of such materials to address any shortcomings found as a result of these assessments.

#### Pollutants of Concern

The Town of Hilton Head Island has identified the following pollutants of concern:

- Fecal coliform, E. Coli, and Enterococci bacteria
- Nitrogen
- Phosphorus
- Copper

This list is subject to change.

Strategic Plan

For a comprehensive overview of the Town’s public education and outreach strategic plan, please see the document titled *Lowcountry Stormwater Partners 2016-2018 Regional Stormwater Outreach Plan* in Appendix B.

Table 6: BMPs for MCM #1

<b>BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #1</b>			
<b>BMP MM1-1: Education and Outreach Partnership</b>	<b>Permit Sections:</b>		
<b>Milestone</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Sign a Memorandum of Agreement with Beaufort County to join their partnership with the Clemson Extension Carolina Clear program for public education and outreach services.	December 1, 2016	Renewed Annually	Stormwater Manager/ Beaufort County
<b>Measurable Goal</b>			
• Signed agreement with Beaufort County to utilize Carolina Clear public education/outreach services under their contract			
<b>BMP MM1-2: Identify and Analyze Pollutant(s) of Concern</b>	<b>Permit Sections: 4.2.1.1.1, 4.2.1.1.2</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Identify potential pollutant(s) of concern within the Town's watersheds	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
Analyze the identified POC(s)	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
<b>Measurable Goal</b>			
• Identification and analysis of pollutant(s) of concern within the Town's SMS4 jurisdiction			
<b>BMP MM1-3: Define Program Goals and Objectives</b>	<b>Permit Sections: 4.2.1.1.3, 4.2.1.1.4</b>		



<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Identify at least three (3) high priority community issues with potential to decrease POC's effects on water quality	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
Include short term and long term goals with formative and summative evaluations	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
Identify and analyze target audience(s) believed to have an influence on the POC(s) and the goals and objectives of the program	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Identification of at least three (3) high priority community issues</li> <li>• Establish short and long term goals</li> <li>• Identification and analysis of target audience(s)</li> </ul>			
<b>BMP MM1-4: Develop Education Campaign</b>	<b>Permit Sections: 4.2.1.1.6, 4.2.1.1.7</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop a campaign message for the target audience(s)	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
Develop appropriate campaign materials	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
Determine methods and process of distribution	December 1, 2016	Once	Stormwater Manager/ Carolina Clear
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>• Development and implementation of a stormwater education campaign</li> </ul>			
<b>BMP MM1-5: Evaluate Public Education/Outreach Program Effectiveness</b>	<b>Permit Sections: 4.2.1.1.8, 4.2.1.1.9, 4.2.1.1.11</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Utilize quantitative and/or qualitative formative evaluation assessments to guide and/or change program goals and activities as needed	December 31, 2018 (End of permit term)	Annually	Stormwater Manager/ Carolina Clear
Utilize public input to the maximum extent practicable	December 31, 2018 (End of permit term)	As Needed	Stormwater Manager/ Carolina Clear
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Written assessment of stormwater education/outreach, included in annual reports.</li> </ul>			

- Documentation of opportunities for public input
-

**MCM #2: PUBLIC INVOLVEMENT/PARTICIPATION**

*For Minimum Control Measures 1 and 2, the Town of Hilton Head Island has partnered with Beaufort County and other municipalities within the County to form Lowcountry Stormwater Partners, and education and outreach consortium. The group has contracted with Carolina Clear, a part of Clemson University’s extension program, to develop and implement a stormwater education and outreach program for all of Beaufort County.*

**Table 7: Permit requirements for MCM #2**

Permit Section	Requirement
<b>4.2.2.1.1</b>	Create opportunities for citizens to participate in the implementation of stormwater controls (e.g., stream clean-ups, storm drain stenciling, volunteer monitoring, and educational activities)
<b>4.2.2.1.2</b>	Ensure the public can easily find information about the permittee’s SWMP
<b>4.2.2.1.3</b>	Incorporate written procedures for implementing this MCM into the SWMP

*Opportunities for Citizen Participation*

The Town, in partnership with Beaufort County, other MS4 municipalities in the county, and Carolina Clear (together known as Lowcountry Stormwater Partners), will create opportunities for citizens to participate in the implementation of stormwater controls. Potential activities may include, but are not limited to, beach and river clean-ups, storm drain stenciling, public meetings, and festivals.

*Information on the SWMP*

Information about the Town’s stormwater management program, including a link to this SWMP document, can be found at the following URL:

<http://hiltonheadislandsc.gov/departments/ppfac/stormwatermgnt.cfm>

*Written Procedures for Public Involvement/Participation*

Please see the document titled *Lowcountry Stormwater Partners 2016-2018 Strategic Regional Stormwater Outreach Plan* in Appendix B. Section 4 of this document contains information on the strategy for promoting public participation.

**Table 8: BMPs for MCM #2**

<b>BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #2</b>			
<b>BMP MM2-1: Create Opportunities for Citizen Participation</b>	<b>Permit Section: 4.2.2.1.1</b>		
<b>Milestone</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Work with Carolina Clear & Lowcountry Stormwater Partners to implement a public involvement and participation program	December 31, 2018 (End of permit term)	As Needed	Stormwater Manager/Carolina Clear
<b>Measurable Goal</b>			

<ul style="list-style-type: none"> <li>• Lowcountry Stormwater Partners and Carolina Clear will organize and sponsor opportunities to participate in activities related to stormwater and water quality</li> </ul>			
<b>BMP MM2-2: Ensure the Public Can Easily Find Information on the SWMP</b>		<b>Permit Section: 4.2.2.1.2</b>	
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Add information on SWMP to Town website	February 1, 2017	Once, update as needed	Stormwater Manager/Web Administrator
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>• The SWMP document and other stormwater-related information will be available on the Town's website</li> </ul>			
<b>BMP MM2-3: Incorporate Written Procedures for Public Involvement and Participation into the SWMP</b>		<b>Permit Section: 4.2.2.1.3</b>	
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Incorporate written procedures for public involvement and participation into the SWMP	February 1, 2017	Once	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>• The SWMP document will include a section on implementing the public involvement/participation program</li> </ul>			

**MCM #3: ILLICIT DISCHARGE DETECTION AND ELIMINATION**

The Town of Hilton Head Island will develop and implement a program to detect and eliminate illicit/non-stormwater discharges and illegal dumping into its municipal storm sewer system. Elements of this program will include:

**Table 9. Permit requirements for MCM #3.**

Permit Section	Requirement
<b>4.2.3.2.1</b>	Develop a storm sewer system map showing the locations of all outfalls, and names and location of all waters of the United States that receive discharges from those outfalls.
<b>4.2.3.2.2</b>	Identify priority areas for more detailed screening. Document the basis for selected areas. Update list on an annual basis.
<b>4.2.3.2.3</b>	Develop and implement written dry weather field screening and analytical monitoring procedures to detect and eliminate illicit discharges. As part of the 3 <sup>rd</sup> annual report, permittee must conduct an assessment of the effectiveness of the field screening program. See permit for full details.
<b>4.2.3.2.4</b>	Develop and implement written procedures for conducting investigations into the source of all identified illicit discharges, including approaches to requiring such discharges to be eliminated.
<b>4.2.3.2.5</b>	Initiate investigations to identify and locate the source of any continuous or intermittent non-stormwater discharge within a timeframe that is consistent with the procedures found in the SWMP. See permit for full details.
<b>4.2.3.2.6</b>	Determine and document the source of all documented illicit discharges. See permit for full details.
<b>4.2.3.2.7</b>	Follow procedures for and document corrective actions to eliminate illicit discharges. See permit for full details.
<b>4.2.3.2.8</b>	Promote, publicize, and facilitate a reporting mechanism for the public and staff to report illicit discharges and establish and implement citizen request response procedures.
<b>4.2.3.2.9</b>	Implement a training program for all appropriate municipal field staff, which, as part of their normal job responsibilities, may come into contact with, or otherwise observe, and illicit discharge or connection.

*Outfall Map*

See Appendix D for a map of Hilton Head Island that shows the locations of all outfalls that discharge directly to named waters of the United States. Additionally, the map includes areas that have been identified as priorities for IDDE field screening.

The identified outfalls have been categorized as either Primary or Secondary, based largely on the size of the watershed they drain. In addition to these approximately 35 outfalls that discharge to waters of the United States, Town staff have identified over **2000** locations where drainage systems discharge to waters that are internal to the island, such as roadside ditches, stormwater retention ponds and lagoons, drainage ditches, and freshwater wetlands. The Town does not consider these locations to be outfalls for NPDES permitting purposes, but may include some of them in field screening procedures.

### Priority Areas for IDDE Screening

Based on an analysis of land uses, existing septic systems, and historic knowledge regarding illicit discharges and illegal connections, Town staff has identified several Priority Areas for IDDE field screening. The list of IDDE Priority Areas is included in Appendix D and the areas are also shown on the map found in Appendix D. The list of priority areas will be evaluated and updated on an annual basis.

Establishing IDDE Priority Areas does not preclude the Town from conducting IDDE field screenings in other areas around the island; however, these areas will be the priorities for field investigations that are not conducted in response to complaints.

### Field Screening to Detect Illicit Discharges

Town staff has developed and written procedures for dry weather field screening and analytical monitoring procedures to detect and eliminate illicit discharges to the MS4. The document detailing these procedures can be found in Appendix D.

The field screening program includes the following elements:

- The priority areas, proposed screening locations and schedule for conducting field screening will reflect water quality concerns to the maximum extent practicable.
- A written description of screening methods to be utilized and justifications for why the chosen method is appropriate for the given area(s).
- A written description of any field screening equipment and methodologies to be used.
- A written guide for dry weather field screening procedures.
- Written procedures for documenting illicit discharges and their elimination.

The document and procedures are effective for the field screening for IDDE for nutrients and fecal. However the document suggest that heavy metals should be part of the screening and the data shows otherwise. The Town will update both procedure in 2019 to more closely align with what the data determined to be necessary, the Town will make changes and include them as part of the re-notification required under the permit.

### Procedures for Tracing the Source of an Illicit Discharge

Town staff has developed written procedures for conducting investigations into the source of all identified illicit discharges, including approaches to eliminating such discharges. These procedures can be found in Appendix D.

### Corrective Action to Eliminate Illicit Discharges

- The Town will follow the enforcement procedures outlined in its Enforcement Response Plan (see Appendix C) in order to ensure that illicit discharges and illegal connections to the MS4 are eliminated.

### Public Reporting Mechanism

The Town will promote, publicize and facilitate a reporting mechanism for the public and staff to report illicit discharges and will establish and implement procedures for responding to citizen requests. At a minimum, the Town will do the following:

- Create a page on the Town's website with information on illicit discharges, including contact information and a form to submit a complaint
- Develop a written spill/dumping response procedure for responding to public notices of illicit discharges, the various responsible agencies and their contacts, and who would be involved in illicit discharge incident response.
- Conduct reactive inspections in response to complaints and follow-up inspections as needed to ensure that corrective measures have been implemented by the responsible party to achieve and maintain compliance.

Employee Training

The Town will implement a training program for all appropriate municipal staff that may come into contact with or observe illicit discharges or connections as a part of their normal job responsibilities. The Town will conduct training events on an annual basis, and will keep records of all training events.

Table 10: BMPs for MCM #3

<b>BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #3</b>			
<b>BMP MM3-1: Establish Legal Authority to Address Illicit Discharges</b>	<b>Permit Section: 4.2.3.2</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop draft Illicit Discharge Ordinance	December 1, 2016	Once	Stormwater Manager/ Staff Attorney
Adopt ordinance	December 1, 2017	Once	Town Council
<b>Measurable Goal</b>			
• Adoption of Illicit Discharge Ordinance			
<b>BMP MM3-2: Develop System Map/Outfall Inventory</b>	<b>Permit Section: 4.2.3.2.1</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop inventory of outfalls that discharge to named waters of the US.	Revised 5/8/18	Once, update as needed	Stormwater Manager
<b>Measurable Goals</b>			
• Inventory of all outfalls that discharge to waters of the United States • Once complete, include system map as Appendix of SWMP (completed 2018)			
<b>BMP MM3-3: Identify Priority Areas</b>	<b>Permit Section: 4.2.3.2.2</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop list of priority areas for IDDE screening	December 1, 2016	Once	Stormwater Manager

Add priority areas to system map	Revised 5/8/18	As needed	Stormwater Manager
Evaluate and update list of priority areas	Throughout Permit Term	Annually	Stormwater Manager
<b>Measurable Goal</b>			
• List and map of priority areas See Appendix			
<b>BMP MM3-4: Develop Field Screening Program &amp; Procedures for Investigation and Enforcement</b>	<b>Permit Sections: 4.2.3.2.3, 4.2.3.2.4, 4.2.3.2.5, 4.2.3.2.6, 4.2.3.2.7</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop written outfall inspection and field screening procedures	December 1, 2016	Once	Stormwater Manager
Develop written procedures for tracing the source of an illicit discharge	December 1, 2016	Once	Stormwater Manager
Develop written procedures for enforcement	December 1, 2016	Once	Stormwater Manager/ Staff Attorney
Evaluate effectiveness of procedures and revise as necessary	3rd Annual Report*	Once	Stormwater Manager
*Permit requirement is to do this as part of the third Annual Report. The current permit term expires Dec 31, 2018, so the Town will only be submitting 3 annual reports during this permit term. Permit item 4.2.3.2.3.b			
<b>Measurable Goal</b>			
• Written standard operating procedures that cover field screening, determining the source, and enforcement of illicit discharges			
<b>BMP MM3-5: Develop Public Reporting Mechanism</b>	<b>Permit Section: 4.2.3.2.8</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop written procedures for responding to public notices of spills, dumping or illicit discharges	December 1, 2017	Once	Stormwater Manager
Create a page on the Town's website with information on illicit discharges, including contact information and a form to submit a complaint	December 1, 2017	Once	Web Administrator
Develop a system for tracking public input and documenting responses	December 1, 2017	Once	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Written procedures for responding to spills, dumping and illicit discharges</li> <li>• Page on Town website that enables public to submit notice of illicit discharge</li> <li>• Written procedures for tracking public input and documenting Town response</li> </ul>			



<b>BMP MM3-6: Conduct Employee Training</b>	<b>Permit Section: 4.2.3.2.9</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Identify staff members that are required to attend training	December 1, 2016	Annually	Stormwater Manager
Develop training program and materials	December 1, 2016	Once	Stormwater Manager
Conduct training session(s)	December 1, 2016	Annually	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>• Documentation of training sessions, including topics covered and attendees</li> </ul>			

The Town of Hilton Head Island conducted three separate IDDE/Good Housekeeping training sessions for Town staff. The first session occurred on Wednesday August 8, Tuesday December 12 and Wednesday December 12, 2018. Town staff Sign-in sheets are included in Appendix D.

**MCM #4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

The Town will develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that, at a minimum, result in a land disturbance greater than or equal to one-half acre, and within one-half (1/2) mile of a receiving water body, or smaller disturbances that are part of a larger common plan. The Town has adapted its current construction plan review and inspection to meet the requirements of the NPDES permit. The Town will develop this plan and begin implementing and enforcing it on July 1, 2017. The plan will include the following elements:

**Table 11. Permit requirements for MCM #4.**

<b>Permit Section</b>	<b>Requirement</b>
<b>4.2.4.1/4.2.4.2</b>	Develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the regulated MS4 from construction activity.
<b>4.2.4.3</b>	Incorporate written procedures for implementing this program into the SWMP.
<b>4.2.4.4.1</b>	Develop and implement an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State, Tribal, or local law.
<b>4.2.4.4.2</b>	Require construction site operators to implement appropriate BMPs such as, erosion and sediment controls and soil stabilization practices.
<b>4.2.4.4.3</b>	Require construction site operators to design, install and maintain effective pollution prevention measures. See permit for full details.
<b>4.2.4.4.4</b>	Require construction site operators to prepare and submit a Stormwater Pollution Prevention Plan (SWP3) prior to the disturbance of land for the SMS4 to review and approve.
<b>4.2.4.5</b>	Implement construction site plan review procedures. See permit for full details.
<b>4.2.4.6</b>	Implement a construction site inspection program that includes: an inventory of all active construction projects, procedures for inspections, adequate inspections during all phases of construction, and properly trained and qualified inspectors. See permit for full details.
<b>4.2.4.7</b>	Develop an Enforcement Response Plan (ERP) that contains a description of how to respond to various types of violations. See permit for full details.
<b>4.2.4.8</b>	Ensure that all staff members, whose primary job duties are related to implementing the construction stormwater program, are trained to conduct such activities.
<b>4.2.4.9</b>	Develop and implement a communication process to educate construction contractors. Implement procedures for receipt and consideration of information submitted by the public.

*Ordinance/Regulatory Mechanism*

The Town of Hilton Head Island's *Land Management Ordinance* currently has a section that requires erosion and sediment controls on construction sites. By July 1, 2017, the Town will evaluate its existing

ordinance and make any changes necessary to stay in compliance with the NPDES MS4 permit. At a minimum, the ordinance will include the following:

- Requirements for construction site operators to implement appropriate erosion and sediment control practices.
- Requirements for the design, installation, and maintenance of construction site pollution prevention measures that:
  - Minimize the discharge of pollutants from equipment and vehicle washing and any other wash waters. Wash waters must be treated in a sediment basin or equivalent alternative control prior to discharge.
  - Minimize the exposure of building materials and products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on site to rainfall and stormwater runoff.
  - Minimize the discharge of pollutants from spills and leaks.
  - Prohibit the following discharges from construction sites:
    - Wastewater from washout of concrete, unless managed by an appropriate control
    - Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials
    - Fuels, oils, or other pollutants used in vehicles and equipment
    - Soaps or solvents used in vehicle or equipment washing
- Requirement for each operator of a construction activity to prepare and submit a Stormwater Pollution Prevention Plan (SWP3) prior to the disturbance of land for the Town to review and approve.

#### Plan Review

The Town will review and update its current process and implement plan review procedures that meet the following minimum requirements:

- Make clear to operators of construction activity that they are prohibited from beginning any activity until they receive written approval of the plans
- Reviews will check for compliance with the technical requirements of the effective NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000), **OR** the Town will establish alternative technical criteria that are equally, or more, protective of water quality. If the Town elects to develop alternative technical criteria, a rationale statement will be included in the SWMP.
- The SWP3 must include rationale for selecting control measures, including how the control measure protects a waterway or stormwater conveyance.
- The Town will use qualified individuals (i.e., DHEC Certified Plan Reviewers) to conduct SWP3 reviews.
- The Town will document each SWP3 review using a checklist.
- For construction activity that discharges pollutant(s) of concern to waters with a TMDL and/or to waters on the 303(d) List of Impaired Waters, the SWP3 must identify potential water quality impacts and limit sediment and pollutant discharges to the maximum extent practicable.
  - For sites that disturb less than 25 acres, the Town will carefully evaluate all selected BMPs and their ability to control the pollutant(s) of concern

- For sites disturbing more than 25 acres, the Town will require a written quantitative and qualitative assessment showing the selected BMP will control the discharge of the pollutant(s) of concern from construction and post-construction runoff.
- Applicants must demonstrate that stormwater discharges will neither cause nor contribute to a violation of water quality standards.

Inspections

The Town will implement a construction site inspection program that includes the following elements:

- The Town will maintain an inventory of all active construction projects. The inventory will be continuously updated as new projects are permitted and projects are completed. The inventory will contain relevant contact information for each project, the size of the project, and the area of disturbance. The Town will make the inventory available to DHEC upon request. As part of the inventory:
  - The Town will track the number of inspections for the inventoried construction sites to verify that sites are inspected at the minimum frequencies required by Table 4.2.4.6.b of the NPDES MS4 permit.
  - The Town will document inspections and enforcement actions for each site in the inventory.
- The Town will conduct site inspections in accordance with the frequency table below:

**Table 12. Construction site inspection frequency.**

Site	Inspection Frequency
a. All sites 5 acres or larger in size	All new approvals must be inspected initially within the first two weeks of commencement of land disturbing activity.  All active sites shall be inspected at least monthly during construction.  All inactive sites shall be inspected at least bi-monthly
b. All sites one-half acre or larger that discharge to a tributary listed by the state/tribe as an impaired water for sediment, turbidity, or BIO under the CWA section 303(d)	
c. All sites determined to be a significant threat to water quality*	
d. All other construction sites acre or more of soil disturbance or within one-half mile of a receiving water body not meeting the criteria specified in a, b, or c above	Inspection must occur at least monthly
e. Final Inspection	Inspect all permitted projects to ensure that all graded areas have reached final stabilization and that all temporary control measures are removed and permanent stormwater management BMPs are permitted as required
* In evaluating the threat to water quality, the following factors must be considered: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; past record of non-compliance by the operators of the construction site; proximity to sensitive waterbodies; and, other factors relevant to the particular SMS4.	

- The Town will adequately inspect all phases of construction, which, at a minimum, will include inspections of initial BMP installation, during active construction and after final site stabilization.
- The Town will have trained and qualified inspector(s). Site inspectors must, at a minimum:
  - Check for coverage under SCR100000 by requesting a copy of any application or NOI and the stamped approved SWP3.

- Review the applicable SWP3 and conduct a thorough site inspection to determine if control measures have been selected, installed and maintained according to the plan.
- Assess compliance with the Town’s ordinances and permits related to stormwater runoff.
- Assess the effectiveness of control measures on the site.
- Visually observe and record non-stormwater discharges, potential illicit connections, and potential discharge of pollutants in stormwater runoff.
- Prepare a written or electronic inspection report generated from findings in the field.

Enforcement

Procedures and responses to violations of construction site runoff requirements can be found in the Town’s Enforcement Response Plan, included in Appendix C.

Staff Training

The Town will ensure that all staff whose primary duties are related to implementing the construction stormwater program are trained to conduct such activities. Town staff members that are involved in the construction stormwater program have certifications from SC DHEC for Site Inspections and Plan Review. Staff will be required to keep those certifications current, and any new staff members involved in the construction stormwater program will be required to obtain the appropriate certifications within a reasonable time after beginning employment with the Town.

Construction Site Operator and Public Involvement

- The Town will develop and implement an effective communication process with construction contractors to educate them on areas in which improvements are needed and to enforce and required actions.
- The Town will implement procedures for receipt and consideration of information submitted by the public.
- The Town will require contractors to complete and submit a DHEC Contractor Certification Form.

Table 13. BMPs for MCM #4.

<b>BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #4</b>			
<b>BMP MM4-1: Adopt/Update Land Management Ordinance for Construction Site Stormwater Runoff Control</b>	<b>Permit Section: 4.2.4.4</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Adopt any necessary updates to the Town Land Management Ordinance (LMO)	July 1, 2017	Once	Town Council
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>● Adopted changes to the LMO on April 18, 2017 that require construction site erosion control and pollution prevention measures</li> </ul>			
<b>BMP MM4-2: Adopt/Update Plan Review Procedures</b>	<b>Permit Section: 4.2.4.5</b>		

<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop final written procedures for development project reviews	July 1, 2017	Once	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>• Development project review procedures documented in App F</li> </ul>			
<b>BMP MM4-3: Revise Plan Review Checklist</b>	<b>Permit Section: 4.2.4.5</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Update the current Engineering Review Checklist to include new requirements to protect water quality and reduce discharges from construction sites	July 1, 2017	Once	Stormwater Manager
Document all plan reviews using the plan review checklist	July 1, 2017	Ongoing	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Update plan review checklist (see App F)</li> <li>• Keep documentation that verifies each plan was reviewed in software package “Energov”</li> </ul>			
<b>BMP MM4-4: Develop Written Procedures for Site Inspections and Enforcement Actions</b>	<b>Permit Section: 4.2.4.6.b, 4.2.4.6.c, 4.2.4.7</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop final written procedures for staff site inspections and enforcement actions	July 1, 2017	Once	Stormwater Manager
Implement procedures for receipt and consideration of information submitted by the public.	July 1, 2017	Ongoing	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Site inspections and enforcement responses documented in Energov and App F</li> <li>• Implement procedures to receive and consider information submitted by the public regarding construction activity</li> </ul>			
<b>BMP MM4-5: Develop Inventory of Active Construction Projects and Inspection Records</b>	<b>Permit Section: 4.2.4.6.a</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop and maintain inventory of all active construction projects	July 1, 2017	Ongoing	Stormwater Manager
Implement methods to track inspections and document results and enforcement actions	July 1, 2017	Ongoing	Stormwater Manager
<b>Measurable Goal</b>			

<ul style="list-style-type: none"> <li>Utilize existing internal database that inventories all active Town sponsored construction sites and contains records of inspections and enforcement actions. Use Energov permit software for all development construction sites for managing inspection and enforcement actions.</li> </ul>			
<b>BMP MM4-6: Require Training/Certification for Site Inspectors and Plan Reviewers</b>		<b>Permit Section: 4.2.4.6.d, 4.2.4.8</b>	
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Require stormwater inspectors to obtain & maintain CEPSCI certification	Within 6 months of hire	As Needed	Stormwater Manager
Require plan reviewers to obtain & maintain CSPR certification	Within 6 months of hire	As Needed	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Document certifications obtained by staff</li> </ul>			
<b>BMP MM4-7: Construction Operator Training/Education</b>		<b>Permit Section: 4.2.4.9</b>	
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Require construction site operators to attend pre-construction meetings and/or sign affidavit acknowledging erosion control and pollution prevention requirements	July 1, 2017	Ongoing/As Needed	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Document pre-construction meetings with construction site operators in Energov permit software</li> </ul>			

**MCM #5: POST-CONSTRUCTION STORMWATER MANAGEMENT  
FOR NEW DEVELOPMENT AND REDEVELOPMENT**

The Town will develop and implement a program to control stormwater discharges from new development and redeveloped sites that discharge to the MS4, which disturb at least one acre (including projects that disturb less than one-half acre that are part of a Larger Common Plan (LCP)) or are within one-half mile from a receiving water body. The program shall apply to both public and private development projects, including roads. The goal of the post-construction program is to prevent or minimize water quality impacts from development projects by applying performance standards to the design of the site. The Town will incorporate written procedures for this program into its Stormwater Management Plan. At a minimum, the program will include the following elements:

**Table 14. Permit requirements for MCM #5.**

Permit Section	Requirement
<b>4.2.5.1</b>	Develop written procedures and implement a program to control stormwater discharges from new development and redeveloped sites that discharge to the SMS4. See permit for full details.
<b>4.2.5.2</b>	Establish post-construction site performance standards. See permit for full details.
<b>4.2.5.3</b>	Implement project review, approval, and enforcement procedures. See permit for full details.
<b>4.2.5.4</b>	Ensure that all installed post-construction structural control measures meet the performance standards, and ensure long-term maintenance.
<b>4.2.5.5</b>	Develop and maintain an inventory of all post-construction structural stormwater control measures installed and implemented at new development and redeveloped sites. At a minimum, inventory must contain all BMPs constructed since the effective date of the NPDES SMS4 permit.
<b>4.2.5.6</b>	Implement inspection and enforcement procedures that ensure each BMP constructed to meet the performance standards of 4.2.5.2 is 1)inspected within 30 days of completion to confirm construction in accordance with approved plans, and 2)inspected at least once during the permit term to verify proper operation and maintenance. All inspections and enforcement actions must be documented.

Site Performance Standards

The Town’s post-construction stormwater performance standards can be found in **Section 16-5-109** of the Town of Hilton Head Island Land Management Ordinance (LMO). The most recent version can be found online at:

[https://www.municode.com/library/sc/hilton\\_head\\_island/codes/land\\_management\\_ordinance](https://www.municode.com/library/sc/hilton_head_island/codes/land_management_ordinance)

Site Plan Review



Written procedures for site plan reviews, as well as an Engineering Design review checklist can be found in Appendix F.

Long-Term Maintenance of Post-Construction Stormwater Control Measures

The Town will require all structural stormwater control measures constructed after the adoption of performance standards to be maintained in perpetuity. The Town will ensure the long-term maintenance of structural stormwater controls by requiring owners or operators of a project to submit a written long-term maintenance plan that identifies the responsible parties and to sign a maintenance agreement with the Town. The Town will require responsible parties to conduct and document annual inspections and to provide verification of any maintenance activities performed.

In certain cases where there is a public interest, the Town may enter an agreement to take over the maintenance responsibilities for structural stormwater controls. The Town will establish written procedures for determining which controls may be eligible for Town maintenance.

Tracking of Post-Construction Stormwater Control Measures

The Town will maintain a GIS-based inventory of all post-construction structural stormwater controls measures installed at new development and redeveloped sites, both public and private. At a minimum, this inventory contains all post-construction control measures installed since the effective date of this section of the NPDES MS4 permit (July 1, 2017).

Inspections and Enforcement

To ensure that all stormwater control measures are operating correctly and are being maintained as required consistent with applicable maintenance agreements, the Town will conduct inspections of each project site covered under the established performance standards at least once during the permit term. Written procedures for these inspections can be found in Appendix G.

Within 30 days of completion of construction of any project required to meet the site performance standards, the Town will conduct a post-construction inspection to verify that BMPs have been installed as per approved plans. The Town will include in its SWMP a mechanism for being notified by construction operators/owners of their completion of active construction.

The Town will document its inspection findings and enforcement actions in reports, which it will maintain on file and make available for review by SC DHEC, when requested.

Table 15. BMPs for MCM #5.

BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #5			
<b>BMP MM5-1: Update Land Management Ordinance to Include Post-Construction Performance Standards for New Development and Redevelopment Sites</b>	<b>Permit Section: 4.2.5.2</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>

Develop and adopt site performance standards that require stormwater control measures that approximate pre-development conditions and protect water quality to the maximum extent practicable. Update the Land Management Ordinance with these changes.	July 1, 2017	Once	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Updated the Town's LMO 6/6/17 to include post-construction site performance standards in our Checklist</li> </ul>			
<b>BMP MM5-2: Develop/Update Site Plan Review Procedures</b>	<b>Permit Section: 4.2.5.3</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop written procedures for site plan reviews	July 1, 2017	Once	Stormwater Manager
Update plan review checklist to include post-construction site performance standards	July 1, 2017	Once	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>Develop written procedures for site plan reviews of post-construction stormwater control measures</li> <li>Add post-construction performance standards to Engineering site review checklist (Appendix G)</li> <li>Keep copies of plan review checklists on file for each project that is covered by post-construction performance standards</li> </ul>			
<b>BMP MM5-3: Ensure Long-Term Maintenance of Post-Construction Stormwater Control Measures</b>	<b>Permit Section: 4.2.5.4</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Require owners/operators of development and redevelopment projects to sign agreement to maintain structural stormwater controls in perpetuity.	July 1, 2017	As Needed	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Keep copies of signed maintenance agreements and verifications of maintenance activities with the LDP approvals</li> </ul>			
<b>BMP MM5-4: Maintain Inventory of Post-Construction Stormwater Control Measures</b>	<b>Permit Section: 4.2.5.5</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop and maintain an inventory of all Town approved post-construction BMPs constructed since the effective date of permit coverage	July 1, 2017	Ongoing	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Develop a GIS inventory of all Town approved post construction BMPs constructed since the date of effective permit coverage</li> </ul>			

<b>BMP MM5-5: Post-Construction Stormwater Inspections &amp; Enforcement</b>	<b>Permit Section: 4.2.5.6</b>		
<b>Milestones</b>	<b>Schedule/ Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop written inspection procedures for BMP inspections	July 1, 2017	Once	Stormwater Manager
Inspect all stormwater control measures covered by performance standards (e.g. installed after July 1, 2017) for correct operation and maintenance	December 31, 2018	Once during permit term	Stormwater Manager
Inspect completed construction projects to verify BMP installation with approved plans	December 31, 2018	As Needed	Stormwater Manager
Document inspection and enforcement activities	December 31, 2018	As Needed	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Develop written inspection procedures for BMPs (Appendix G)</li> <li>• Inspect all BMPs covered by performance standards at least once during permit term (Appendix G)</li> <li>• Maintain records of inspections and enforcement activities. (energov)/ARC Collector</li> <li>• No Stormwater BMP's that have permitted since July 1, 2017 have been installed and completed in this permit cycle.</li> </ul>			

**MCM #6: POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

The Town will develop and implement an operation and maintenance program that has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. The program will, at a minimum, include the following elements:

**Table 16. Permit requirements for MCM #6.**

Permit Section	Requirement
<b>4.2.6.1</b>	Maintain and update a list of municipally owned or operation facilities and stormwater controls that are not covered under a separate general or individual NPDES permit. If the Town owns or operates any facilities that are subject to SCR000000 or individual NPDES permits, it must also maintain a list of those facilities.
<b>4.2.6.2</b>	Conduct a comprehensive assessment of the pollutant discharge potential of all facilities identified in 4.2.6.1, and identify “high-priority” facilities.
<b>4.2.6.3</b>	Conduct yearly comprehensive inspections of high priority facilities.
<b>4.2.6.4</b>	Prioritize and implement a maintenance schedule for all Town-owned and operated stormwater management systems/structures, structural stormwater controls, and green infrastructure practices. Develop and implement pollution prevention measures to be implemented during O&M activities.
<b>4.2.6.5</b>	Develop and implement an annual employee training program for appropriate employees involved in pollution prevention and good housekeeping activities.
<b>4.2.6.6</b>	Provide oversight of contractors hired to perform municipal maintenance activities and contractually require them to comply with all of the SMS4 stormwater control measures, good housekeeping practices, and facility-specific stormwater management procedures.

*Development of a Municipal Facility and Stormwater Control Inventory*

The Town will develop and maintain an inventory of municipally-owned facilities and stormwater controls that are not covered under a separate general or individual NPDES permit. The Town will include a GIS component as part of this inventory, and the list of facilities and controls will be made available to SC DHEC upon request.

*Municipally-Owned or Operated Facility Assessments*

At least once during the permit term, the Town will develop and conduct a comprehensive assessment of all the municipally-owned or operated facilities that evaluates their potential to discharge pollutants in stormwater. Based on this assessment, the Town will identify high priority facilities, which have high potential to generate stormwater pollutants. The Town will document the results of these assessments and maintain copies of all checklists/forms used to conduct the assessments. Documentation will include results of the initial assessment as well as any identified deficiencies and corrective actions taken.

*Facility-Specific Stormwater Management*

Starting no later than December 1, 2017, and at least once per year thereafter, the Town will conduct comprehensive inspections of facilities that have been identified as “high priority” as well as all stormwater controls which are owned or operated by the Town. Inspection results will be documented, including identified deficiencies and corrective actions taken, and records will be kept by the Town.

Storm Drainage System Maintenance Activities

As part of its operation and maintenance program, the Town will include the following elements:

- The Town will prioritize the stormwater management systems and structures it owns and/or operates and will implement a maintenance schedule.
- The Town will develop a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater during municipal O&M activities. Such activities may include, but are not limited to pavement and rights-of-way maintenance, stormwater infrastructure maintenance and repair, and municipally sponsored events.
- The Town will develop an inspection schedule and protocol for all municipally owned or maintained structural stormwater controls and will perform maintenance activities when deficiencies are found. The Town will also develop a regularly-scheduled maintenance program for all municipally owned green infrastructure practices.

Employee Training and Education

The Town will develop an annual employee training program for appropriate employees involved in implementing pollution prevention and good housekeeping practices. At a minimum, the training program will include the following elements:

- Annual training sessions will cover general stormwater education, any new technologies, operations or responsibilities that arise during the year, and the NPDES permit requirements.
- A written description of the program will be maintained for review by SC DHEC upon request.
- The Town will identify and track all personnel that require training. Records of attendance will be maintained.
- Training will begin within the first year from the effective date of permit coverage.

Contractor Oversight

The Town will provide oversight for contractors it hires to perform municipal maintenance activities by contractually requiring them to comply with all of the SMS4 stormwater control measures, good housekeeping practice, and facility-specific stormwater management procedures. The Town will perform inspections and provide oversight of contractor activities to ensure that contractors are using appropriate control measures and procedures.

Table 17. BMPs for MCM #6.

BEST MANAGEMENT PRACTICES - MINIMUM CONTROL MEASURE #6			
BMP MM6-1: Municipal Facility and Stormwater Control Inventory	Permit Section: 4.2.6.1		
Milestones	Schedule/ Deadline	Frequency	Responsible Party
Develop inventory of all Town-owned facilities not covered by a separate NPDES permit	July 1, 2017	Once, update annually	Stormwater Manager

Develop inventory of all Town owned or maintained structural stormwater controls	December 1, 2018	Ongoing	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Inventory of municipal facilities and structural stormwater controls either owned or maintained by the Town in GIS.</li> </ul>			
<b>BMP MM6-2: Assessment of Municipal Facilities &amp; Controls</b>	<b>Permit Section: 4.2.6.2</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Identify high priority facilities & structural controls	December 1, 2017	once during permit term	Stormwater Manager
Perform comprehensive assessment of municipal facilities	December 31, 2018	Once	Stormwater Manager
Perform comprehensive assessment of structural stormwater controls	December 31, 2018	Once	Stormwater Manager
Document assessment results using site evaluation checklist	December 31, 2018	As needed	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>Comprehensive assessment results for municipal facilities and structural stormwater controls</li> <li>List of high priority facilities and structural controls maintained by Town GIS</li> <li>Site evaluation checklists kept on file (see App H)</li> <li>Updated Inventory of facilities ongoing and maintained by Town GIS</li> </ul>			
<b>BMP MM6-3: Facility-Specific Stormwater Management</b>	<b>Permit Section: 4.2.6.3</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop inspection form/report templates for municipal facilities and stormwater controls	December 1, 2017	Once	Stormwater Manager
Conduct yearly inspections of high priority facilities and structural stormwater controls	Beginning no later than December 1, 2017	Annually	Stormwater Manager
Keep records of all inspections	Throughout permit Term	Ongoing	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>Inspection forms for municipal facilities and structural stormwater controls in ARC GIS Collector</li> <li>Written records of all inspections in ARC GIS Collector database</li> <li>Standard Operation Procedure for CRS 540 (see App G)</li> </ul>			
<b>BMP MM6-4: Storm Drainage System Assessment and Prioritization</b>	<b>Permit Section: 4.2.6.4.1</b>		
<b>Milestone</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>

Prioritize Town owned or maintained stormwater management systems and structures and implement a maintenance schedule	December 31, 2018	Once during permit term , updated as needed	Stormwater Manager
<b>Measurable Goal</b>			
<ul style="list-style-type: none"> <li>Maintenance schedule based on the prioritization of Town owned or maintained primary stormwater systems and structures (see App H)</li> </ul>			
<b>BMP MM6-5: Pollution Prevention for Municipal O&amp;M Activities/Contractor Oversight</b>	<b>Permit Sections: 4.2.6.4.2, 4.2.6.6</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop/update pollution prevention measures for O&M activities	December 1, 2017	Once during permit term	Stormwater Manager
Contractually require contractors performing O&M work to comply with all SMS4 control measures	Starting December 1, 2017	As Needed	Stormwater Manager
Provide oversight of contractors during O&M activities	Starting December 1, 2017	As Needed	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>Develop written protocols for pollution prevention measures during municipal O&amp;M activities</li> <li>Copies of Job Orders/Contractor Affidavits to comply with SMS4 control measures</li> </ul>			
<b>BMP MM6-6: Maintenance of Structural Stormwater Controls</b>	<b>Permit Section: 4.2.6.4.3</b>		
<b>Milestones</b>	<b>Schedule/Deadline</b>	<b>Frequency</b>	<b>Responsible Party</b>
Develop inspection checklist/form for structural stormwater controls and other BMPs	December 1, 2017	Once	Stormwater Manager
Conduct inspections of all municipally owned or maintained structural stormwater controls and perform maintenance as necessary	Starting December 1, 2017	Ongoing/Annually	Stormwater Manager
Develop regular maintenance schedule for municipally owned or maintained green infrastructure practices	December 1, 2017	Ongoing/Annually	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>Develop inspection form(s)/checklist(s) for structural stormwater controls and green infrastructure BMPs (see App G)</li> <li>Documented inspections and maintenance activities for structural stormwater controls in GIS Collector (see App H)</li> <li>Regular maintenance of green infrastructure practices based on schedule of Quarterly cleaning Stormwater inlet bags, no other infrastructure has been constructed since permit issued to the Town (see App G)</li> </ul>			
<b>BMP MM6-7: Employee Training and Education</b>	<b>Permit Section: 4.6.2.5</b>		

Milestones	Schedule/ Deadline	Frequency	Responsible Party
Develop pollution prevention/good housekeeping training program	December 1, 2016	Once	Stormwater Manager
Identify employees required to attend training sessions	December 1, 2016	Annually	Stormwater Manager
Conduct annual employee training sessions	December 1, 2016	Annually	Stormwater Manager
<b>Measurable Goals</b>			
<ul style="list-style-type: none"> <li>• Develop written description of training program</li> <li>• Develop list of employees that require training</li> <li>• Document attendance at training sessions</li> </ul>			

The Town of Hilton Head Island conducted two separate IDDE/Good Housekeeping training sessions for Town staff. The first session occurred on Monday February 27 and the second was on Wednesday November 15, 2017. Town staff Sign-in sheets are included in Appendix D.



TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX B:

PUBLIC EDUCATION, OUTREACH,  
AND INVOLVMENT DOCUMENTS

**South Carolina NPDES Permit # SCR030000**  
**Small Municipal Separate Storm Sewer System (SMS4)**  
**Annual Report Template**

**III. Minimum Control Measures (MCM)**

**B. Minimum Control Measure 1: Public Education and Outreach on Storm Water Impacts (4.2.1, 5.3)**

Use the table below to summarize outreach strategies, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

In the “Pollutant of Concern” column in the following tables, the following abbreviations are used:

Abbreviation	Pollutant of Concern
POC #1	Post-construction maintenance
POC #2	Freshwater (runoff volume)
POC #3	Litter
POC #4	Bacteria
POC #5	Nutrients
POC #6	Sediment
GSA	General Stormwater Awareness
CM	Consortium Management
FOG	Fats, Oils, and Grease
IDDE	Illicit Discharge Detection and Elimination

Please see the attached “2016-2018 Strategic Regional Stormwater Outreach Plan” for a complete list of all activities planned for the upcoming year. Below are last year’s accomplishments as well as the activities that are furthest along in their planning stages.

Pollutant of Concern	Outreach Strategy	Target Audience	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned	Specific Implementation Date(s)	Number of People Reached
POC #2, GSA	Beaufort Healthy Pond Series: Making Sense of Pond Design and Drawings.	Residents, Stormwater Pond Managers	The Healthy Pond Series is a community-based discussion series for pond owners to learn and share stormwater pond management solutions This class was produced by a partnership between SC DNR and Clemson Extension.	Complete	Participants learned the basics of stormwater pond design and how to interpret pond design drawings. Participants also asked questions and discuss issues regarding the ponds they are responsible for, and network with other pond owners and managers.	2/13/19	9

GSA	4-H20 camp	Youth	4-H20 camp is a youth development day camping program to educate youth on water quality through hands-on experiences.	Complete	This program was a partnership between the Clemson Extension and local 4-H programs. During the three days of camp, students learned about watershed, water quality, and ecology.	6/25/19, 7/2/19, 7/9/19	13
POC #3, POC #4, POC #5, POC #2, GSA	Kids in Kayaks program	Youth	The goal of the Kids in Kayaks program is to bring local youth outside and to have them participate in experiential learning about their local ecosystems and natural resources.	Complete	This program was offered 8 times by the Outside Foundation this year to schools in the Town of Bluffton and the Town of Hilton Head Island.	4/26/19, 4/29/19, 4/30/19, 5/1/19, 5/2/19, 5/3/19, 5/6/19, 5/16/19	350
POC #5	Storm water meeting with Sea Pines	Field staff, maintenance, facilities, supervisory staff, administration, stormwater managers residents	The goal of this meeting was to discuss nutrient issues and pilot project to address using no mow zones along waterbodies with homeowners adjacent to water.	Complete	The Town of Hilton Head Island met with residents of Sea Pines.	5/15/19	20
POC #5	Meeting in field with Indigo Run PUD	Supervisory staff, administration, stormwater managers, stormwater pond managers, residents	The goal of this meeting was to observe algae bloom and discuss control options with homeowners adjacent to water.	Complete	The Town of Hilton Head Island met with PUD maintenance.	7/3/19	50

<p>POC #2, POC #3, POC #5, GSA, Pesticides</p>	<p>The Town of Hilton Head Island Facebook</p>	<p>Residents, teachers, elected/appointed officials, high level staff, supervisory staff, administration, stormwater managers</p>	<p>The Town of Hilton Head Island government's Facebook page posted stormwater educational material such as native plants and their benefits, native species, tree benefits, Septic Smart Week, litter, etc. Effectiveness was calculated via the amount of "Likes"</p>	<p>Ongoing</p>	<p>35 posts were created during this reporting cycle.</p>		<p>15000</p>
<p>POC #2, POC #6, GSA, Pesticides, Temperature</p>	<p>Town of Hilton Head Island standardized pre-application storm water comments</p>	<p>Technical staff, engineers, developers, contractors, commercial (landscapers, landscape designers, nurseries)</p>	<p>These comments are meant to reflect principles of sustainability and LID in site and building design.</p>	<p>Ongoing</p>			<p>300</p>
<p>POC #2, POC #3, POC #4, POC #5, GSA</p>	<p>Keep Broad Creek Clean Festival</p>	<p>Residents, youth, teachers, higher education students, pet owners</p>	<p>This festival and litter pick-up engaged residents and visitors with Broad Creek, the current issues it faces, and what can be done to protect it.</p>	<p>Complete</p>	<p>This festival was organized by The Outside Foundation and supported by the Town of Hilton Head Island, Beaufort County, the Lowcountry Stormwater Partners, the Port Royal Sound Foundation, and the Beaufort County Soil and Water Conservation District with educational booths.</p>	<p>8/15/19</p>	<p>500</p>

POC #2, POC #3, POC #4, POC #5, GSA	Sustainability in Local Government	Residents	This presentation highlighted activities of HHI in keeping good water quality, green infrastructure on the beach, endangered species protection, etc.	Complete	The Town of Hilton Head Island gave this presentation to a collection of environmental activist groups.	6/12/19	60
POC #2, POC #6, GSA	The Secret Lives of Trees	Residents	This presentation covered the environmental and social benefits of select trees species on a global basis and included a Q & A.	Complete	The Town of Hilton Head Island gave this presentation to island residents.	1/14/19	60
POC #2, POC #3, POC #5, POC #6, GSA, FOG, Pesticides	2019 Hilton Head Island - Bluffton Homebuilders Association Show Brochures	Residents, contractors, commercial (landscapers, landscape designers, nurseries), commercial (restaurants ad grease handlers), commercial (business)	Brochures on stormwater provided to educate homeowners on how to make their home the solution to stormwater pollution	Complete	These brochures were part of the Town of Hilton Head Island display.	3/29/19-3/31/19	300
POC #2, POC #5, POC #6, GSA, Pesticides, Temperature	The Benefits of Native Plants	Residents	This presentation included the water quality, biodiversity, aesthetic benefits of native plants and included extensive Q & A session.	Complete	The Town of Hilton Head Island gave this presentation to the Sun City Avant Gardeners.	2/11/19	200

POC #2, POC# 3, GSA, Temperature	Kiwanis Summer Camp	Youth, teachers	The goal of this program was to teach students about environmental conditions, water quality and the organisms that live there.	Complete	The Town of Hilton Head Island led developmentally delayed students in a field trip observing salt marsh and talking about environmental conditions, water quality and the organisms that live there.	7/16/19	20
POC #2, POC #4, POC #5, POC #6, GSA, Temperature	Updating the Town of Hilton Head Island's stormwater webpages	Residents, contractors, commercial (businesses), pet owners	The goal of this update was to make information simpler, easier to understand and more concise, emphasizing the principles of sustainable development and living.	Ongoing	The Town of Hilton Head Island produce updated storm water pages for the Town's website, emphasizing green infrastructure and LID techniques.		500
POC #2, POC #4, POC #5, POC #6, GSA, Pesticides, Temperature, Toxic contaminants	Updating the Town of Hilton Head Island's sustainability webpages	Residents, technical staff, engineers, developers, contractors, commercial (landscapers, landscape designers, nurseries), commercial (businesses), pet owners	The goal of this update was to make information simpler, easier to understand and more concise, emphasizing the principles of sustainable development and living.	Ongoing	The Town of Hilton Head Island produce updated sustainability pages for the Town's website.		1500
POC #3, Toxic contaminants	Training session for Design Review and Zoning Appeals Boards	Elected/appointed officials	The goal of this session was to explain the breadth of the issue of plastic pollution, as part of state-required CEU credits.	Complete	Participants learned about water quality, biodiversity as affected by plastic pollution.	3/6/19	10

<p>POC #4, POC #5, POC #6, GSA, Pesticides, Temperature</p>	<p>Training session for Design Review and Zoning Appeals Boards</p>	<p>Elected/appointed officials</p>	<p>The goal of this session was to provide general information on LID as well as information on specific types that work for HHI that these boards can then recommend to applicants. This was also part of the state-required CEU credits program.</p>	<p>Complete</p>	<p>Participants learned about the use and benefits of LID.</p>	<p>3/27/19</p>	<p>8</p>
<p>POC #4, Toxins, POC #6, POC #5, POC #1, POC #2, GSA</p>	<p>Beaufort County Stormwater Utility Board Meetings</p>	<p>Residents, Technical Staff, Engineers, Developers, Elected/Appointed Officials</p>	<p>This board's purpose is to determine appropriate levels of public stormwater management services Beaufort County; to recommend appropriate funding levels for program elements; to advise the staff on master planning efforts and cost of service/rate studies; and to support and promote sound stormwater management practices within Beaufort County.</p>	<p>Complete</p>	<p>Meetings are normally held on the third Wednesday of each month at 2:00 p.m. They are held in the Executive Conference Room, Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort and are open to the public.</p>	<p>12/12/18, 2/12/19, 3/13/19, 4/10/19, 5/8/19, 6/12/19, 7/10/19, 8/14/19</p>	<p>140</p>
<p>POC #2, GSA</p>	<p>USCB lecture</p>	<p>Higher education students, teachers</p>	<p>General water quality discussion with focus on bacteria</p>	<p>Complete</p>	<p>The Town of Bluffton gave a presentation to USCB Bluffton Campus' Conservation Biology students on water quality.</p>	<p>2/20/19</p>	<p>100</p>

POC #2, GSA	Career Fair	Youth	To describe how individual actions affect water quality & how to become involved as a career.	Complete	The Town of Bluffton presented to the Boys and Girls Club of Bluffton on water quality monitoring efforts and potential career paths.	3/21/19	100
POC #3	Earth Day County-wide Litter Pickup	Elected/appointed officials, high level staff, technical staff, engineers, developers, field staff, maintenance, facilities	The goal of this event was to engage local staff in a hands-on experience to teach about the existing litter problem and its impacts on our local waterways.	Complete	87 volunteers from Beaufort County and 100 volunteers from the Town of Bluffton gave 561 volunteer hours to pick up 14,340lbs of litter.	4/22/19	187
POC #3	The Town of Bluffton's May River Cleanup	General public	The goal of the Annual May River cleanup is to engage and involve citizens in removing litter from their environment and marking storm drain to prevent further litter and stormwater pollution. Its effectiveness will be determined through number of volunteers and pounds of litter removed.	Complete	The Town of Bluffton partnered with Keep Beaufort County Beautiful, Palmetto Pride, Port Royal Sound Foundation, Beaufort County Stormwater, i2 Recycle, The Outside Foundation, the Coastal Conservation League, and the Lowcountry Stormwater Partners to host the 19th Annual May River Cleanup. At this event, 342 volunteers picked up 3210 pounds of litter in/around the May River.	4/27/19	342



POC #2, GSA	41 <sup>st</sup> Annual Bluffton Village Festival	Residents	<p>Originally called the MayFest, the Annual Bluffton Village Festival is the Saturday before Mother's Day every year. This event features local and regional arts and crafts, music, local foods, educational booths, and contests</p>	Complete	Town staff provided educational information and spoke with citizens as they visited the Town of Bluffton's booth.	5/11/19	500
GSA	Summary of the Town of Bluffton's May River Watershed Action Plan Advisory Committee (WAPAC) Meetings	Elected/Appointed Officials	<p>The seven (7) member May River Watershed Action Plan Implementation Committee is tasked with assisting and advising Town Council by offering guidance and recommendations to implement the opportunities and strategies outlined in the May River Watershed Action Plan.</p>	Complete	<p>WAPAC meetings are held the fourth Tuesday every month, except November and December due to holidays. Meetings are held at 10:00 a.m. at Town Hall, unless otherwise posted. At each meeting the Committee hears from senior Town staff and residents to discuss the latest findings within the May River watershed as well as to coordinate the fulfillment of the plan.</p>	1/24/19, 2/28/19, 3/28/19, 6/27/19, 8/29/19, 9/26/19	20

GSA	Bluffton Safety Day	General public	Bluffton Safety Day invites the public to come out and have any boat or waterway question answered by the experts.	Complete	The U.S. Coast Guard, Department of Natural Resources, Bluffton PD, Beaufort County Sheriff's Office and the Bluffton Fire Department were on hand with boats for the kids to climb on. The U.S. Coast Guard had a water rescue simulation in middle of the May River	5/18/19	200
POC #2, GSA	Liberal Ladies of the Lowcountry lecture	Residents	This program sought to educate residents on how individual actions that affect water quality – fertilizer, pesticides, pet waste – and Town of Bluffton actions to address fecal impairment in the May River.	Complete	The Town of Bluffton gave this presentation at the Country Club of Hilton Head Island.	6/14/19	100
POC #2, GSA	Homebuilder's Association luncheon	Contractors	The Town of Bluffton sought to educate contractors on general stormwater compliance (sediment & erosion control) information during construction.	Complete	Provided overview of local requirements.	6/19/19	150

POC #2, GSA	WSAV interview	Residents	The Town of Bluffton gave an interview to WSAV and described how residents can resolve/prevent drainage issues. Took place in Old Town Bluffton.	Complete		6/13/2019	6000
POC #2, GSA	Job Fair	Residents, Technical staff, engineers, developers	The Town of Bluffton presented on the Watershed Management Division's water quality monitoring and restoration efforts at the Rotary Community Center in Bluffton to recruit staff for vacant positions.	Complete		8/9/19	150
POC #4	Public meeting sewer extension	Residents	The Town of Bluffton talked about the sewer extension and connection project at Bluffton Town Hall to eliminate septic systems.	Complete		8/15/19	30
POC #2, GSA	Community drainage discussion	Residents	The Town of Bluffton educated residents on the difference between stormwater runoff volume for flooding and water quality at the Farm community clubhouse to increase BMP maintenance for flooding versus water quality	Complete		8/16/19	50

POC #2, POC #3, POC #6, GSA	Quarterly contractor's meeting	Technical staff, engineers, developers, contractors	The goal of this meeting was to keep contractors and subcontractors aware of policy changes regarding the CGP.	Complete	The Town of Bluffton gave updates on the SCDHEC Construction General Permit at the Bluffton Rotary Center.	8/28/19	28
POC #3, GSA	Beach Sweep/River Sweep	Residents	The goal of the Beach Sweep/River Sweep is to engage and involve citizens in removing litter from their environment and marking storm drain to prevent further litter and stormwater pollution. Its effectiveness will be determined through number of volunteers and pounds of litter removed.	Complete	The Town of Bluffton partnered with Keep Beaufort County Beautiful, Palmetto Pride, Port Royal Sound Foundation, Beaufort County Stormwater, the Town of Hilton Head Island, i2 Recycle, The Outside Foundation, the Coastal Conservation League, and the Lowcountry Stormwater Partners to host the Beach Sweep/River Sweep. At this event, 288 volunteers picked up 1963 pounds of litter in/around the May River.	9/21/19	288
Toxins, POC #6, GSA	Summary of the Town of Bluffton's Sediment & Erosion Control Contractor/Developer Meetings	Technical Staff, Engineers, Developers, Contractors	These meeting seek to educate contractors and developers on sediment and erosion control requirements and to answer any of their answer questions.	Ongoing			632

POC #1, POC #2, GSA	Hurricane Preparedness Presentation	Stormwater pond managers	The purpose of these presentations was to educate homeowners and HOA representatives on the importance of post-construction BMP maintenance to control flooding.	Complete	The Town of Bluffton presented on post-construction BMP maintenance to citizens at the Bluffton Law Enforcement center.	05/16/19 & 05/21/19	30
POC #3, POC #4, Pesticides, Toxic material, Petroleum product	IDDE/GHK Training for Staff	Technical staff, engineers, developers	The purpose of this training was to educate Public Works staff on Good Housekeeping and IDDE for use in the Public Works Facility and around the Town of Bluffton.	Complete	The Town of Bluffton provided this presentation and conducted an inspection of the Town of Bluffton Public Works Facility.	9/18/19	9
POC #3	WJCL interview	Residents, youth	The Town of Bluffton gave an interview to promote the Beach Sweep/River Sweep event. Its impact was calculated by estimated views,	Complete		9/18/19	24862
POC #4	MS4 Direct Mailings - Pet Waste	Pet owners	The purpose of this postcard mailing was to educate pet owners within the May River Watershed on the importance of picking up pet waste for the health of our local waterways and oyster beds.	Complete	Postcard educating pet owners on the importance of picking up pet waste.	06/2019	969

POC #2, POC #3, GSA	19th Annual Cleanup Article	Residents, youth, higher education students, teachers, elected/appointed officials, high level staff	The Town of Bluffton published this article to raise awareness of the 19 <sup>th</sup> Annual May River Cleanup. The impact was measured by the number of free weekly newspaper delivered to 20,000 people and assuming a 40% read rate.	Complete	The Town of Bluffton published this article in the Bluffton Today paper.	04/21/19	2695
POC #3	Mayor's Article Town of Bluffton on May River Cleanup	Residents, youth, higher education students, teachers, elected/appointed officials, high level staff	The Mayor of the Town of Bluffton published this article to raise awareness of the 19 <sup>th</sup> Annual May River Cleanup. The impact was measured by the number of free weekly newspaper delivered to 20,000 people and assuming a 40% read rate.	Complete	The Town of Bluffton published this article in the Bluffton Today paper.	4/12/19	500
POC #2, POC #1, GSA	Mayor's Article Town of Bluffton on Drainage	Residents, youth, higher education students, teachers, elected/appointed officials, high level staff	The Mayor of the Town of Bluffton published this article to raise awareness of the ongoing drainage projects. The impact was measured by the number of free weekly newspaper delivered to 20,000 people and assuming a 40% read rate	Complete	The Town of Bluffton published this article in the Bluffton Today paper.	6/28/19	500

POC #3	Mayor's Article Town of Bluffton on River Sweep	Residents, youth, higher education students, teachers, elected/appointed officials, high level staff	The Mayor of the Town of Bluffton published this article to raise awareness of the River/Beach sweep event. The impact was measured by the number of free weekly newspaper delivered to 20,000 people and assuming a 40% read rate	Complete	The Town of Bluffton published this article in the Bluffton Today paper.	9/6/19	500
POC #1, POC #2, GSA	Interpretive Signs - Pervious Pavement and Bioswales Town Hall	Residents, youth, elected/appointed officials, high level staff, technical staff, engineers, developers, contractors	The Town of Bluffton installed interpretive signs for the newly installed pervious pavers and bioswales at the town hall. Assumes a 10% read rate of visitation to Bluffton Town Hall following installation to end of reporting period.	Complete	A total of three pervious parking signs and a bioinfiltration sign are installed around the Town of Bluffton Town Hall parking areas. These signs detail infiltration and bioinfiltration practices to educate visitors visiting Town Hall.	4/1/19 – 9/30/19	150
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, Pesticides, FOG	Town of Bluffton Good Housekeeping Handout	Supervisory staff, administrators, stormwater managers, technical staff	This information sheet trains new hires on Best Management Practices to prevent or control stormwater pollution to include street sweeping, proper containment and disposal of chemicals, trash, etc., and proper spill response.	Ongoing	This handout is given to new hires with the Town of Bluffton and Public Works Staff.		25

POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, Toxic contaminants, Petroleum products, Pesticides, FOG, Temperature	Town of Bluffton Illicit Discharge Handout	Supervisory staff, administrators, stormwater managers, technical staff	This information sheet trains new hires on illicit discharges and what to look for, importance of detection and elimination, and means of prevention.	Ongoing	This handout is given to new hires with the Town of Bluffton and Public Works Staff.		20
GSA, Temperature	May River Cleanup Participation Challenge Presentation	Youth	MC Riley Elementary grade levels compete to have most participants at May River Cleanup. The partners educated the students on the importance of picking up litter.	Complete	The Town of Bluffton alongside Beaufort County, Coastal Kingdom presented this program to MC Riley Elementary.	5/17/19	100
POC #4, GSA	Septic Inspections	Residents	Beaufort County and the Town of Bluffton handed out bilingual EPA Septic Smart handouts during septic inspection to encourage proper maintenance.	Ongoing	The Town of Bluffton conducts door-to-door surface effluent septic tank inspections following water quality results indicating an active failure. Speak directly with homeowners and provide educational bilingual handouts at the time of inspection.		100



POC #3, GSA	Storm Drain Marking	General Public	Storm drain marking seeks to prevent litter and other stormwater runoff pollution from entering waterways by serving as a visual reminder of how the storm sewers connect directly to local waterways.	Complete	Two volunteers gave 5 volunteer hours to mark 28 storm drains.	04/27/19	2
POC #3, POC #4, POC #5, POC #6, GSA	MC Riley Career Day	Youth	The goal was to educate students on stormwater and ways they could assist Town staff with job by educating on POC's.	Complete	Town staff attended MC Riley Career Day and discussed general stormwater education, stormwater careers, and how students can help staff do job by educating on POC's	03/22/19	100
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Lowcountry Stormwater Partners Facebook	General Public	The goal of this page is to provide a forum for public participation, to increase awareness of storm water's effects on water quality and increase awareness of public participation opportunities. Its effectiveness will be tracked through likes.	Ongoing			254

POC #2, POC #4, GSA	StormCon Presentation	Technical staff, engineers, developers, supervisory staff, administrators, stormwater managers	StormCon is dedicated to elevating and advancing the science and practice of stormwater pollution minimization and prevention.	Complete	Beth Lewis presented on the Town's MST Program and May River Watershed Action Plan	08/20/19	50
POC #2, GSA	Installing Pervious Parking	Residents, elected/appointed officials, technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers, contractors, commercial (landscapers, landscape designers, nurseries)	As part of the Town of Bluffton's Town Hall renovation, stormwater BMPs were installed to act as demonstration sites and good housekeeping measures.	Complete	The pervious paving treats 25,745 SF.	5/29/19	3000
POC #2, GSA	Installing a Bio infiltration cell	Residents, elected/appointed officials, technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers, contractors, commercial (landscapers, landscape designers, nurseries)	As part of the Town of Bluffton's Town Hall renovation, stormwater BMPs were installed to act as demonstration sites and good housekeeping measures.	Complete	The bio infiltration cell treats 116 SY.	5/29/19	3000

POC #1, POC #2, POC #6, GSA	Lowcountry MS4 meeting	Supervisory staff, administrators, stormwater managers		Complete	At this meeting, MS4s from the local area discussed program goals, needs, updates, and training.	12/5/2018	3
POC #2, POC #6, GSA	UCC Presentation	Field staff, maintenance, facilities		Complete	Beaufort County presented on their MS4 program, construction and post construction management to Utility Crews from the local area.	12/6/2018	17
GSA	DHEC NOI training	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	This training focused on the DHEC NOI permit process, so Beaufort County can be a better customer service team for Stormwater.	12/5/2018	9
POC #1	Ditch Maintenance Webinar	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	This roadside ditch maintenance webinar educated staff on the importance of keeping ditched clear of debris.	12/13/2018	1
POC #2, GSA, Pesticide, FOG, Petroleum products	OSHA Chemical Clean up	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	This OSHA hazardous waste cleanup training covered the do's and don'ts of chemical clean up and proper disposal.	1/15/2019	30

GSA	SESWA Webinar	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers, contractors	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	The webinar covered the use of drones for construction inspections, IDDE's, infrastructure issues, stormwater fee assessments, etc.	1/17/2019	152
POC #1, POC #2, GSA	SoLoCo Regionalization Meeting	Technical staff, engineers, developers, supervisory staff, administrators, stormwater managers	To create a regional think tank that will identify the problems and opportunities that face the entire southern low country. To discuss the zoning, housing, employment, quality of life and social issues and propose action plans to the appropriate legislative bodies.	Complete	This meeting was a regional discussion of stormwater standards being utilized by all MS4's and other partners.	1/22/2019	10
POC #1, POC #2, GSA	Local MS4 Meeting of the Minds	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers		Complete	This meeting between local MS4s helped them review programmatic MS4 related issues and included a discussion on how each program handles MCM's 1-6.	2/7/2019	19

<p>POC #1, POC #3, GSA</p>	<p>Ditch Brochure distribution</p>	<p>Residents</p>	<p>The County was seeing many complaints about debris and trash being thrown into a ditch. Developed a brochure to educate on the importance of keeping ditches clear to prevent flooding and keeping waterways clean.</p>	<p>Complete</p>	<p>Beaufort County directly handed out 19 brochures to residents in affected neighborhoods .</p>	<p>2/21/2019</p>	<p>19</p>
<p>POC #1, POC #2, GSA</p>	<p>SoLoCo Regionalization Meeting</p>	<p>Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers</p>	<p>To create a regional think tank that will identify the problems and opportunities that face the entire southern low country. To discuss the zoning, housing, employment, quality of life and social issues and propose action plans to the appropriate legislative bodies.</p>	<p>Complete</p>	<p>This meeting was a regional discussion of stormwater standards being utilized by all MS4's and other partners.</p>	<p>2/26/2019</p>	<p>10</p>

POC #1, POC #2, GSA	SoLoCo Regionalization Meeting	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	To create a regional think tank that will identify the problems and opportunities that face the entire southern low country. To discuss the zoning, housing, employment, quality of life and social issues and propose action plans to the appropriate legislative bodies.	Complete	Beaufort County presented an update on stormwater standards to the board.	3/26/2019	10
POC #2, GSA	District 3 Public Meeting	Residents		Complete	At this public meeting, Beaufort County presented on their stormwater department, MS4 program, extent of service, and ditch maintenance procedures.	3/26/2019	17
POC #2, GSA	St. Helena Career Day	Residents, youth	This event's goal was to teach groups of kids about stormwater and how the County manages it with the help of our Infrastructure team. The program's success will be determined by the number of children reached.	Complete	Beaufort County Stormwater presented to students how stormwater runoff can impact water quality. They also presented how the County mitigates this with the Infrastructure team and talked about possible local employment with said team.	4/12/2019	65

POC #2, GSA	IECA MS4 Wet Weather Conference	Technical staff, engineers, developers, field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	<p>Since 2014, the EPA Region 4 and IECA Region One in collaboration with IECA Southeast Chapter have worked together to produce the Southeast MS4 Conference. This conference offers a wide variety of case studies, workshops, technical papers and much more. Take advantage of the education sessions, networking opportunities and exhibit booths.</p>	Complete	Presented the new Beaufort County Monitoring Plan to Stormwater professionals at the 6th annual IECA Region 4 MS4 Conference.	5/20/2019	25
GSA	SPCC Training	Field staff, maintenance, facilities	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	Airport Facilities manager participated in an SPCC certification training and was received accreditation.	6/1/2019	1
POC #1, POC #2, GSA	Ditch education - Telfair Neighborhood	Residents	Purpose of brochures was to inform homeowners of what not to put into ditches to ensure all water flows off their homesites and into designated BMP's.	Complete	Brochures were distributed throughout the neighborhood.	7/18/2019	300

POC #5, GSA, Toxic contaminants, Petroleum products, Pesticides	Environmental Management and Chemical Response Training	Technical staff, engineers, developers	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	Beaufort County staff attended the 40-hour OSHA Hazmat Incident commander training	8/18/2019	1
POC #1, POC #2, POC #6, GSA	Inspectors Construction EPSC	Contractors	Pre-construction meetings were held with all contractors prior to beginning site work to ensure proper erosion prevention and sediment control.	Complete		12/1/18-10/1/2019	315
POC #1, POC #2, POC #6, Toxic contaminants, Petroleum products	Good Housekeeping, IDDE, and Post Construction BMP training	Technical staff, engineers, developers, field staff, maintenance, facilities	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	Onsite training for staff on IDDE, good housekeeping, sediment control and erosion prevention, and post construction BMP's.	9/20/2019	4
POC #3, GSA	Take Action SC - Pollution prevention workshop	Teachers	This workshop for educators focused on pollution prevention and how to keep our County clean.	Complete		9/24/2019	15
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, Toxic contaminants, Petroleum products, Pesticides	Good Housekeeping Facility Reports	Field staff, maintenance, facilities, supervisory staff, administrators, stormwater managers	The purpose of this training was to educate staff on the latest ways to prevent stormwater pollution.	Complete	Documentation was provided to facility managers on good housekeeping measures they can take to be compliant with the NPDES permit.	9/26/2019-9/27/2019	5



POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	3/5-3/6/19	112
POC #4, Toxins, Petroleum Products, POC #6, POC #5, Pesticide, FOG, POC #3, GSA, POC #2	Enviroscape Presentation	Youth	The Enviro scape is an interactive watershed model portraying mostly non-point source pollution and some point source pollution.	Complete	It was used as part of a presentation to Beaufort County school children to demonstrate how stormwater affects water quality. This presentation was given by the Beaufort County Soil and Water Conservation District	3/13-3/14/19	111
POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	3/19-3/21/19	163

POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	3/27/19	62
POC #4, Toxins, Petroleum Products, POC #6, POC #5, Pesticide, FOG, POC #3, GSA, POC #2	Enviroscape Presentation	Youth	The Enviroscope is an interactive watershed model portraying mostly non-point source pollution and some point source pollution.	Complete	It was used as part of a presentation to Beaufort County school children to demonstrate how stormwater affects water quality. This presentation was given by the Beaufort County Soil and Water Conservation District	4/10/19	40
POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	4/16/19	39

POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	5/7-5/8/19	120
POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	5/20/19	42
POC #4	Soil Tunnel Presentation	Youth	This presentation's goal is to educate and involve children with how water quality and soil affect their lives.	Complete	Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.	5/23/19	82

<p>POC #4, Toxins, Petroleum Products, POC #6, POC #5, Pesticide, FOG, POC #3, GSA, POC #2</p>	<p>Enviroscape Presentation</p>	<p>Youth</p>	<p>The Enviroscape is an interactive watershed model portraying mostly non-point source pollution and some point source pollution.</p>	<p>Complete</p>	<p>It was used as part of a presentation to Beaufort County school children to demonstrate how stormwater affects water quality. This presentation was given by the Beaufort County Soil and Water Conservation District</p>	<p>6/25/19</p>	<p>17</p>
<p>POC #3</p>	<p>Green Steps Projects</p>	<p>Youth</p>	<p>This environmental education initiative encourages individual schools to take annual steps toward becoming more environmentally responsible.</p>	<p>Complete</p>	<p>The Beaufort County Soil and Water Conservation District provided support and guidance to Port Royal Elementary School as they tried to become a certified SC Green Steps School. Their projects focused around recycling, oyster shell recycling, and litter removal.</p>	<p>12/6/19</p>	<p>5</p>

POC #3	Marine Debris Display	Youth, General Public		Complete	The Beaufort County Soil and Water Conservation District's display highlighted the negative effect on marine species due to litter and provided a game where participants guessed how long trash takes to decompose. It was displayed at Beaufort High School in partnership with the Friends of Hunting Island and Mossy Oaks Elementary.	1/17-1/18/19	680
POC #3	KBCB Board Meeting	Elected/appointed officials, high level staff	The Keep Beaufort County Beautiful Board educates and empowers the Beaufort County Community (including governments, businesses, schools, and citizens) to participate directly in improving the environment through an all-out effort in beautification, litter control, and waste reduction.	Complete		1/10/2019	11

POC #3	KBCB Board Meeting	Elected/appointed officials, high level staff	<p>The Keep Beaufort County Beautiful Board educates and empowers the Beaufort County Community (including governments, businesses, schools, and citizens) to participate directly in improving the environment through an all-out effort in beautification, litter control, and waste reduction.</p>	Complete		3/14/2019	11
POC #3	KBCB Board Meeting	Elected/appointed officials, high level staff	<p>The Keep Beaufort County Beautiful Board educates and empowers the Beaufort County Community (including governments, businesses, schools, and citizens) to participate directly in improving the environment through an all-out effort in beautification, litter control, and waste reduction.</p>	Complete		5/9/2019	11

POC #3	KBCB Board Meeting	Elected/appointed officials, high level staff	<p>The Keep Beaufort County Beautiful Board educates and empowers the Beaufort County Community (including governments, businesses, schools, and citizens) to participate directly in improving the environment through an all-out effort in beautification, litter control, and waste reduction.</p>	Complete		7/11/2019	11
POC #3	KBCB Board Meeting	Elected/appointed officials, high level staff	<p>The Keep Beaufort County Beautiful Board educates and empowers the Beaufort County Community (including governments, businesses, schools, and citizens) to participate directly in improving the environment through an all-out effort in beautification, litter control, and waste reduction.</p>	Complete		9/12/2019	11

POC #5, POC #6	USDA-NRCS Workshop	Residents	This program sought to encourage landowners to get technical support & adopt BMPS that improve Water Quality; i.e., Erosion measures, fencing livestock out of waterways, monitoring fertilizer & pesticide applications, maintaining & establishing buffers, stream bank & shore line protection, etc.	Complete	Workshop on how to apply for Environmental Quality Incentive Program	3/5/19	54
POC #3	Crystal Lake Clean Team	Residents		Complete	Litter pick-up	4/19/2019	4
POC #3	Green Steps Projects	Youth	This environmental education initiative encourages individual schools to take annual steps toward becoming more environmentally responsible.	Complete	The Beaufort County Soil and Water Conservation District provided support and guidance to Port Royal Elementary School as they tried to become a certified SC Green Steps School. Their projects focused around recycling, oyster shell recycling, and litter removal.	05/01/19	245



<p>POC #4, Toxins, Petroleum Products, POC #6, POC #5, Pesticide, FOG, POC #3, GSA, POC #2</p>	<p>Enviroscape Presentation</p>	<p>Youth</p>	<p>The Enviroscape is an interactive watershed model portraying mostly non-point source pollution and some point source pollution.</p>	<p>Complete</p>	<p>It was used as part of a presentation to Beaufort County school children to demonstrate how stormwater affects water quality. This presentation was given by the Beaufort County Soil and Water Conservation District</p>	<p>8/6/2019</p>	<p>13</p>
<p>POC #4</p>	<p>Soil Tunnel Presentation</p>	<p>Youth</p>	<p>This presentation's goal is to educate and involve children with how water quality and soil affect their lives.</p>	<p>Complete</p>	<p>Presenters discussed wells, septic tanks, and ground water recharge at Beaufort County schools. This presentation was given by the Beaufort County Soil and Water Conservation District.</p>	<p>9/27/2019</p>	<p>85</p>
<p>GSA</p>	<p>“That’s MY Truck” Contest School Visit</p>	<p>Youth</p>	<p>This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. The three grand-prize winners of the contest won the right to name Beaufort County's street sweeper, the</p>	<p>Complete</p>	<p>As part of the contest, the truck visited the winner at May River Montessori and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.</p>	<p>12/17/19</p>	<p>100</p>

			Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school. Its success was determined through the amount of entries.				
GSA	"That's MY Truck" Contest School Visit	Youth	This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. The three grand-prize winners of the contest won the right to name Beaufort County's street sweeper, the Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school. Its success was determined through the amount of entries.	Complete	As part of the contest, the truck visited the winner at Mossy Oaks Elementary and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.	12/17/19	150

GSA	"That's MY Truck" Contest School Visit	Youth	<p>This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. The three grand-prize winners of the contest won the right to name Beaufort County's street sweeper, the Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school. Its success was determined through the amount of entries.</p>	Complete	<p>As part of the contest, the truck visited the winner at Port Royal Elementary and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.</p>	12/17/19	200
POC #2, POC #3, POC #4, POC #5, GSA	Provided the Stormwater and the Saltmarsh Presentation	Higher education students	<p>This presentation is an introduction to the importance of the saltmarsh, how stormwater runoff is created, local POCs, and behaviors/BMPs that homeowners can adopt to reduce their stormwater footprint.</p>	Complete	Presented to the USCB Biology Honors College	1/29/19	9

POC #2, GSA, POC #4, POC #5	"The Importance of Buffers" Training	Residents	This training focused upon the importance of the saltmarsh, stormwater basics, and how buffers can protect the saltmarsh from stormwater runoff.	Complete	This presentation was given as part of a series of lectures organized by the Harbor Island naturalists for their community.	2/7/19	16
POC #1, POC #5, POC #2, GSA	Pond Consultation with St. James Place	Pond Managers, Residents	The goal of these consultations is to help pond owners to determine issues with their stormwater ponds and to educate them on proper pond maintenance.	Complete	It was recommended that they work with an engineer to resolve their drainage issues, but brought up individual actions like conserving water, rain gardens and buffers to reduce erosion and flooding.	2/22/19	3
POC #1, POC #5, POC #2, GSA	Pond Consultation with the Boys and Girls Club in Bluffton	Pond Managers, Residents	The goal of these consultations is to help pond owners to determine issues with their stormwater ponds and to educate them on proper pond maintenance.	Complete	Provided a plant list of buffer plants that were suitable for their area.	2/28/19	1
POC #1, POC #2, POC #5, GSA	Oldfield Sustainability Fair	Residents		Complete	The Lowcountry Stormwater Partners had a table and were a keynote speaker. Both the table and presentation focused on rain gardens and rain barrels.	3/2/18	125

GSA, CM	Lowcountry Stormwater Partners Consortium Meeting	General Public	These meetings are for partner updates and to address consortium business such as workshops, current events, etc.	Complete		3/19/19	5
GSA	Soft Shell Crab Fest	General Public		Complete	The Lowcountry Stormwater Partners, Beaufort County Soil and Water Conservation District, Coastal Conservation League, Port Royal Sound Foundation, and Lowcountry Master Gardeners' all had educational displays at this event.	4/20/19	1000
POC #3, GSA	Earth Day at the Port Royal Farmer's Market	General Public	This event's goal was to introduce residents to environmental organizations in Beaufort County and their work	Complete	The Beaufort County Soil and Water Conservation District, Coastal Conservation League, and Lowcountry Master Gardeners' all had educational displays at this event.	4/20/19	200

POC #2, POC #4, POC #5, POC #6, GSA	Carolina Yards Overview	Residents	This workshop gives a hands-on overview of Clemson Extension's Carolina Yards program. The program seeks to work with residents in creating healthy, watershed-friendly landscapes by using effective gardening methods.	Complete	This workshop was given to master gardeners at the Lowcountry Master Gardener Association's Annual symposium.	5/11/19	27
POC #2, POC #3, POC #4, POC #5, GSA	Provided the Stormwater and the Saltmarsh Presentation	Higher education students	This presentation is an introduction to the importance of the saltmarsh, how stormwater runoff is created, local POCs, and behaviors/BMPs that homeowners can adopt to reduce their stormwater footprint. I.	Complete	Presented to the Dawtaw Island Garden Club.	5/14/19	29
CM, GSA	Presented the 2018 Lowcountry Stormwater Partners Annual Report and an overview of programming to the Natural Resources Committee of County Council.	Elected/Appointed Officials	This presentation detailed the 2016-2018 Lowcountry Stormwater Partners Strategic Regional Stormwater Outreach plan, the 2018 Lowcountry Stormwater Partners Annual Report, and current activities within the consortium	Complete		5/20/19	30

GSA, CM	Lowcountry Stormwater Partners Consortium Meeting	General Public	<p>These meetings are for partner updates and to address consortium business such as workshops, current events, etc.</p>	Complete	<p>At this meeting we also began work on the strategic plan. As part of the new permit cycle, the LSP will be rewriting the current strategic plan and develop the 2019-2023 LSP Strategic Plan. This meeting was the next step after an on-line survey and will be followed up by an additional online survey and meeting.</p>	7/23/19	11
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, FOG	Changing Tides Newsletter	General Public	<p>This newsletter is meant to inform the public about recent, current, and upcoming public education and participation opportunities. Their effectiveness will be tracked through total members on the listserv.</p>	Ongoing	<p>This listserv was changed from a bi-monthly publication to a quarterly publication to increase engagement. It was published 3 times in 2019.</p>		90

GSA, CM	Lowcountry Stormwater Partners Consortium Meeting	General Public	These meetings are for partner updates and to address consortium business such as workshops, current events, etc.	Complete	At this meeting we also worked on the strategic plan. As part of the new permit cycle, the LSP will be rewriting the current strategic plan and develop the 2019-2023 LSP Strategic Plan. This meeting was the next step after an on-line survey and will be followed up by an additional online survey and meeting.	8/20/19	9
POC #4, GSA, CM	Presented the 2018 Lowcountry Stormwater Partners Annual Report and an overview of programming to WAPAC.	Elected/Appointed Officials	This presentation detailed the 2016-2018 Lowcountry Stormwater Partners Strategic Regional Stormwater Outreach plan, the 2018 Lowcountry Stormwater Partners Annual Report, and current activities within the consortium	Complete		8/29/19	12



GSA, POC #2, POC #5, POC #4, Pesticide, POC #6	Cultivating a Carolina Yards Workshop Part 1	Residents	This workshop gives a hands-on overview of Clemson Extension's Carolina Yards program. The program seeks to work with residents in creating healthy, watershed-friendly landscapes by using simple and effective gardening methods	Complete	This portion of the Carolina Yards workshop was held on Indigo Run Plantation from 1:30pm to 3:00pm and covered recycling yard waste, mulch matters, and watering wisely.	9/11/19	20
GSA, POC #2, POC #5, POC #4, Pesticide, POC #6	Cultivating a Carolina Yards Workshop Part 2	Residents	This workshop gives a hands-on overview of Clemson Extension's Carolina Yards program. The program seeks to work with residents in creating healthy, watershed-friendly landscapes by using simple and effective gardening methods.	Complete	This portion of the Carolina Yards workshop was held on Indigo Run Plantation from 1:30pm to 3:00pm and covered managing yard pests responsibly, removing invasives, and reducing runoff.	9/18/19	15
GSA, POC #2, POC #5, POC #4, Pesticide, POC #6	Cultivating a Carolina Yards Workshop Part 3	Residents	This workshop gives a hands-on overview of Clemson Extension's Carolina Yards program. The program seeks to work with residents in creating healthy, watershed-friendly landscapes by using simple and effective gardening methods.	Complete	This portion of the Carolina Yards workshop was held on Indigo Run Plantation from 1:30pm to 3:00pm and covered right plant/right place, garden like a local, and providing for wildlife.	9/24/19	9

POC #2, POC #5, POC #4, POC #6, GSA	"Healthy Ponds, Healthy Communities" Workshop	Residents	This workshop's goal was to explain how stormwater ponds function, how to maintain them, and common issues they experience.	Complete	This workshop was given at the Indigo Run community in partnership with their staff. The workshop was two hours long and consisted of a PowerPoint presentation and a guided tour of the ponds.	10/1/19	15
GSA, POC #2, POC #3, POC #5, POC #4	Port Royal Sound Foundation Maritime Center's Field Trips Program	Youth	To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.	Ongoing	Through hands-on experiments and discovery, students not only see the amazing life of our local environment, but also experience it firsthand. Participants include in all grades from public, private and charter schools and homeschooled programs, as well as after-school and summer programs.	The PRSF hosted 50 field trips.	2400
GSA, POC #2, POC #3, POC #5, POC #4	Port Royal Sound Foundation Maritime Center's Education Events	General Public	To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.	Ongoing	Special events that regularly take place at the Center with water-quality and related themes. Examples of these programs include: Tuesday Talks (A classroom series led by area experts on a variety of topics), Eco Boat Excursions (A scientific	The PRSF hosted 20 education events.	1480

					expedition of the Port Royal Sound area via a classroom on a boat), Dolphin Research Cruises (An Eco-Boat tour meets dolphin research!), and Nautilus LIVE (Researchers aboard E/V Nautilus visit our classroom via LIVE streaming video)		
GSA, POC #2, POC #3, POC #5, POC #4	Port Royal Sound Foundation Maritime Center	General Public	To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.	Ongoing	The Center features exhibits, classrooms, hands-on learning spaces and other areas where everyone can learn and celebrate the uniqueness of the Port Royal Sound. The Center is open from 10:00AM - 5:00PM, Tuesday through Saturday. There is no charge for admission		12100
GSA, POC #2, POC #3, POC #5, POC #4	Port Royal Sound Foundation Maritime Center's Story Time Program	Youth	To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.	Ongoing	Special time and water-quality related activities for preschoolers and toddlers at 10 a.m. every Wednesday. No charge. No reservation needed.	The PRSF hosted 13 story time events.	450

<p>POC #2, POC #5, POC #6</p>	<p>Lowcountry Master Gardener Educational Services</p>	<p>Residents, Higher Education, Students, Elected/Appointed Officials</p>	<p>The Master Gardener program was designed to use the services of trained volunteers who have horticultural knowledge and a willingness to share that knowledge with other county residents through Cooperative Extension.</p>	<p>Ongoing</p>	<p>The Master Gardeners in Beaufort County remain provide educational services such as: providing one-on-one service to the non-commercial horticultural clientele in the county, promoting increased environmental awareness through the prudent use of fertilizers, pesticides, etc., provide group learning and teaching activities for non-commercial clientele.</p>		<p>230437</p>
<p>POC #2, POC #5, POC #6</p>	<p>Lowcountry Master Gardener Educational Services for Youth</p>	<p>Youth</p>	<p>The Master Gardener program was designed to use the services of trained volunteers who have horticultural knowledge and a willingness to share that knowledge with other county residents through Cooperative Extension.</p>	<p>Ongoing</p>	<p>The Master Gardeners in Beaufort County remain provide educational services such as: providing one-on-one service to the non-commercial horticultural clientele in the county, promoting increased environmental awareness through the prudent use of fertilizers, pesticides, etc., provide group learning and teaching activities for non-commercial clientele.</p>		<p>2330</p>

POC #1, POC #6, GSA	Certified Erosion Prevention and Sediment Control Inspector (CEPSCI)	Technical Staff, Engineers, Developers, Field Staff, Maintenance, Facilities, Contractors	The purpose of the CEPSCI Program is to educate field personnel on the proper installation, maintenance and inspection of erosion prevention and sediment control measures at construction sites to meet state and local regulations. Its success will be measured in number of participants.	Ongoing			1799
POC #1, GSA, POC #2	Certified Stormwater Plan Reviewer (CSPR)	Technical Staff, Engineers, Developers, Field Staff, Maintenance, Facilities, Contractors	The purpose of the CSPR Program is to educate personnel on the proper design and review of stormwater and sediment control plans to meet state and local regulations. Its success will be measured in number of participants.	Ongoing			66
POC #3	Adopt-A-Highway Program	Residents	The Adopt-A-Highway program's mission is to eradicate litter and promote beautification. It conducts litter pick-ups and measures effectiveness in number of volunteers, number of active volunteer groups, and pounds of litter removed.	Ongoing	There were 2380 volunteers who were part of 110 active volunteer groups who picked up 67,500 lbs. of trash.		2380

<p>POC #1, POC #5, BAD, POC #6, GSA, POC #2</p>	<p>Clemson Extension's Master Rain Gardener</p>	<p>Contractors, Technical Staff, Engineers, Developers, Commercial, Residents,</p>	<p>The Master Rain Gardener (MRG) program will provide design standards and the knowledge-based skill set necessary to install rain gardens and rainwater harvesting systems on a residential scale.</p>	<p>Ongoing</p>	<p>The Master Rain Gardener program is a hybrid, multi-week curriculum allowing for self-paced online learning modules, hands-on field experience, and a two-track option to meet the needs of diverse audiences. Master Rain Gardener has been offered once in 2019 and had 42 participants from different cities and town in SC.</p>		<p>42</p>
<p>POC #5, POC #6, POC #4, GSA</p>	<p>Clemson Extensions' Carolina Yards Program</p>	<p>Residents</p>	<p>Clemson Extension's Carolina Yards program works with residents to create healthy, watershed-friendly landscapes. Using simple and effective gardening methods, create a low maintenance yard that works with nature, rather than against it. The program's success will be measured in newly certified yards.</p>	<p>Ongoing</p>	<p>There is a total of 496 current certified Carolina Yards across the state, 23 of these yards are in Beaufort County. 73 new yards were added to the program this year.</p>		<p>73</p>

<p>POC #5, POC #6, POC #4, GSA</p>	<p>Clemson Extensions' Carolina Yards Course</p>	<p>Residents</p>	<p>Clemson Extension's Carolina Yards program works with residents to create healthy, watershed-friendly landscapes. Using simple and effective gardening methods, create a low maintenance yard that works with nature, rather than against it. Carolina Yards also regularly offers a five-week, online course designed to help Carolina gardeners learn to grow and maintain a low maintenance and low impact yard. Its success will be determined through a survey.</p>	<p>Complete</p>	<p>This session of the course had 40 participants. 28 participants certified their yards at the end of the. Because of the course, participants report plans to: soil test, mulch, begin composting, harvest rainwater, install a rain garden, provide for wildlife, and utilize native plants. These actions allow citizens to achieve their desired landscape, have increased plant success, and save money while actively conserving and protecting natural resources and supporting wildlife.</p>	<p>2/4/19-3/31/19</p>	<p>40</p>
<p>POC #5, POC #6, POC #4, GSA</p>	<p>Clemson Extensions' Carolina Yards Website</p>	<p>Residents</p>	<p>The website's goal is to provide information on how to use simple and effective principles and actions to help guide residents towards a low maintenance and positive environmental impact yard. Its use will be tracked through site visits.</p>	<p>Ongoing</p>			<p>31,214</p>

POC #5, POC #6, POC #4, GSA	Clemson Extensions' Carolina Yards Facebook	Residents	The goal of this page is to provide a forum for public participation, to increase awareness of effective actions to help guide residents towards a low maintenance and environmentally friendly yard. Its effectiveness will be tracked through "Likes".	Ongoing			697
CM	Clemson Extension's Carolina Clear Environmental Attitudes, Knowledge, and Perceptions Survey	General Public	The third iteration of this Carolina Clear survey will be conducted 2018 to shape outreach activities and measure changes over time.	Complete	This survey was a 15-minute phone survey, with approximately 37 questions. 2000 people state-wide were interviewed and 400 people in Beaufort were interviewed.		2000
POC #4	Clemson Extension's Carolina Clear Pet Waste Mass Media Campaign (Billboards)	Pet Owners	LSP contributed to the creation of the "Be Prepared. Always Bring a Bag" mass media campaign. Billboards were displayed in Beaufort County. Their success will be determined by weekly viewership.	Ongoing	Two billboards were hung last November and will remain up until the next media campaign.		346336



POC #4	Clemson Extension's Carolina Clear Pet Waste Mass Media Campaign (TV Commercial)	Pet Owners	The Lowcountry Stormwater Partners contributed to the creation of Clemson Extension's Carolina Clear's 2017 "Be a Scooper Hero" mass media campaign. Commercials were in Beaufort County to bring awareness to the issue of pet waste. Their success will be determined by viewership	Ongoing	These impressions were delivered to adults between 25-54.		110391
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Carolina Clear Website	General Public	The website's goal is to provide a clearing house of stormwater information and public participation opportunities. Its use will be tracked through site visits.	Ongoing			15469
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Carolina Clear Facebook	General Public	The goal of this page is to provide a forum for public participation, to increase awareness of storm water's effects on water quality and increase awareness of public participation opportunities. Its effectiveness will be tracked through likes.	Ongoing			56259

POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Carolina Clear YouTube	General Public	The channel's goal is to provide a clearing house of stormwater information. Its use will be tracked through site views.	Ongoing	This channel hosts 76+ videos that include television commercials, local channel community segments, how-to videos, street interviews, and more.		6400
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Lowcountry Stormwater Partners Website	General Public	The website's goal is to provide a clearing house of stormwater information and public participation opportunities. Its use will be tracked through site visits	Ongoing			227
POC #1, POC #2, POC #5, POC #4, POC #6, GSA	Clemson's Carolina Rain Garden Initiative Website	General Public	This website's goal is to educate South Carolinians about the use, design, and installation of rain gardens. Its use will be tracked through views.	Ongoing			4403
POC #1, POC #2, POC #5, POC #4, POC #6, GSA	Clemson's SC Stormwater Pond Website	General Public	This website's goal is to provide a clearing house of information regarding stormwater pond management, maintenance, and inspection. Its use will be tracked through views.	Ongoing			51560

POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Water Team Website	General Public	The website's goal is to provide a clearing house of stormwater information and public participation opportunities. Its use will be tracked through site visits	Ongoing			1475
POC #1, POC #4, POC #5, POC #6, GSA	Clemson's Master Pond Manager Course	Pond Managers	Participants in the course engage in self-paced lectures, discussion, and quizzes in the online classroom. Course success is tracked through participation and certification.	Ongoing	Participants cover topics such as pond design, inspection, and maintenance as well as others. 64 people took the course (which was offered twice).		64
POC #1, GSA	Post Construction Best Management Practice Inspector Course	Field Staff, Facilities, Maintenance, Technical Staff, Engineers, Developers	Post Construction BMP Inspector program provides online, and field-based training focused on inspection and maintenance of best management practices used for stormwater management. Students have the chance to discuss and view bioswales, dry detention basins, wet detention basins, and more. Its success will be measured in number of participants.	Ongoing	No courses were offered during this reporting period.		

<p>POC #5, POC #6, GSA</p>	<p>Making It Grow!</p>	<p>Residents</p>	<p>Its use will be tracked by views (number reported is the average number of persons per household applied to the projected number of households that viewed Making It Grow! during the 2018 calendar year. This number is conservative as it does not account for the SC Channel and only represents one episode's viewing).</p>	<p>Ongoing</p>	<p>SCETV and Clemson Extension's "Making It Grow" shares home and garden information for South Carolina residents; a water quality tip is included each week during the broadcast.</p>		<p>23376</p>
<p>POC #2, POC #5, GSA</p>	<p>Master Naturalist Program</p>	<p>Residents, Teachers, Field Staff, Technical Staff, Facilities, Maintenance</p>	<p>The SC Master Naturalist Program aims to create a statewide corps of volunteers providing education, outreach, and service dedicated to the beneficial management of natural resources.</p>	<p>Ongoing</p>	<p>The Lowcountry Institute holds the 12 session Master Naturalist courses four times a year. After receiving training, Master Naturalists may participate in many different types of volunteer activities.</p>		<p>92</p>

POC #2, POC #5, GSA	Master Naturalist Advanced Trainings	Residents, Teachers, Field Staff. Technical Staff, Facilities, Maintenance	<p>These trainings are offered on a variety of environmental topics for people who have already taken the Master Naturalist Course. The goal of these programs is to keep alumni engaged and learning the most updated information. Success is determined by the number of participants.</p>	Ongoing		1/28/19, 2/13/19, 3/22/19, 4/23/19, 5/5/19, 5/9/19, 6/14/19, 6/22/19, 7/19/19, 7/24/19, 9/10/19	165
POC #3, POC #4, POC #5, POC #2, GSA	Boys and Girls Club Program	Youth	<p>The goal of this program is to bring local youth outside and to have them participate in experiential learning about their local ecosystems and natural resources.</p>	Complete	The Outside Foundation organized this program four times.		48
POC #3	The Outside Foundation Cleanups	General Public	<p>The goal of these events is to engage and involve citizens in removing litter from their environment. Its effectiveness will be determined through number of volunteers and pounds of litter removed.</p>	Complete	The Outside Foundation hosted ten cleanups that removed 1000 pounds of trash from local watersheds.	2/24/19, 3/30/19, 4/7/19, 4/10/19, 4/27/19, 4/28/19, 5/18/19, 6/1/19, 7/6/19, 8/15/19	235

POC #6, POC #4, POC #5, POC #2, GSA	ORRBI Oyster Shell Bagging and Reef Restoration	General Public	The goal of this program is to educate the public about the beauty, utility, and health of Hilton Head Island's saltmarsh ecosystem.	Ongoing	The Outside Foundation hosted these events six times and restored one reef on Paige Island.	1/30/19, 3/26/19, 5/22/19, 6/29/19, 7/2/19, 7/30/19	166
GSA	Lowcountry Stormwater Partners Partner Facebook Pages	General Public	These pages are managed by partner organizations but will assist the Lowcountry Stormwater Partners in spreading information about public participation opportunities and other relevant information. Their effectiveness will be tracked through "Likes".	Ongoing			226681
POC #1, POC #2, POC #4, POC #5, POC #6, GSA	Providing HOA Stormwater Pond Binders	Residents	These binders serve to help pond owners maintain their stormwater ponds by providing information and materials pertaining to stormwater pond design, function, inspection, and maintenance.	Ongoing	These binders are available in hard copy at the Clemson Extension Office and online at the Clemson Stormwater Pond website.		

POC #6, GSA	Silt Fence and Beyond: Erosion and Sediment Control Best Practices		Silt Fence and Beyond: Erosion and Sediment Control Best Practices is a full day workshop for contractors, inspectors, and regulators who wish to learn more about saving time and money on job sites through proper selection, installation, and maintenance of construction BMPs. Topics covered include: Establishing vegetative cover, Hydro mulching, Erosion control blankets, Turf reinforcement mats, and more!	In Planning	Speakers were unavailable in 2019 due to personal issues		
POC #4, POC #5, GSA	Fats, Oils, and Grease Disposal Education Materials	General Public	Distribute educational materials relating to FOG to education partners and stakeholders. Their effectiveness will be determined through the amount distributed.	Ongoing	There are four stormwater displays that contain FOG materials: one at the Beaufort County Clemson Extension Office, one at the Town of Bluffton Watershed Management Division, one at the Town of Hilton Head Island town offices, and one at the Beaufort County Public Works building.		

POC #4	Septic System Awareness Campaign	Residents	The goal of this campaign will be to bring encourage homeowners to perform regular maintenance on their septic systems.	In Planning	Clemson Extension and Carolina Clear hired a graduate student to lead the effort in researching the most effective methods for septic education and outreach. She began interviewing stakeholders in 2019 and the report will be finalized in 2020.		
POC #4	Pet waste Station Installation	Pet Owners	Install one pet waste station per year.	Cancelled	This program will be rolled into the LSP BMP Giveaway program, set to launch in 2019.		
CM, GSA	Lowcountry Stormwater Partners 2018 Annual Report	General Public		Complete	The plan was written, submitted to DHEC, and made accessible to the public.	2/1/19	
POC #4	Distribution of Geese Signage	General Public		Ongoing			
POC #2, POC #4, POC #5, POC #6, GSA	Buffer Planting Designs	Pond Managers, Residents	Pre-designed stormwater pond and saltmarsh buffers will make the implementation of the BMP easier for area residents. Their effectiveness will be tracked by the amount used.	Ongoing	The Lowcountry Stormwater Partners use the SCDNR "Backyards Buffer" pamphlet, the Clemson Extension "Shorescape" factsheet, and the Clemson Extension "Rain Garden Manual" planting lists to assist owners create buffer designs.		



POC #1, POC #4, POC #5, POC #6, GSA	Distribution of BMP Signage	General Public	Signage will identify and describe stormwater BMP function and importance. It may be accompanied by articles and HOA news materials. At least one new BMP will be given a sign each year.	Ongoing			
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, FOG	Stormwater Educational Displays	General Public	These displays are a source of stormwater and better management practice information and consist of brochures, post cards, fact sheets, kiosks, etc.	Ongoing	There are currently six displays: one at Beaufort County Clemson Extension, one at Beaufort County Public Works, one at the Town of Hilton Head Island, one at the Town of Port Royal town hall, one at the Beaufort County Administration building, and one in the Town of Bluffton Watershed Management Division.		
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, FOG	Educational Stormwater Display at the Port Royal Farmer's Market	General Public	This display will be source of stormwater and better management practice information and consist of brochures, post cards, fact sheets, etc. This strategy's effectiveness will be determined by the amount of people reached.	Ongoing	Clemson Extension Agents and Master Gardener volunteers were present with stormwater outreach materials at 3 farmer's markets.		

<p>POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA, CM</p>	<p>2016-2018 Strategic Regional Stormwater Outreach Plan</p>	<p>General Public</p>	<p>This plan is a living document which details the framework and requirements of Lowcountry Stormwater Partners public education and involvement activities. It was evaluated by local MS4 partners.</p>	<p>Complete</p>	<p>The plan was written, submitted to DHEC, and made accessible to the public.</p>		
<p>GSA, CM</p>	<p>Lowcountry Stormwater Partners Branded Giveaways</p>	<p>General Public</p>	<p>Lowcountry Stormwater Partners branded materials will be used to attract the public to Lowcountry Stormwater Partners activities and their effectiveness will be tracked through the amount of merchandise taken.</p>	<p>Ongoing</p>	<p>The Lowcountry Stormwater Partners is worked with Identity Links to order 150 branded rain gauges, 1000 branded pens, 1000 branded fish-shaped sticky notes, and 250 insulated reusable bags. and other materials.</p>		<p>1000</p>
<p>POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA</p>	<p>SC Waterways Factsheets</p>	<p>General Public</p>	<p>These publications' goal is to teach citizens how to have a positive impact on local water quality through their own gardening and daily practice.</p>	<p>Ongoing</p>	<p>There are 36 factsheets available</p>		

POC #3, POC #5, GSA	Yard Waste Rack Card (replaced stormwater factsheet)	General Public	This information card covered information about how storm drains connect to local waterways, how stormwater runoff can negatively impact water quality, and how yard debris can clog storm drains which can lead to flooding and pollution.	Ongoing			
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Neighbors for Clean Water Program	General Public	This program will help residents reduce their stormwater footprint through residential BMP trainings.	Cancelled	The program was workshopped through several NOAA trainings and it was determined that it would perform poorly if conducted.		
POC #3, POC #5, GSA	South Carolina Adopt-A-Stream Citizen Monitoring	Residents	South Carolina Adopt-a-Stream (SC AAS) creates a network of watershed stewardship, engagement, and education through involvement. SC AAS volunteers can play an important role in monitoring and tracking water quality while sharing information about local water resources with their communities.	Ongoing	Marketing materials for this program are on display at the Clemson Extension Office. However, no volunteer groups can form until a saltwater monitoring program is created.		

POC #2, GSA	Town of Port Royal Town Meeting	Elected/appointed officials and high-level staff		Complete	At this meeting the Coastal Conservation League advocated for more stringent river buffers.	01/23/2019	25
POC #2, GSA	Town of Port Royal Town Meeting	Residents		Complete	The Coastal Conservation League met with Port Royal residents regarding river buffers	02/01/2019	6
POC #2, GSA	Mossy Oaks Stormwater Task Force Meeting	Residents, elected/appointed officials, high level staff, technical staff, engineers, developers	The Mossy Oaks Task Force is a partnership between the City of Beaufort, Coastal Conservation League, Town of Port Royal, SCDOT, Beaufort County, and private citizens. Its goal is to drive, with citizen input, a plan to address frequent flooding and drainage areas in the neighborhood.	Complete		02/27/2019	30

POC #2, GSA	Mossy Oaks Stormwater Task Force Meeting	Elected /appointed officials, high level staff	The Mossy Oaks Task Force is a partnership between the City of Beaufort, Coastal Conservation League, Town of Port Royal, SCDOT, Beaufort County, and private citizens. Its goal is to drive, with citizen input, a plan to address frequent flooding and drainage areas in the neighborhood.	Complete		04/23/2019	1
POC #2, GSA	Mossy Oaks Stormwater Task Force Meeting	Residents, elected/appointed officials, high level staff	The Mossy Oaks Task Force is a partnership between the City of Beaufort, Coastal Conservation League, Town of Port Royal, SCDOT, Beaufort County, and private citizens. Its goal is to drive, with citizen input, a plan to address frequent flooding and drainage areas in the neighborhood.	Complete		04/29/2019	25

POC #2, GSA	Mossy Oaks Stormwater Task Force Meeting	Elected/appointed officials, high level staff	The Mossy Oaks Task Force is a partnership between the City of Beaufort, Coastal Conservation League, Town of Port Royal, SCDOT, Beaufort County, and private citizens. Its goal is to drive, with citizen input, a plan to address frequent flooding and drainage areas in the neighborhood.	Complete		07/10/2019	25
<b>Total Number of Impacts</b>							<b>1,201,783</b>

### C. Control Measure Evaluation (5.3)

#### 1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule:

The Lowcountry Stormwater Partners successfully implemented MCM#1 in the Hilton Head Urbanized Area for several reasons. The first of which is meeting the timeline for focusing on POC #2 and POC #3. According to the strategic plan, 2017 focused on POC #1 and POC #6, 2018 focused on POC #4 and POC #5, and 2019 would focus POC #3 and POC #2. The Lowcountry Stormwater Partners successfully addressed POC #3 through 15 litter cleanups, which is an increase of 36% from the last reporting year. These clean ups engaged 1,106 volunteers who picked up over 20,583 pounds of litter. This is on top of the Adopt-A-Highway program which increased its membership from 100 groups to 110 groups that engaged 2,380 volunteers and removed 67,500 pounds of litter. This means that the Lowcountry Stormwater Partners successfully engaged 3,486 citizens in removing 88,083 pounds of litter in total. The Lowcountry Stormwater Partners also successfully addressed POC #2 through events like the installing BMPs at the Town of Bluffton’s Town Hall, the Cultivating a Carolina Yard’s workshop, and “The Importance of Buffers” training. The second reason why the consortium successfully implemented MCM #1 in the Hilton Head Urbanized Area was that the Lowcountry Stormwater Partners also kept up with the implementation schedule according to the 2016-2018 Lowcountry Stormwater Partners Strategic Regional Stormwater Outreach Plan and created several successful educational programs.

One example of a successful Lowcountry Stormwater Partners program was the launching of the 4-H2O youth camp in Beaufort County. 4-H2O is a youth education program that has been held annually across the state for more than 12 years. It is a water-based science camp that runs in more than 15 counties across South Carolina, allowing students an opportunity to learn and experience this state’s water resources first-hand. 4-H2O is a hands-on science inquiry program that provides children and adults with knowledge about their local water resources and teaches them the field, analytical and critical thinking skills they need to intelligently participate in making decisions that affect the quality of these aquatic systems. Most of all, the youth have a fun and enriching experience on South Carolina's scenic

waterways! The Lowcountry Stormwater Partners partnered with the Beaufort County 4-H agent to offer this program on 6/25/19, 7/2/19, and 7/9/19. The first session took place in the Town of Port Royal and covered basic watershed concepts, vocabulary, and culminated in a hands-on tour of the sands beach. The second session took place in the Town of Bluffton and covered water quality testing and culminated in an afternoon boat ride with May River Excursions to introduce students to local wildlife. The third session took place on Hunting Island and covered food webs, biodiversity, and culminated in a guided tour of the nature center where students could touch and interact with education animals. This program had 12 participants and 100% of participants stated they would try to protect their local watershed using what they learned at camp.

Another successful Lowcountry Stormwater Partners' program was the "Healthy Ponds, Healthy Communities" workshop. This workshop was held on 10/1/19 at Indigo Hall at the Indigo Run Plantation from 1:30pm until 3:00pm. This workshop was organized as a response to the over 200% increase of pond consultations requests received after the 2016 Beaufort Area Stormwater Pond Conference. The communities that benefited from these consultations usually reach out the Lowcountry Stormwater Partners for help educating their community, and while the "Cultivating a Carolina Yard" is more popular, several communities requested this type of workshop as well. The "Healthy Ponds, Healthy Communities" consists of two parts. The first part is an interactive presentation about stormwater pond function, design, common issues, and methods to manage those common issues. The next part is a detailed explanation of how the host community's pond system functions and a hands-on guided tour of the community's ponds to see the good, bad, and ugly management practices currently in place. When this workshop was held, 15 people attended. Of the 15 that attended, three individuals followed up with Clemson Extension for further help with their ponds.

The "Cultivating a Carolina Yard" workshop is another example of a successful Lowcountry Stormwater Partners education program. This program is designed to give a basic overview of Clemson Extension's Carolina Yards program, which teaches homeowners how using simple and effective gardening methods can create a low maintenance yard that works with nature, rather than against it. This workshop uses a combination of PowerPoint, lecture, conversation, and hands-on field activities to convey this information and to encourage participants to enroll in the Carolina Yards course. To produce this workshop, the Lowcountry Stormwater Partners work with local communities who provides the space and course materials. This year, the Lowcountry Stormwater Partners partnered with the Lowcountry Master Gardeners' Association and the Indigo Run Plantation. The workshop at the Lowcountry Master Gardener's Association took place on 5/11/19 and had 27 participants, while the workshops at Indigo Run Plantation took place on 9/11/19, 9/18/19, and 9/24/19 and had 20, 15, and 9 participants respectively. Evaluations were only given out at Indigo Run Plantation due to time constraints, but all participants responded. 100% reported knowledge gain, 100% found the workshop "very useful", and 100% reported that it met their needs.

A final example of a successful Lowcountry Stormwater Partners' program was the school visits for the "That's MY Truck" coloring contest. The contest was held between 11/12/18 and 11/28/18 between all grade K-5 students in Beaufort County, but the in-person visits did not take place until 12/17/19 and were therefore not counted in last year's report. This contest was organized by Lowcountry Stormwater Partners, Beaufort County, the Town of Bluffton, and the Beaufort County Soil and Water Conservation District. These partners created the contest to engage the youth of Beaufort County directly with their stormwater programs. The purchase of new street sweepers and vacuum trucks became the impetus for this contest. The students learned through a YouTube video that storm drains keep us and our environment safe. They also learned that not everyone knew that only rain should go down the drain, and that any pollution that went down the drain would lead to the local rivers. The video explained to the students that that fact was why local governments have street sweepers and vacuum trucks that keep pollution from entering our waterways. The students then learned that these trucks needed names, and that they could enter the "That's My Truck" coloring contest to name the trucks. The three grand-prize winners received the right to name a truck, a visit by the trucks to their school, their art printed on the truck, and a gift bag! The six runner-up winners received a gift bag. 427 students entered the competition. All eligible grades were represented, public schools in every municipality participated, and several private/homeschool groups joined in as well. The winners were announced on 12/7/18 and the trucks visited the winners' schools (May River Montessori, Port Royal Elementary, and Mossy Oaks Elementary) with their new names

and art on 12/17/18. These visits began at 8:30am and concluded at 1:00pm with every student in all three schools having the opportunity to see the trucks, sit in their cabs, honk their horns, and see a demonstration of how the trucks work to keep storm drains clear. There were 100 students at May River Montessori, 150 students at Mossy Oaks Elementary, and 200 students at Port Royal Elementary.

The Lowcountry Stormwater Partners credits the success of these programs to the creation and direction of the 2016-2018 Lowcountry Stormwater Partners Strategic Regional Stormwater Outreach plan and the consortium's commitment to partnership. In fact, the Lowcountry Stormwater Partners cultivated a new partnership with the Osher Life Long Learning Institute that's run through the University of South Carolina. The Clemson Extension Water Resources Agent was tapped to give the Cultivating a Carolina Yard workshop five times throughout the upcoming fall and winter for their students. However, the Lowcountry Stormwater Partners have not settled for the progress that has already been made. Our Septic System Awareness campaign started by hiring a Master's-level graduate student, Kecil Johns, from the University of Michigan to conduct a literature review on successful, behavior-change focused septic programs and craft a campaign around septic maintenance. Other upcoming programming includes a live interview on SCETV's Making It Grow! Program on 10/29/19, the 2019 Beaufort Area Stormwater Pond Conference on 11/14/19, the Lowcountry Stormwater Partners meeting and the 2019-2023 Lowcountry Stormwater Partner Strategic Outreach Plan release on 11/19/19, a keynote speaker slot at the Annual Lowcountry Master Gardener meeting on 11/21/19, and a Cultivating a Carolina Yards course through the OLLI program in Bluffton and Hilton Head Island throughout the month of February.

## **2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives:**

The Lowcountry Stormwater Partners reached its improvements goals outlined in the 2018 annual report, which were expanding its outreach efforts as well as directly engaging with specific target audiences. Despite a ten-month reporting period instead of a twelve-month reporting period, our reportable numbers are close, equivalent, or in some cases even greater than last year's numbers. In 2018, with a full twelve-month reporting time frame, the Lowcountry Stormwater Partners held 188 programs that generated 1,167,533 impacts. This was an average of 15 programs and 97,294 impacts a month. Within the ten-month reporting period for 2019, the Lowcountry Stormwater Partners held 174 programs that generated 1,201,783 impacts. This is an average of 17 programs and 120,178 impacts a month. Therefore, while the total number of programs was less than last year, the average number of programs and impacts per month increased. The average number of programs increased by 13% per month and the number of impacts increased 23% per month. Our total number of impacts in the ten-month 2019 reporting period also increased by 2.93% from the twelve-month 2018 reporting period.

The Lowcountry Stormwater Partners are also reaching its improvement goals by creating the 2019-2023 Lowcountry Stormwater Partners Strategic Regional Outreach Plan. This plan will be finalized in November 2019 at the final Lowcountry Stormwater Partner's consortium meeting on 11/19/19. The plan was created through two digital stakeholder surveys, two stakeholder meetings, and two drafts with comment periods. This plan used data from the 2019 Carolina Clear Local Perceptions Survey and other sources, which meets our goal of greater needs assessments outlined in the 2018 Lowcountry Stormwater Partners Annual report. It also details evaluation mechanisms which covers the goal of greater evaluation metrics in the 2018 Lowcountry Stormwater Partners Annual Report.

However, the Lowcountry Stormwater Partners could make their programs even more effective by focusing on more direct engagement. A large portion of our programming comes from indirect means such as Facebook, commercials, and web-based information. For the following year, we are going to be focusing on increasing the numbers of direct engagement opportunities such as workshops and presentations. These programs will be outlined in the 2019-2023 Lowcountry Stormwater Partner Strategic Outreach Plan.



### III. Minimum Control Measures (MCM)

#### D. Minimum Control Measure 2: Public Involvement/Participation (4.2.2, 5.3)

Use the table below to summarize public involvement opportunities, goals, and progress for the current reporting year. In the “activities conducted and planned” section, focus on activities that were conducted in the last reporting year and those that are planned for the upcoming reporting year, providing implementation dates. Add rows where needed and attach additional sheets if necessary.

In the “Pollutant of Concern” column in the following tables, the following abbreviations are used:

Abbreviation	Pollutant of Concern
POC #1	Post-construction maintenance
POC #2	Freshwater (runoff volume)
POC #3	Litter
POC #4	Bacteria
POC #5	Nutrients
POC #6	Sediment
GSA	General Stormwater Awareness
CM	Consortium Management
FOG	Fats, Oils, and Grease
IDDE	Illicit Discharge Detection and Elimination

Please see the attached “2016-2018 Strategic Regional Stormwater Outreach Plan” for a complete list of all activities planned for the upcoming year. Below are last year’s accomplishments as well as the activities that are furthest along in their planning stages.							
Pollutant of Concern	Outreach Strategy	Target Audience	Measurable Goal(s)	Progress on Goal(s)	Activities Conducted and Planned	Specific Implementation Date(s)	Number of People Reached
GSA	4-H2O camp	Youth	4-H2O camp is a youth development day camping program to educate youth on water quality through hands-on experiences.	Complete	This program was a partnership between the LSP and 4-H. During camp, students learned about watershed, water quality, and ecology.	6/25/18, 7/2/19, 7/9/19	13
POC #3, POC #4, POC #5, POC #2, GSA	Kids in Kayaks program	Youth	The goal of this program is to bring youth outside and to have them participate in experiential learning about their local ecosystems and natural resources.	Complete	This program was offered 8 times by the Outside Foundation this year to schools in the Town of Bluffton and the Town of Hilton Head Island.	4/26/19, 4/29/19, 4/30/19, 5/1/19, 5/2/19, 5/3/19, 5/6/19, 5/16/19	350

POC #5	Storm water meeting with Sea Pines	Field staff, maintenance, facilities, supervisory staff, administration, stormwater managers residents	The goal of this meeting was to discuss nutrient issues and pilot project to address using no mow zones along waterbodies with homeowners adjacent to water.	Complete	The Town of Hilton Head Island met with residents of Sea Pines.	5/15/19	20
POC #5	Meeting in field with Indigo Run PUD	Supervisory staff, administration, stormwater managers, stormwater pond managers, residents	The goal of this meeting was to observe algae bloom and discuss control options with homeowners adjacent to water.	Complete	The Town of Hilton Head Island met with PUD maintenance.	7/3/19	50
POC #2, POC #3, POC #5, GSA, Pesticides	The Town of Hilton Head Island Facebook	Residents, teachers, elected/appointed officials, high level staff, supervisory staff, administration, stormwater managers	The Town of Hilton Head Island government's Facebook page posted stormwater educational material such as native plants and their benefits, native species, tree benefits, Septic Smart Week, litter, etc. Effectiveness was calculated via the amount of "Likes"	Ongoing	35 posts were created during this reporting cycle.		15000

<p>POC #2, POC #3, POC #4, POC #5, GSA</p>	<p>Keep Broad Creek Clean Festival</p>	<p>Residents, youth, teachers, higher education students, pet owners</p>	<p>This festival and litter pick-up engaged residents and visitors with Broad Creek, the current issues it faces, and what can be done to protect it.</p>	<p>Complete</p>	<p>This festival was organized by The Outside Foundation and supported by the Town of Hilton Head Island, Beaufort County, the Lowcountry Stormwater Partners, the Port Royal Sound Foundation, and the Beaufort County Soil and Water Conservation District with water-quality based educational booths.</p>	<p>8/15/19</p>	<p>500</p>
<p>POC #2, POC #6, GSA</p>	<p>The Secret Lives of Trees</p>	<p>Residents</p>	<p>This presentation covered the environmental and social benefits of select trees species on a global basis and included an extensive Q &amp; A.</p>	<p>Complete</p>	<p>The Town of Hilton Head Island gave this presentation to island residents.</p>	<p>1/14/19</p>	<p>60</p>
<p>POC #2, POC #5, POC #6, GSA, Pesticides, Temperature</p>	<p>The Benefits of Native Plants</p>	<p>Residents</p>	<p>This presentation included the water quality, biodiversity, aesthetic benefits of native plants and included extensive Q &amp; A session.</p>	<p>Complete</p>	<p>The Town of Hilton Head Island gave this presentation to the Sun City Avant Gardeners.</p>	<p>2/11/19</p>	<p>200</p>

POC #2, POC# 3, GSA, Temperature	Kiwanis Summer Camp	Youth, teachers	The goal of this program was to teach students about environmental conditions, water quality and the organisms that live there.	Complete	The Town of Hilton Head Island led developmentally delayed students in a field trip observing salt marsh and talking about environmental conditions, water quality and the organisms that live there.	7/16/19	20
POC #2, GSA	Career Fair	Youth	To describe how individual actions affect water quality & how to become involved as a career.	Complete	The Town of Bluffton presented to the Boys and Girls Club of Bluffton on water quality monitoring efforts and potential career paths.	3/21/19	100
POC #3	Earth Day County-wide Litter Pickup	Elected/appointed officials, high level staff, technical staff, engineers, developers, field staff, maintenance, facilities	The goal of this event was to engage staff in a hands-on experience to teach about the litter problem and its impact on our water.	Complete	87 volunteers from Beaufort County and 100 volunteers from the Town of Bluffton gave 561 volunteer hours to pick up 14,340lbs of litter.	4/22/19	187

POC #3	The Town of Bluffton's May River Cleanup	General public	The goal of the Annual May River cleanup is to engage and involve citizens in removing litter from their environment and marking storm drain to prevent further litter and stormwater pollution. Its effectiveness will be determined through number of volunteers and pounds of litter removed.	Complete	The Town of Bluffton partnered with Keep Beaufort County Beautiful, Palmetto Pride, Port Royal Sound Foundation, Beaufort County Stormwater, i2 Recycle, The Outside Foundation, the Coastal Conservation League, and the Lowcountry Stormwater Partners to host the 19th Annual May River Cleanup. At this event, 342 volunteers picked up 3210 pounds of litter in/around the May River.	4/27/19	342
GSA	Bluffton Safety Day	General public	Bluffton Safety Day invites the public to come out and have any boat or waterway question answered by the experts.	Complete	The U.S. Coast Guard, Department of Natural Resources, Bluffton PD, Beaufort County Sheriff's Office and the Bluffton Fire Department were on hand with boats for the kids to climb on. The U.S. Coast Guard had a water rescue simulation in middle of the May River	5/18/19	200

POC #2, GSA	Homebuilder's Association luncheon	Contractors	The Town of Bluffton sought to educate contractors on general stormwater compliance (sediment & erosion control) information during construction.	Complete	Provided overview of local requirements.	6/19/19	150
POC #2, GSA	Job Fair	Residents, Technical staff, engineers, developers	The Town of Bluffton presented on the Watershed Management Division's water quality monitoring and restoration efforts at the Rotary Community Center in Bluffton to recruit qualified staff for vacant positions.	Complete	Town staff discussed with candidates the role they might play in ensuring water quality locally through plan reviews, inspections, and enforcement.	8/9/19	150
POC #2, POC #3, POC #6, GSA	Quarterly contractor's meeting	Technical staff, engineers, developers, contractors	The goal of this meeting was to keep contractors and subcontractors aware of policy changes regarding the CGP.	Complete	The Town of Bluffton gave updates on the SCDHEC Construction General Permit at the Bluffton Rotary Center.	8/28/19	28

GSA	Summary of the Town of Bluffton's May River Watershed Action Plan Advisory Committee (WAPAC) Meetings	Elected/Appointed Officials	The seven (7) member May River Watershed Action Plan Implementation Committee is tasked with assisting and advising Town Council by offering guidance and recommendations to implement the opportunities and strategies outlined in the May River Watershed Action Plan.	Complete	WAPAC meetings are held the fourth Tuesday every month, except Nov. and Dec. Meetings are held at 10:00 a.m. at Town Hall, unless otherwise posted. At each meeting the Committee hears from senior Town staff and residents to discuss the latest findings within the May River watershed as well as to coordinate the fulfillment of the plan.	1/24/19, 2/28/19, 3/28/19, 6/27/19, 8/29/19, 9/26/19	7
POC #3, GSA	Beach Sweep/River Sweep	Residents	The goal of the Annual Beach Sweep/River Sweep is to engage and involve citizens in removing litter from their environment and marking storm drain to prevent further litter and stormwater pollution. Its effectiveness will be determined through number of volunteers and pounds of litter removed.	Complete	The Town of Bluffton partnered with Keep Beaufort County Beautiful, Palmetto Pride, Port Royal Sound Foundation, Beaufort County Stormwater, the Town of Hilton Head Island, i2 Recycle, The Outside Foundation, the Coastal Conservation League, and the LSP to host the Beach Sweep/River Sweep. 288 volunteers picked up 1963 pounds of litter in/around the May River.	9/21/19	288

GSA, Temperature	May River Cleanup Participation Challenge Presentation	Youth	MC Riley Elementary grade levels compete to have most participants at May River Cleanup. The partners educated the students on the importance of picking up litter.	Complete	The Town of Bluffton alongside Beaufort County, Coastal Kingdom presented this program to MC Riley Elementary.	5/17/19	100
POC #3, GSA	Storm Drain Marking	General Public	Storm drain marking seeks to prevent litter and other stormwater pollution from entering waterways by serving as a visual reminder of how the storm sewers connect directly to waterways.	Complete	Two volunteers gave 5 volunteer hours to mark 28 storm drains.	04/27/19	2
POC #2, GSA	St. Helena Career Day	Residents, youth	This event's goal was to teach groups of kids about stormwater and how the County manages it with the help of our Infrastructure team. The program's success will be determined by the number of children reached.	Complete	St. Helena Elementary School hosted their annual career day. Beaufort County Stormwater presented to the student body how stormwater runoff can negatively impact water quality. They also presented how the County seeks to mitigate this with the help of the Infrastructure team and talked about possible local employment with said team.	4/12/2019	65



POC #1, POC #2, GSA	Ditch education - Telfair Neighborhood	Residents	Purpose of brochures was to inform homeowners of what not to put into ditches to ensure all water flows off their homesites and into designated BMP's.	Complete	Brochures were distributed throughout the neighborhood.	7/18/2019	300
POC #3	Green Steps Projects	Youth	This environmental education initiative encourages individual schools to take annual steps toward becoming more environmentally responsible.	Complete	The Beaufort County Soil and Water Conservation District provided support and guidance to Port Royal Elementary School as they tried to become a certified SC Green Steps School. Their projects focused around recycling, oyster shell recycling, and litter removal.	12/6/19	5
POC #3	Crystal Lake Clean Team	Residents		Complete	Litter pick-up	4/19/2019	4

POC #3	Green Steps Projects	Youth	This environmental education initiative encourages individual schools to take annual steps toward becoming more environmentally responsible.	Complete	The Beaufort County Soil and Water Conservation District provided support and guidance to Port Royal Elementary School as they tried to become a certified SC Green Steps School. Their projects focused on waste reduction.	05/01/19	245
GSA	"That's MY Truck" Contest School Visit	Youth	This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. Three grand-prize winners won the right to name Beaufort County's street sweeper, the Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school.	Complete	As part of the contest, the truck visited the winner at May River Montessori and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.	12/17/19	100

GSA	"That's MY Truck" Contest School Visit	Youth	<p>This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. Three grand-prize winners of the contest won the right to name Beaufort County's street sweeper, the Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school.</p>	Complete	<p>As part of the contest, the truck visited the winner at Mossy Oaks Elementary and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.</p>	12/17/19	150
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GSA	"That's MY Truck" Contest School Visit	Youth	<p>This coloring contest was held for K- 5 students across Beaufort County. Students learned that only rain should go down the storm drain by coloring pages of vacuum trucks and street sweepers. Three grand-prize winners of the contest won the right to name Beaufort County's street sweeper, the Town of Bluffton's street sweeper, or Beaufort County's vacuum truck, an art kit, their art printed on the truck, and a visit from the trucks to their school.</p>	Complete	As part of the contest, the truck visited the winner at Port Royal Elementary and all students were able to see the trucks in action, learn about stormwater, and sit in the trucks.	12/17/19	200
POC #2, GSA, POC #4, POC #5	"The Importance of Buffers" Training	Residents	<p>This training focused upon the importance of the saltmarsh, stormwater basics, and how buffers can protect the saltmarsh from stormwater runoff.</p>	Complete	<p>This presentation was given as part of a series of lectures organized by the Harbor Island naturalists for their community.</p>	2/7/19	16

POC #1, POC #5, POC #2, GSA	Pond Consultation with St. James Place	Pond Managers, Residents	The goal of these consultations is to help pond owners to determine issues with their stormwater ponds and to educate them on proper pond maintenance.	Complete	This community had many drainage issues stemming from poorly maintained ponds. I recommended that they work with an engineer to resolve their drainage issues, but brought up individual actions like conserving water, rain gardens and buffers to reduce erosion and flooding.	2/22/19	3
POC #1, POC #5, POC #2, GSA	Pond Consultation with the Boys and Girls Club in Bluffton	Pond Managers, Residents	The goal of these consultations is to help pond owners to determine issues with their stormwater ponds and to educate them on proper pond maintenance.	Complete	Provided a plant list of buffer plants that were suitable for their area.	2/28/19	1
GSA	Soft Shell Crab Fest	General Public		Complete	The Lowcountry Stormwater Partners, Beaufort County Soil and Water Conservation District, Coastal Conservation League, Port Royal Sound Foundation, and Lowcountry Master Gardeners' all had educational displays at this event.	4/20/19	1000

POC #3, GSA	Earth Day at the Port Royal Farmer's Market	General Public	This event's goal was to introduce residents to environmental organizations in Beaufort County and their work	Complete	The Beaufort County Soil and Water Conservation District, Coastal Conservation League, and Lowcountry Master Gardeners' all had educational displays at this event.	4/20/19	200
POC #2, POC #5, POC #4, POC #6, GSA	"Healthy Ponds, Healthy Communities" Workshop	Residents	This workshop's goal was to explain how stormwater ponds function, how to maintain them, and common issues they experience.	Complete	This workshop was given at the Indigo Run community in partnership with their staff. The workshop was two hours long and consisted of a PowerPoint presentation and a guided tour of the ponds.	10/1/19	15
GSA, POC #2, POC #3, POC #5, POC #4	Port Royal Sound Foundation Maritime Center's Field Trips Program	Youth	To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.	Ongoing	Through hands-on experiments and discovery, students not only see the amazing life of our local environment, but also experience it firsthand. Participants include in all grades from public, private and charter schools and homeschooled programs, as well as after-school and summer programs.	The PRSF hosted 50 field trips.	2400

<p>GSA, POC #2, POC #3, POC #5, POC #4</p>	<p>Port Royal Sound Foundation Maritime Center's Education Events</p>	<p>General Public</p>	<p>To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.</p>	<p>Ongoing</p>	<p>Special events that regularly take place at the Center with water-quality and related themes. Examples of these programs include:          Tuesday Talks (A classroom series led by area experts on a variety of topics), Eco Boat Excursions (A scientific expedition of the Port Royal Sound area via a classroom on a boat), Dolphin Research Cruises (An Eco-Boat tour meets dolphin research!), and Nautilus LIVE (Researchers aboard E/V Nautilus visit our classroom via LIVE streaming video)</p>	<p>The PRSF hosted 20 education events.</p>	<p>1480</p>
<p>GSA, POC #2, POC #3, POC #5, POC #4</p>	<p>Port Royal Sound Foundation Maritime Center's Story Time Program</p>	<p>Youth</p>	<p>To advance the awareness of Port Royal Sound and its contributions to the environmental, cultural and economic well-being of our area, the region and the Atlantic Ocean.</p>	<p>Ongoing</p>	<p>Special time and water-quality related activities for preschoolers and toddlers at 10 a.m. every Wednesday. No charge. No reservation needed.</p>	<p>The PRSF hosted 13 story time events.</p>	<p>450</p>

<p>POC #2, POC #5, POC #6</p>	<p>Lowcountry Master Gardener Educational Services</p>	<p>Residents, Higher Education, Students, Elected/Appointed Officials</p>	<p>The Master Gardener program was designed to use the services of trained volunteers who have horticultural knowledge and a willingness to share that knowledge with other county residents through Cooperative Extension.</p>	<p>Ongoing</p>	<p>The Master Gardeners in Beaufort County remain provide educational services such as: providing one-on-one service to the non-commercial horticultural clientele in the county, promoting increased environmental awareness through the prudent use of fertilizers, pesticides, etc., provide group learning and teaching activities for non-commercial clientele.</p>		<p>230437</p>
<p>POC #2, POC #5, POC #6</p>	<p>Lowcountry Master Gardener Educational Services for Youth</p>	<p>Youth</p>	<p>The Master Gardener program was designed to use the services of trained volunteers who have horticultural knowledge and a willingness to share that knowledge with other county residents through Cooperative Extension.</p>	<p>Ongoing</p>	<p>The Master Gardeners in Beaufort County remain provide educational services such as: providing one-on-one service to the non-commercial horticultural clientele in the county, promoting increased environmental awareness through the prudent use of fertilizers, pesticides, etc., provide group learning and teaching activities for non-commercial clientele.</p>		<p>2330</p>



<p>POC #1, POC #6, GSA</p>	<p>Certified Erosion Prevention and Sediment Control Inspector (CEPSCI)</p>	<p>Technical Staff, Engineers, Developers, Field Staff, Maintenance, Facilities, Contractors</p>	<p>The purpose of the CEPSCI Program is to educate field personnel on the proper installation, maintenance and inspection of erosion prevention and sediment control measures at construction sites to meet state and local regulations. Its success will be measured in number of participants.</p>	<p>Ongoing</p>			<p>1799</p>
<p>POC #1, GSA, POC #2</p>	<p>Certified Stormwater Plan Reviewer (CSPR)</p>	<p>Technical Staff, Engineers, Developers, Field Staff, Maintenance, Facilities, Contractors</p>	<p>The purpose of the CSPR Program is to educate personnel on the proper design and review of stormwater and sediment control plans for development sites to meet state and local regulations. Its success will be measured in number of participants.</p>	<p>Ongoing</p>			<p>66</p>

POC #3	Adopt-A-Highway Program	Residents	<p>The Adopt-A-Highway program's mission is to eradicate litter and promote beautification in South Carolina. It conducts litter pick-ups and measures effectiveness in number of volunteers, number of active volunteer groups, and pounds of litter removed.</p>	Ongoing	<p>There were 2380 volunteers who were part of 100 active volunteer groups who picked up 67,500 lbs. of trash.</p>		2380
POC #1, POC #5, BAD, POC #6, GSA, POC #2	Clemson Extension's Master Rain Gardener	Contractors, Technical Staff, Engineers, Developers, Commercial, Residents,	<p>The Master Rain Gardener (MRG) program will provide design standards and the knowledge-based skill set necessary to install rain gardens and rainwater harvesting systems on a residential scale.</p>	Ongoing	<p>The Master Rain Gardener program is a hybrid, multi-week curriculum allowing for self-paced online learning modules, hands-on field experience, and a two-track option to meet the needs of diverse audiences. Master Rain Gardener has been offered once in 2019 and had 42 participants from different cities and town in SC.</p>		42

POC #5, POC #6, POC #4, GSA	Clemson Extensions' Carolina Yards Program	Residents	Clemson Extension's Carolina Yards program works with residents to create healthy, watershed-friendly landscapes. The program's success will be measured in newly certified yards.	Ongoing	There is a total of 496 current certified Carolina Yards across the state, 23 of these yards are in Beaufort County. 73 new yards were added to the program this year.		73
POC #5, POC #6, POC #4, GSA	Clemson Extensions' Carolina Yards Facebook	Residents	The goal of this page is to provide a forum for public participation, to increase awareness of effective actions to help guide residents towards a low maintenance and environmentally friendly yard. Its effectiveness will be tracked through "Likes".	Ongoing			697
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Carolina Clear Facebook	General Public	The goal of this page is to provide a forum for public participation, to increase awareness of storm water's effects on water quality and increase awareness of public participation opportunities. Its effectiveness will be tracked through likes.	Ongoing			56259

POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Clemson Extension's Carolina Clear YouTube	General Public	The channel's goal is to provide a clearing house of stormwater information. Its use will be tracked through site views.	Ongoing	This channel hosts 76+ videos that include television commercials, local channel community segments, how-to videos, street interviews, and more.		6400
POC #1, POC #4, POC #5, POC #6, GSA	Clemson's Master Pond Manager Course	Pond Managers	Participants in the course engage in self-paced lectures, discussion, and quizzes in the online classroom. Course success is tracked through participation and certification.	Ongoing	Participants cover topics such as pond design, inspection, and maintenance as well as others. 64 people took the course (which was offered twice).		64
POC #1, GSA	Post Construction Best Management Practice Inspector Course	Field Staff, Facilities, Maintenance, Technical Staff, Engineers, Developers	Post Construction BMP Inspector program provides online, and field-based training focused on inspection and maintenance of best management practices used for stormwater management. Students have the chance to discuss and view bioswales, dry detention basins, wet detention basins, and more. Its success will be measured in number of participants.	Ongoing	This course was not offered during this reporting year.		

POC #2, POC #5, GSA	Master Naturalist Program	Residents, Teachers, Field Staff. Technical Staff, Facilities, Maintenance	The SC Master Naturalist Program aims to create a statewide corps of volunteers providing education, outreach, and service dedicated to the beneficial management of natural resources.	Ongoing	The Lowcountry Institute holds the 12 session Master Naturalist courses four times a year. After receiving training, Master Naturalists may participate in many different types of volunteer activities.		92
POC #2, POC #5, GSA	Master Naturalist Advanced Trainings	Residents, Teachers, Field Staff. Technical Staff, Facilities, Maintenance	These trainings are offered on a variety of environmental topics. The goal of these programs is to keep alumni engaged and learning the most updated information. Success is determined by the number of participants.	Ongoing		1/28/19, 2/13/19, 3/22/19, 4/23/19, 5/5/19, 5/9/19, 6/14/19, 6/22/19, 7/19/19, 7/24/19, 9/10/19	165
POC #3, POC #4, POC #5, POC #2, GSA	Boys and Girls Club Program	Youth	The goal of this program is to bring local youth outside and to have them participate in experiential learning about their local ecosystems and natural resources.	Complete	The Outside Foundation organized this program four times.		48

POC #3	The Outside Foundation Cleanups	General Public	<p>The goal of these events is to engage and involve citizens in removing litter from their environment. Its effectiveness will be determined through number of volunteers and pounds of litter removed.</p>	Complete	The Outside Foundation hosted ten cleanups that removed 1000 pounds of trash from local watersheds.	2/24/19, 3/30/19, 4/7/19, 4/10/19, 4/27/19, 4/28/19, 5/18/19, 6/1/19, 7/6/19, 8/15/19	235
POC #6, POC #4, POC #5, POC #2, GSA	ORRBI Oyster Shell Bagging and Reef Restoration	General Public	<p>The goal of this program is to educate the public about the beauty, utility, and health of Hilton Head Island's saltmarsh ecosystem.</p>	Ongoing	The Outside Foundation hosted these events six times and restored one reef on Paige Island.	1/30/19, 3/26/19, 5/22/19, 6/29/19, 7/2/19, 7/30/19	166
GSA	Lowcountry Stormwater Partners Partner Facebook Pages	General Public	<p>These pages are managed by partner organizations but will assist the Lowcountry Stormwater Partners in spreading information about public participation opportunities and other relevant information. Their effectiveness will be tracked through "Likes".</p>	Ongoing			226681

POC #3, POC #5, GSA	South Carolina Adopt-A-Stream Citizen Monitoring	Residents	<p>South Carolina Adopt-a-Stream (SC AAS) creates a network of watershed stewardship, engagement, and education through involvement. SC AAS volunteers can play an important role in monitoring and tracking water quality while sharing information about local water resources with their communities. Its effectiveness will be monitored by the number of trained volunteer groups.</p>	Ongoing	Marketing materials for this program are on display at the Clemson Extension Office. However, no volunteer groups can form until a saltwater monitoring program is created.		
POC #1, POC #2, POC #3, POC #4, POC #5, POC #6, GSA	Lowcountry Stormwater Partners Facebook	General Public	<p>The goal of this page is to provide a forum for public participation, to increase awareness of storm water's effects on water quality and increase awareness of public participation opportunities. Its effectiveness will be tracked through likes.</p>	Ongoing			254
<b>Total Number of Individuals Impacted</b>							<b>552,589</b>

## **E. Control Measure Evaluation (5.3)**

### **1. Evaluate the success of this MCM. Refer to goals implemented and achieved, and adherence to the implementation schedule:**

The Lowcountry Stormwater Partners successfully implemented MCM#2 in the Hilton Head Urbanized Area for several reasons. The most notable success was the 4-H2O youth camp in Beaufort County. 4-H2O is a youth education program that has been held annually across the state for more than 12 years. It is a water-based science camp that runs in more than 15 counties across South Carolina, allowing students an opportunity to learn and experience this state's water resources first-hand. 4-H2O is a hands-on science inquiry program that provides children and adults with knowledge about their local water resources and teaches them the field, analytical and critical thinking skills they need to intelligently participate in making decisions that affect the quality of these aquatic systems. Most of all, the youth have a fun and enriching experience on South Carolina's scenic waterways! The Lowcountry Stormwater Partners partnered with the Beaufort County 4-H agent to offer this program on 6/25/19, 7/2/19, and 7/9/19. The first session took place in the Town of Port Royal and covered basic watershed concepts, vocabulary, and culminated in a hands-on tour of the Sands Beach. The second session took place in the Town of Bluffton and covered water quality testing and culminated in an afternoon boat ride with May River Excursions to introduce students to local wildlife. The third session took place on Hunting Island and covered food webs, biodiversity, and culminated in a guided tour of the nature center where students could touch and interact with education animals. This program had 12 participants and 100% of participants stated they would try to protect their local watershed using what they learned at camp.

Another successful Lowcountry Stormwater Partners' program was the "Cultivating a Carolina Yard" workshop. This program is designed to give a basic overview of Clemson Extension's Carolina Yards program, which teaches homeowners how using simple and effective gardening methods can create a low maintenance yard that works with nature, rather than against it. This workshop uses a combination of PowerPoint, lecture, conversation, and hands-on field activities to convey this information and to encourage participants to enroll in Clemson Extension's Carolina Yards course. To produce this workshop, the Lowcountry Stormwater Partners work with local communities who provides the space and course materials. This year, the Lowcountry Stormwater Partners partnered with the Lowcountry Master Gardeners' Association and the Indigo Run Plantation. The workshop at the Lowcountry Master Gardener's Association took place on 5/11/19 and had 27 participants, while the workshops at Indigo Run Plantation took place on 9/11/19, 9/18/19, and 9/24/19 and had 20, 15, and 9 participants respectively. Evaluations were only given out at Indigo Run Plantation due to time constraints, but all participants responded. 100% reported knowledge gain, 100% found the workshop "very useful", and 100% reported that it met their needs. This program continues to be popular and even sparked a new partnership with the Osher Life Long Learning Institute (OLLI). The OLLI program has contracted the Lowcountry Stormwater Partners to conduct the program five more times before the end of February.

Another example of a successful Lowcountry Stormwater Partners' program were the school visits for the "That's MY Truck" coloring contest. The contest was held between 11/12/18 and 11/28/18 between all grade K-5 students in Beaufort County, but the in-person visits did not take place until 12/17/19 and were therefore not counted in last year's report. This contest was organized by Lowcountry Stormwater Partners, Beaufort County, the Town of Bluffton, and the Beaufort County Soil and Water Conservation District. These partners created the contest to engage the youth of Beaufort County directly with their stormwater programs. The purchase of new street sweepers and vacuum trucks became the impetus for this contest. The students learned through a YouTube video that storm drains keep us and our environment safe. They also learned that not everyone knew that only rain should go down the drain, and that any pollution that went down the drain would lead to the local rivers. The video explained to the students that that fact was why local governments have street sweepers and vacuum trucks that keep pollution from entering our waterways. The students then learned that these trucks needed names, and that they could enter the "That's My Truck" coloring contest to name the trucks. The three grand-prize winners received the right to name a truck, a visit by the trucks to their school, their art printed on the truck, and a gift bag! The six runner-up winners received a gift bag. 427



students entered the competition. All eligible grades were represented, public schools in every municipality participated, and several private/homeschool groups joined in as well. The winners were announced on 12/7/18 and the trucks visited the winners' schools (May River Montessori, Port Royal Elementary, and Mossy Oaks Elementary) with their new names and art on 12/17/18. These visits began at 8:30am and concluded at 1:00pm with every student in all three schools having the opportunity to see the trucks, sit in their cabs, honk their horns, and see a demonstration of how the trucks work to keep storm drains clear. There were 100 students at May River Montessori, 150 students at Mossy Oaks Elementary, and 200 students at Port Royal Elementary.

The Lowcountry Stormwater Partners furthered engaged the community in stormwater pollution prevention by partnering with the Town of Bluffton, Clemson Extension, Beaufort County, the Town of Hilton Head Island, Conservation District, Port Royal Sound Foundation, USC-B, DNR, Walmart, CornerPerk, Marshgrass Adventures, Outside Hilton Head, Beaufort County Solid Waste & Recycling, Keep Beaufort County Beautiful, Palmetto Pride, American Rivers, i2 Recycle, The Outside Foundation, and MC Riley Elementary to put on both the 19<sup>th</sup> Annual May River Cleanup and the Beach Sweep/River Sweep events. The 19<sup>th</sup> Annual May River Cleanup took place on 4/27/19. On that day, 342 volunteers picked up litter along 3 miles of the May River shoreline from 9:00am – 11:30am, for a total of 855 volunteer hours. The volunteers collected 3,210 lbs. of solid waste and marked five storm drains in Old Town Bluffton. Similarly, the Beach Sweep/River Sweep event took place on 9/21/19. On that day, 288 volunteers gave 720 volunteer hours to pick up 1,963 pounds of litter from the May River watershed. At both events, the Lowcountry Stormwater Partners provided enviroscape demonstrations for youth and informational handouts for adults.

Finally, the Lowcountry Stormwater Partners continued to make strides towards fulfilling MCM#2 by completing goals such as the upkeep of a consortium website, social media platforms, and regular e-newsletters. These platforms allow the public to seek out and engage with the Lowcountry Stormwater Partners from a computer or smart phone. Being present at partner and community events like local festivals (Keep Broad Creek Clean Festival Soft Shell Crab Festival, etc.), school career days, and the Port Royal Sound Foundation Maritime Center's 5<sup>th</sup> Birthday Celebration is also a great way to be present and available for the public. Events like these are especially useful as they allow for educational outreach at the same time, which can spark a conversation on how anyone can become involved in stormwater activities.

The Lowcountry Stormwater Partners credits the success of these programs to the creation and direction of the 2016-2018 Lowcountry Stormwater Partners Strategic Regional Stormwater Outreach plan and the consortium's commitment to partnership. However, the Lowcountry Stormwater Partners have not settled for the progress that has already been made. The Lowcountry Stormwater Partners are planning new and unique engagement opportunities in 2019. For example, the Lowcountry Stormwater Partners will give the "Cultivating a Carolina Yard" five more times before the end of February, the 2019 Beaufort Stormwater Pond Conference is scheduled for 11/14/19, and the Kids in Kayaks program will reach over 300 additional students this fall.

## **2. Provide an evaluation of where the program needs improvement and explain any actions that will be taken to achieve objectives:**

The Lowcountry Stormwater Partners continued to expand its outreach efforts as well as directly engage with specific target audiences, specifically youth. Despite a ten-month reporting period instead of a twelve-month reporting period, our reportable numbers are close, equivalent, or in some cases even greater than last year's numbers. In 2018, with a full twelve-month reporting time frame, the Lowcountry Stormwater Partners held 79 programs that generated 169,899 impacts. Within the ten-month reporting period for 2019, the Lowcountry Stormwater Partners held 58 programs that generated 552,589 impacts. This is an increase of 225% from last year. These events not only combined an educative aspect, but also skill building and partnership affirmation. The Lowcountry Stormwater Partners will continue these efforts as well as continue to update its social media platforms and website to keep citizens fully

engaged and involved. Finally, the Lowcountry Stormwater Partners is also continuing to work to become more of a presence at partner events and more recognizable and approachable in the public's eye.

However, one area of improvement that the Lowcountry Stormwater Partners can work on is increasing the amount of hands-on training for professionals in the area. That is why we are working on bringing the Master Rain Gardener program to Beaufort County as well as expanding the amount of LID training for contractors through partnerships with Clemson Extension, SC SeaGrant, and SC DNR. These training opportunities will be highlighted in the 2019-2023 Lowcountry Stormwater Partners Strategic Plan.

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX C:

ENFORCEMENT RESPONSE PLAN



The Town of Hilton Head Island,  
South Carolina  
Stormwater Enforcement Response Plan

*December 2016*

*Update July 2018*

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## INTRODUCTION

This Enforcement Response Plan (ERP) document was developed as a guidance manual for identifying specific violation types and defining the Town of Hilton Head Island's (Town) response to violations of the Stormwater Management Ordinance of Hilton Head Island, SC (Municipal Code Title 14, Chapter 1) or Hilton Head Island Land Management Ordinance (LMO). The goals of the Enforcement Response Plan are to:

- 1) Deter future noncompliance by the violator and other members of the regulated community,
- 2) Ensure that violators do not obtain economic benefit or advantage over competitors through noncompliance, and
- 3) Apply fair and consistent enforcement actions to the regulated community throughout the County.

Upon determination that a violation of any provisions of the Town Ordinance(s), the approved development permit or the approved Stormwater Pollution Prevention Plan has occurred, the Town may choose to assess and make a written demand for payment of a civil penalty. In addition to any applicable civil penalties:

- Any entity that negligently or intentionally violates any provision of the above shall be guilty of a misdemeanor and punished within the jurisdictional limits of the magistrate's court.
- If the Town has to perform corrective action due to continued non-compliance, then the costs incurred as a result of such action shall be reimbursed to the Town by the owner or operator.
- If the Town is fined and/or placed under a compliance schedule by the state or federal government for a violation(s) of its NPDES permit, and can identify the person(s) who caused such violation(s) to occur, then the Town may pass through the penalty and cost of compliance to that person(s).

This Enforcement Response Plan (ERP) document is for the use of Town of Hilton Head Island personnel. The Town reserves the right to change this document at any time, without prior notice, or to act at variance to this document. This document does not create any rights, implied or otherwise, to any third parties.

## ENFORCEMENT ACTION DEFINITIONS

### **Notice of Violation (NOV):**

A written notice which serves as a legal requirement to remove the violation(s) to the Town Ordinance(s), the approved development permit or the approved stormwater management plan. It should include the nature of the violation, proposed penalty, required corrective actions, time period for correcting the violation(s), and notification that a Stop Work Order may be issued or other permits may be suspended or revoked if there is continued non-compliance.

### **Stop Work Order:**

A Stop Work Order may allow or require correction of violations, but no other construction activities may occur. The Stop Work Order shall state that failure to comply may result in the suspension or revocation of any remaining permits issued for the site and/or civil penalties being issued.

### **Civil Penalty:**

In the case of failure to comply with the above orders, a Civil Penalty may be assessed up to \$1092.50 per violation. Each separate day of a violation constitutes a new and separate violation. In addition, a Civil Penalty may be issued when there are repeated, recurring violations at the same site or by the same party.

### **Criminal Penalty:**

In addition to any applicable civil penalties, any person who negligently, willfully, or intentionally violates any provision of the Stormwater Management Ordinance shall be guilty of a misdemeanor and punished within the jurisdictional limits of the magistrate's court. Each separate day of a violation constitutes a new and separate violation.

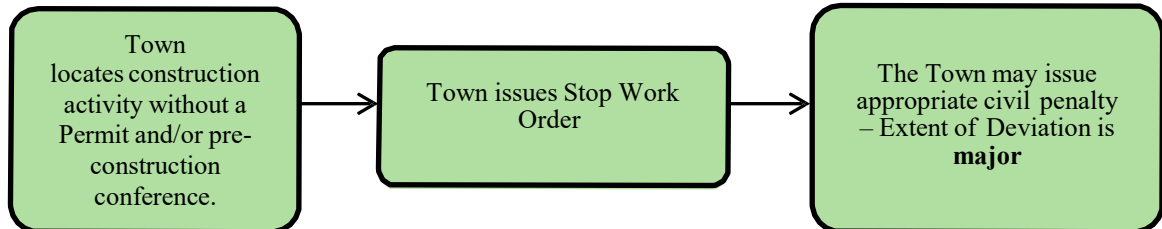
## VIOLATION CATEGORIES

### A. Construction/Permitting Violations

#### 1. Initiation of construction activity without a development Permit and/or pre-construction conference/inspection.

##### **Town of Hilton Head Island response:**

The Town of Hilton Head Island may issue a Stop Work Order (via the LMO Official) for all violations involving initiation of construction activity without a development permit and pre-construction conference.

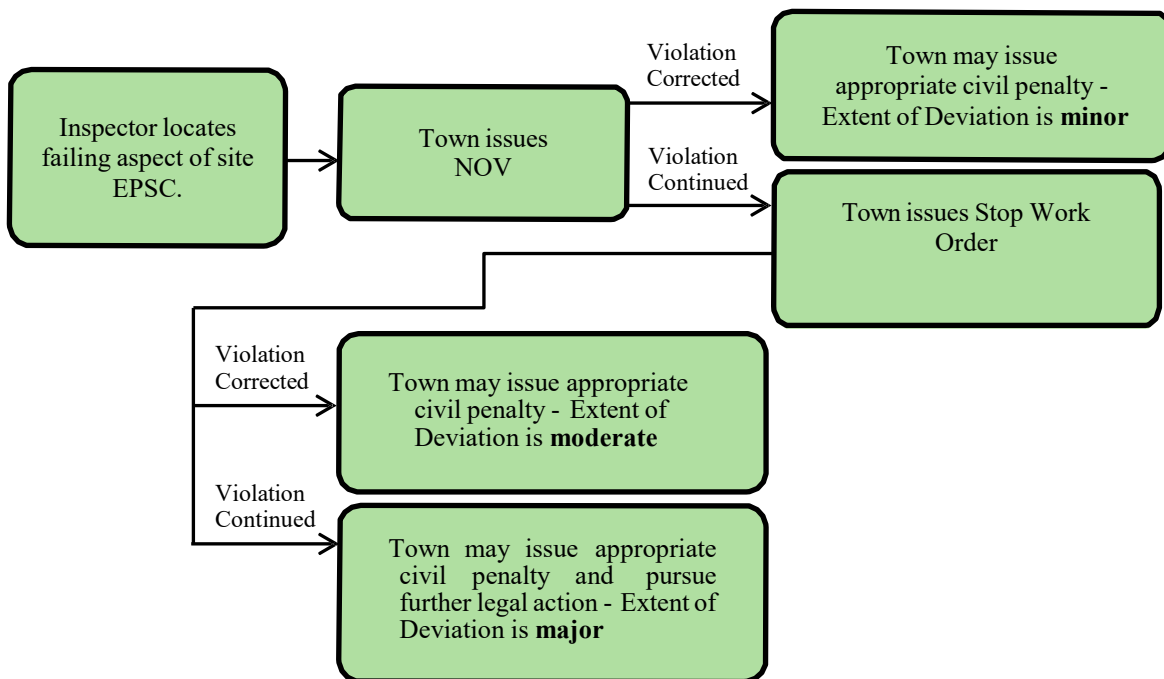




2. Failure to properly operate and/or maintain all BMPs, components, facilities, and equipment associated with site Erosion Prevention and Sediment Control (EPSC).

**Town of Hilton Head Island response:**

The Town may issue a Notice of Violation (NOV) if the construction operator fails to operate and maintain all aspects of site Erosion Prevention and Sediment Control. NOV's can be issued by site inspectors, the Stormwater Manager, the Town Engineer, or a Code Enforcement officer. The Town will conduct follow-up inspections to ensure corrective action is provided. A Stop Work Order may be issued by the LMO Official if corrective action is not provided.

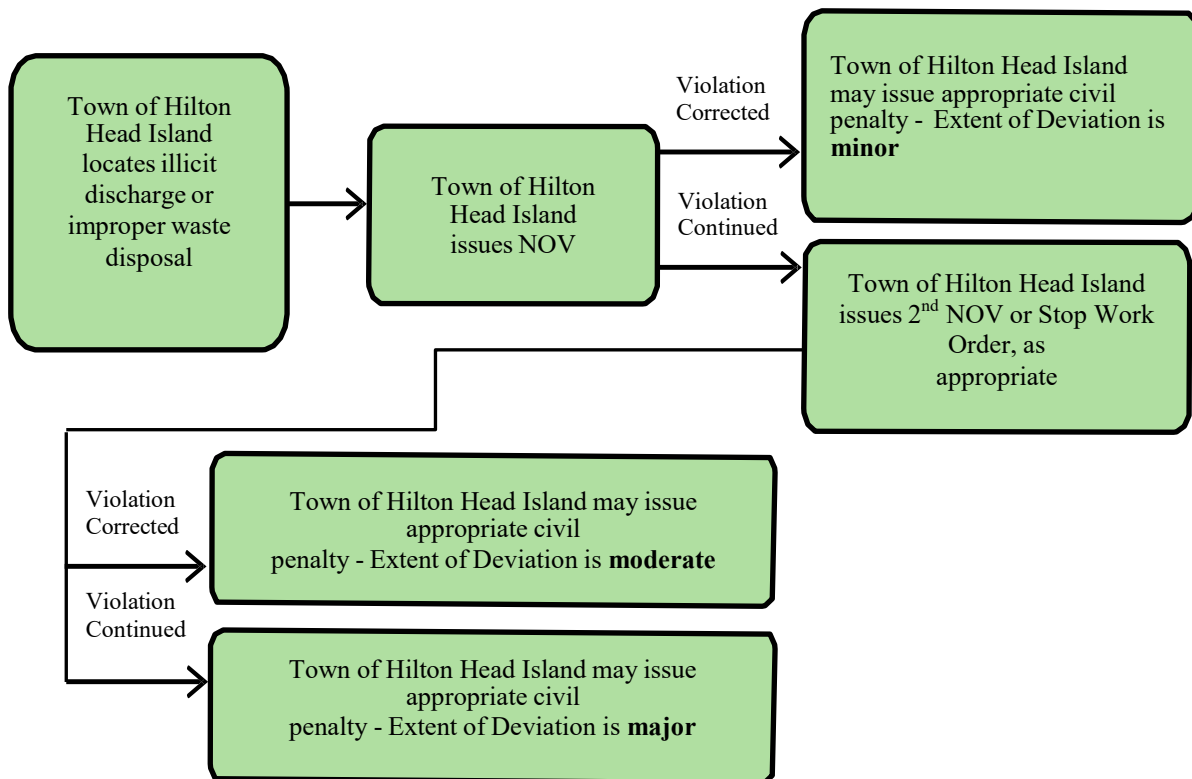


## **B. Illicit Discharge/ Illicit Connection/ Improper Waste Disposal**

### **Town of Hilton Head Island response:**

The Town must report immediately the occurrence of any dry weather flows believed to be an immediate threat to human health or the environment to SC DHEC Emergency Response, 1-888-481-0125. If the source of the suspected illicit discharge is found to be a suspected non-compliance with an NPDES permit, the appropriate SC DHEC Regional Office must be notified.

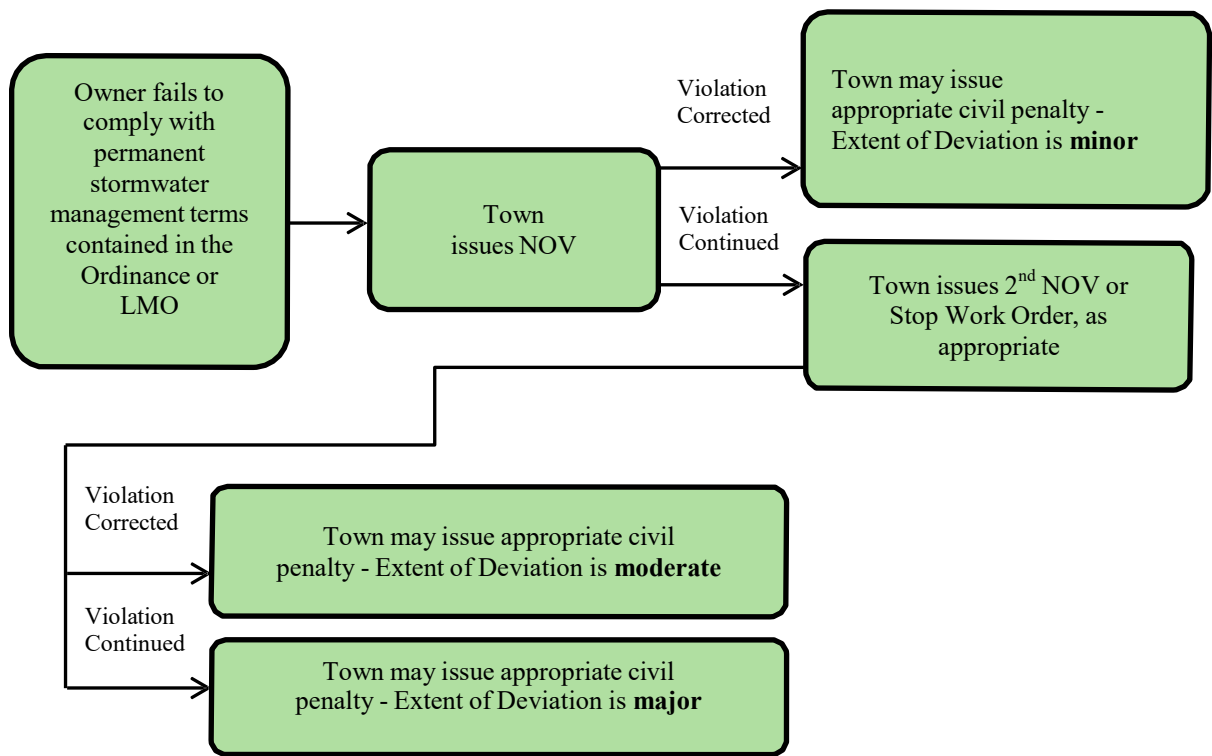
Once the source of the illicit discharge has been determined, the Town will notify the responsible party of the discharge as soon as practicable but not later than one (1) business day after that determination. This notification will be in the form of a written Notice of Violation (NOV). The Town will require the responsible party to conduct all necessary corrective actions to eliminate the non- stormwater discharge within a maximum of 30 days. If elimination takes longer than 30 days, the Town will require responsible parties to submit a plan with a schedule for elimination. If appropriate action has not been taken within 30 days, the Town will issue a second NOV or Stop Work Order, as appropriate. The Town will conduct a follow-up investigation to verify that the discharge has been eliminated upon being notified by responsible parties that the discharge has been eliminated.



### C. Failure to Comply with Permanent Stormwater Management Requirements

#### Town of Hilton Head Island response:

The Town may issue a Notice of Violation (NOV) if there is a violation of permanent stormwater management terms contained in the Stormwater Management Ordinance or LMO. For example, failure to perform required maintenance on a post-construction BMP. The Town will conduct follow-up inspections to ensure corrective action is provided.

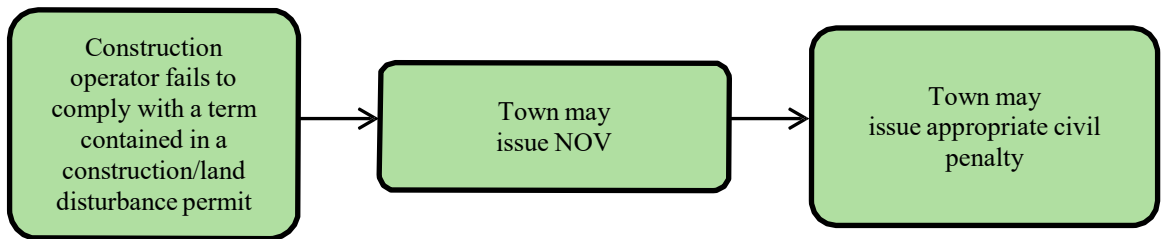


### **D. Failure to Comply with Permit**

Failure to comply with a requirement, condition, or term contained in a construction permit, site development, land disturbance, or grading permit.

#### **Town of Hilton Head Island response:**

The Town may issue Notice of Violation (NOV) upon initial discovery of violation. The Town will conduct follow-up inspections to ensure corrective action is provided.

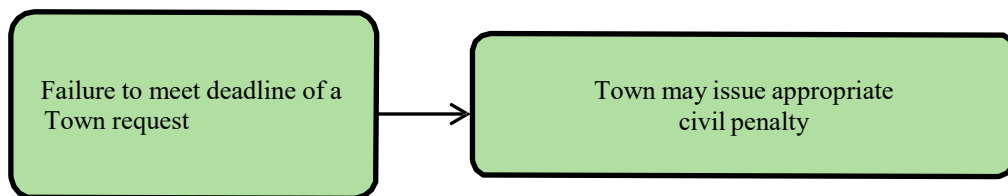


### **E. Failure to Comply with a Town Request**

Failure to comply with each requirement, term, or condition of a request made by the Town of Hilton Head Island.

#### **Town of Hilton Head Island response:**

The Town may issue civil penalties in instances involving failure to comply with a Town request within the allotted amount of time.



## PENALTY CALCULATION RATIONALE

The civil penalty calculation will include consideration of the following factors at the discretion of the Town of Hilton Head Island:

- 1) Degree of harm or potential for harm to the public health, safety, private property, or the environment.
- 2) Extent of Deviation\* from the requirements of the regulation, standard, or permit.
- 3) Frequency or duration of the violation.
- 4) Economic benefit as a result of noncompliance.
- 5) Cost of restoration of the environment or abatement of the environmental harm.
- 6) Past performance record or past history of noncompliance.
- 7) Degree of willfulness or negligence.

\*Extent of Deviation comes from flow charts for each violation category. When not specified, maximum penalty is to be determined by the Town of Hilton Head Island. Suggested civil penalties are as follow:

Extent of Deviation	Suggested Maximum Civil Penalty (per day)
Minor	\$500
Moderate	\$750
Major	\$1092.50

A civil penalty assessment rationale will be developed and outlined in writing for each enforcement action for which a civil penalty is assessed.

Penalties for long-lasting and/or continuing violations (such as, but not limited to, unauthorized discharges or poor operation and maintenance) and recovery of economic benefit may be assessed per occurrence, per day, per week, or per month.

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX D:

ILLICIT DISCHARGE DETECTION AND  
ELIMINATION DOCUMENTS



The Town of Hilton Head Island,  
South Carolina

Standard Operating Procedures for Use  
in Field Investigations for Illicit  
Discharges

December 2016

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# SECTION 1: INTRODUCTION

Understanding the nature of illicit discharges in urban watersheds is essential to find, fix, and prevent them. This document outlines the Town of Hilton Head Island’s initial plan for illicit discharge detection and elimination (IDDE) in compliance with NPDES requirements for Phase II MS4 communities. The Town’s NPDES permit requires it to develop an IDDE program that contains a set of standard investigative procedures for identifying the sources of illicit discharges or connections and for enforcing their removal. According to the NPDES permit, the IDDE program must, to the maximum extent practicable, increase knowledge of the Town’s stormwater collection system and pollutants of concern.

The remaining portion of this chapter provides the specific requirements from the NPDES Phase II permit and definitions. Chapter 2 provides a summary of the state of the City’s IDDE program and the various procedures. There are a few appendices which provide supplemental and detailed information for sampling procedures, GIS applications, reporting forms, and technical references.

## 1.1 Permit Requirements

In the regulation, EPA recommends that the plan to detect and address illicit discharges include procedures for:

- Locating priority areas likely to have illicit discharges (which may include visually screening outfalls during dry weather and conducting field tests of selected pollutants) (Section 2.2).
- Tracing the source of an illicit discharge (Section 3).
- Removing the source of the discharge (Section 2 and 3).
- Program evaluation and assessment.

The table below outlines the NPDES MS4 Phase II permit requirements.

Requirement Description
• Develop, implement and enforce a program to detect and eliminate illicit discharges.
• Develop a storm sewer system map showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls.
• Prohibit non-stormwater discharges into your storm sewer system.
• Develop a program to identify and address non-stormwater discharges that significantly contribute pollutants to the MS4, such as illegal dumping.
• Inform public employees, businesses, and the general public regarding the impacts associated with illegal discharges and the improper disposal of waste.

## 1.2 Important Terminology and Key Concepts

### Pollutants of Concern

The three illicit discharges most commonly found are as follows:

The ***pathogenic and toxic pollutants*** should be considered the most severe since contact or consumption of stormwater contaminated by these pollutants could cause illness and significant water treatment problems for downstream users. These pollutants may originate from:

- Sanitary, commercial, and industrial wastewater;
- Inappropriate household toxicant disposal;
- Automobile engine de-greasing; and
- Excessive use of chemicals (pesticides, herbicides, and fertilizers).

***Nuisance pollutants*** may contribute to aquatic life threatening conditions in the storm drainage system. These pollutants can cause excessive dissolved oxygen depletions, tastes, odors, and colors in downstream water supplies, algal blooms, offensive floatables, and noticeably turbid water. These pollutants may originate in residential areas from:

- Sanitary wastewaters;
- Laundry wastewaters;
- Lawn irrigation runoff;
- Automobile wash waters;
- Construction site dewatering; and
- Washing of concrete ready-mix trucks.

***Clean water*** discharged through a storm drainage system is commonly found during an outfall inventory. Clean water discharges can originate from the following:

- Natural springs in urban areas that have been piped to a nearby creek or stream;
- Infiltrating groundwater; and
- Infiltration from potable waterline leaks.

Pathogenic and nuisance pollutants should be prioritized in a manner that ensures prompt action in the source identification process as these types of pollutants have the most harmful effects to the environment. Any future outfall inventories or illicit tracking efforts should make use of the following illicit tracking procedures. Additional outfall inventory or illicit tracking projects, already in progress, can enter the procedural flowchart at anytime and work towards completion.

#### Allowable Discharges

Non-stormwater discharges (e.g. non-commercial or charity car washes, etc.) that discharge less than significant sources of pollutants to the MS4, due to either the nature of the discharges or because there are conditions the Town of Hilton Head Island has established for allowing these discharges to their MS4 (e.g., a charity car wash with appropriate controls on frequency, proximity to sensitive water bodies, BMPs on the wash water, etc.), are allowed. Significant contributors of pollutants to your MS4 are:

- water line flushing
- landscape irrigation
- diverted stream flows
- rising ground waters
- uncontaminated ground water infiltration (as defined at 40 CFR §35.2005(20))
- uncontaminated pumped ground water
- discharges from potable water sources
- foundation drains
- air conditioning condensation
- irrigation water
- springs
- water from crawl space pumps
- footing drains
- lawn watering
- individual residential car washing
- flows from riparian habitats and wetlands
- dechlorinated swimming pool discharges
- street wash water

Discharges or flows from firefighting activities are excluded from the effective prohibition against non-stormwater and need only be addressed where they are identified as significant sources of pollutants to waters of the State.

### Illicit Discharge

The term illicit discharge is defined in four parts.

1. Illicit discharges are defined as a storm drain that has measurable flow during dry weather containing pollutants and/or pathogens. A storm drain with measurable flow but containing no pollutants is simply considered a discharge.
2. Each illicit discharge has a unique frequency, composition and mode of entry in the storm drain system.
3. Illicit discharges are frequently caused when the sewage disposal system interacts with the storm drain system. A variety of monitoring techniques is used to locate and eliminate illegal sewage connections. These techniques trace sewage flows from the stream or outfall, and require going back up the pipes or conveyances to reach the problem connection.
4. Illicit discharges of other pollutants are produced from specific source areas and operations known as “generating sites.” Knowledge about these generating sites can be helpful to locate and prevent non-sewage illicit discharges. Depending on the regulatory status of specific “generating sites”, education, enforcement and other pollution prevention techniques may be the most appropriate way to manage this class of illicit discharges.

### MS4

The Town of Hilton Head Island’s MS4 includes all conveyances or system of conveyances (including roads with drainage systems, highways, right-of-way, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, storm drains, detention ponds, and other stormwater facilities) which inlets, transports, stores, or treats stormwater runoff and which is (a) owned or operated by the Town of Hilton Head Island; (b) designed or used for collecting or conveying stormwater; (c) not a combined sewer system; and (d) not part of a Publicly Owned Treatment Works (POTW).

### Source Identification

These are the office and field tasks used to track potential illicit discharges to the source, and determine if the discharge is in fact an illicit based on an analysis of samples taken.

### Discharge Frequency

The **frequency** of dry weather discharges in storm drains is important and can be classified as *continuous, intermittent or transitory*.

**Continuous** discharges occur most or all of the time, are usually easier to detect, and typically produce the greatest pollutant load.

**Intermittent** discharges occur over a shorter period of time (e.g., a few hours per day or a few days per year). Because they are infrequent, intermittent discharges are hard to detect, but can still represent a serious water quality problem, depending on their flow type.

**Transitory** discharges occur rarely, usually in response to a singular event such as an industrial spill, ruptured tank, sewer break, transport accident or illegal dumping episode. These discharges are extremely hard to detect with routine monitoring, but under the right conditions, can exert severe water quality problems on downstream receiving waters.

## Discharge Flow Types

Dry weather discharges are composed of one or more possible **flow types**:

- *Sewage and septage* flows are produced from sewer pipes and septic systems.
- *Washwater* flows are generated from a wide variety of activities and operations. Examples include discharges of gray water (laundry) from homes, commercial carwash wastewater, fleet washing, commercial laundry wastewater, and floor washing to shop drains.
- *Liquid wastes* refers to a wide variety of flows, such as oil, paint, and process water (radiator flushing water, plating bath wastewater, etc.) that enter the storm drain system.
- *Tap water* flows are derived from leaks and losses that occur during the distribution of drinking water in the water supply system. Tap water discharges in the storm drain system may be more prevalent in communities with high loss rates (i.e., greater than 15%) in their potable water distribution system. (source of 15% is from National Drinking Water Clearinghouse)
- *Landscape irrigation* flows occur when excess potable water used for residential or commercial irrigation ends up in the storm drain system.
- *Groundwater and spring water* flows occur when the local water table rises above the bottom elevation of the storm drain (known as the invert) and enters the storm drain either through cracks and joints, or where open channels or pipes associated with the MS4 may intercept seeps and springs.

Water quality testing is used to identify flow types found in storm drains. Testing can distinguish illicit flow types (sewage/septage, washwater and liquid wastes) from cleaner discharges (tap water, landscape irrigation and ground water). Each flow type has a distinct chemical fingerprint. The chemical fingerprint for each flow type can differ regionally, so it is a good idea to develop your own “fingerprint” library by sampling each local flow type.

## Mode of Entry

Illicit discharges are classified based on the owner of the system to which the potential illicit discharge drains and how the discharge enters the storm drain system. The **mode of entry** can either be **direct** or **indirect**.

**Direct entry** means that the discharge is directly connected to the storm drain pipe through a sewage pipe, shop drain, or other kind of pipe. Direct entry usually produces discharges that are continuous or intermittent. Direct entry usually occurs when two different kinds of “plumbing” are improperly connected. The three main situations where this occurs are:

1. Sewage cross-connections: A sewer pipe that is improperly connected to the storm drain system produces a continuous discharge of raw sewage to the pipe. Sewage cross-connections can occur in catchments where combined sewers or septic systems are converted to a separate sewer system, and a few pipes get “crossed.” Straight pipe: This term refers to relatively small diameter pipes that intentionally bypass the sanitary connection or septic drain fields, producing a direct discharge.
2. Industrial and commercial cross connections: These occur when a drain pipe is improperly connected to the storm drain system producing a discharge of wash water, process water or other inappropriate flows into the storm drain pipe. Older industrial areas tend to have a higher potential for illicit cross-connections.

**Indirect** entry means that flows generated outside the storm drain system enter through storm drain inlets or by infiltrating through the joints of the pipe. Generally, indirect modes of entry produce intermittent or transitory discharges, with the exception of groundwater seepage. The five main modes of indirect entry for discharges include:

1. Groundwater seepage into the storm drain pipe: Seepage frequently occurs in storm drains after long periods of above average rainfall. Seepage discharges can be either continuous or intermittent, depending on the depth of the water table and the season. Groundwater seepage usually consists of relatively clean water that is not an illicit discharge by itself, but can mask other illicit discharges. If storm drains are located close to sanitary sewers, groundwater seepage may intermingle with diluted sewage.
2. Spills that enter the storm drain system at an inlet: These transitory discharges occur when a spill travels across an impervious surface and enters a storm drain inlet. Spills can occur at many industrial, commercial and transport-related sites. A very common example is an oil or gas spill from an accident that then travels across the road and into the storm drain system.
3. Dumping a liquid into a storm drain inlet: This type of transitory discharge is created when liquid wastes such as oil, grease, paint, solvents, and various automotive fluids are dumped into the storm drain. Liquid dumping occurs intermittently at sites that improperly dispose of rinse water and wash water during maintenance and cleanup operations. A common example is cleaning deep fryers in the parking lot of fast food operations.
4. Outdoor washing activities that create flow to a storm drain inlet: Outdoor washing may or may not be an illicit discharge, depending on the nature of the generating site that produces the wash water. For example, hosing off individual sidewalks and driveways may not generate significant flows or pollutant loads. On the other hand, routine washing of fueling areas, outdoor storage areas, and parking lots (power washing), and construction equipment cleanouts may result in unacceptable pollutant loads.
5. Non-target irrigation from landscaping or lawns that reaches the storm drain system: Irrigation can produce intermittent discharges from over-watering or misdirected sprinklers that send tap water over impervious areas. In some instances, non-target irrigation can produce unacceptable loads of nutrients, organic matter or pesticides. The most common example is a discharge from commercial landscaping areas adjacent to parking lots connected to the storm drain system.

## SECTION 2: SUMMARY OF TOWN IDDE PROCEDURES

This section provides a summary of the Town's IDDE program. There are several major topics that will be discussed that provide a systematic approach to eliminating illicit discharges. These include notification to the Engineering/Stormwater Division of a potential illicit discharge, determination and notification of the owner of the system receiving the discharge, source identification of the discharge, and enforcement. Figure provides a flowchart summarizing the Town's IDDE program.

### 2.1 Report of Potential Illicit Discharges to the Engineering/Stormwater Division

The process begins through the identification of a potential illicit. Identification is expected to be achieved through outfall screening by Stormwater personnel, internal reporting from other Town personnel, external reporting/citizen complaints, or other watershed planning efforts by the field investigations of prioritized land uses.

#### 2.1.1 Outfall Screening

The Stormwater Department is expected to find some potential illicit discharges through system inventory efforts for the Town's MS4 Permit.

#### 2.1.2 Internal Reporting

The Stormwater Division also expects to find some potential illicit discharges through various Town Departments (e.g. Fire Rescue, Facilities Division crews, etc.).

#### 2.1.3 External Observation

Town citizens, visitors, and others are also expected to notify the Stormwater Division of some potential illicit discharges. Suspected illicit discharges can be reported to the Stormwater office at 843-341-4683.

#### 2.1.4 Watershed-Based Planning

Reserved.

### 2.2 Determination of Receiving System Owner

Once a potential illicit is made known to the Stormwater Division through one of the above referenced methods, field operations will commence to first determine the owner of the system receiving the potential illicit discharge. There are several potential owners.

If the receiving system owner is the Town, a Source Identification operation will begin to determine the source and if the discharge is truly illicit, as defined in this manual (see Section 2.3). Enforcement

procedures will be implemented if necessary, to include follow-up field visits.

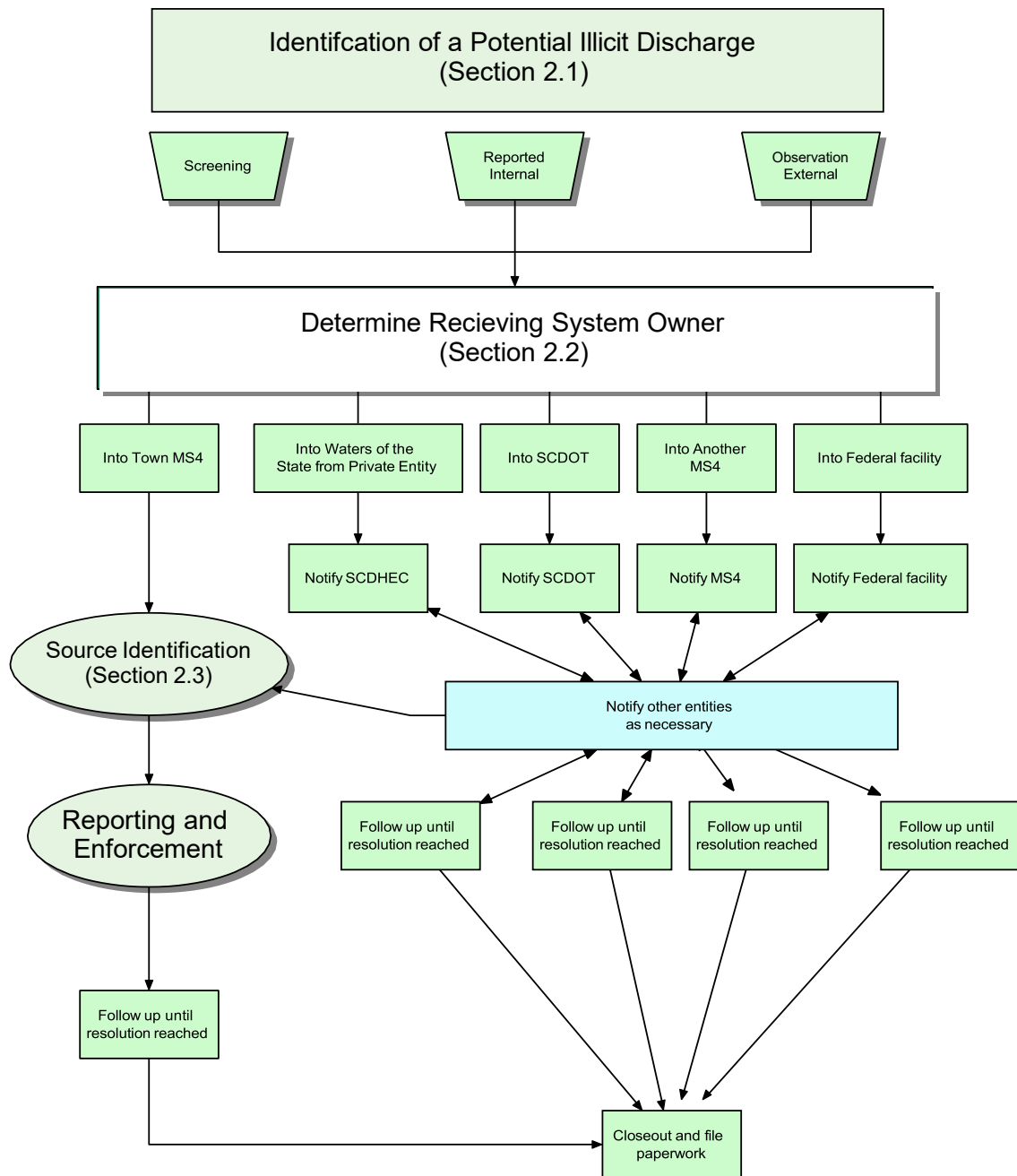
If the system receiving the identified potential illicit discharge is owned by another MS4 or a federal facility, that owner will be notified by letter of the discharge. The Town will implement follow-up procedures for the potential illicit discharge. See Section 2.2.1 below for more detail.

If the receiving system is a Water of the State, SCDHEC/OCRM will be notified by letter. See Section 2.2.1 below for more detail.



Given the topography of the Town and interconnectivity of the various drainage systems, the Town expects some illicit discharges to flow through multiple systems and therefore affect multiple owners. By first establishing the receiving system owner, the enforcement process can then begin, either by the Town, SCDHEC, or other MS4s. If a discharge is tracked by one of these parties, it is possible that eventually the responsibility for the discharge will fall back on the Town or yet another party. This may cause in some cases a roundabout approach, but is systematic and contributes to communication among the various MS4s.

**Figure 1: Flowchart of the Town of Hilton Head Island’s IDDE Program**



## **2.2.1 Notification to Other MS4s, SCDHEC, and Federal Facilities**

If the receiving system owner of the potential illicit discharge is not the Town of Hilton Head Island, then the Stormwater Division will notify the determined owner through a letter. The list below provides contact information for the potential entities. If the potential illicit discharge is a Water of the State, SCDHEC-EQC is to be contacted.

Template notification letters are provided in Appendix C.

### **2.2.1.1 MS4s**

**Beaufort County**  
120 Shanklin Road  
Beaufort, SC 29906  
(843) 255-2805  
Eric Larson

**SCDOT**  
P.O. Box 191  
Columbia, SC 29202  
(803) 737-6378  
Ray Vaughn

## **2.2.1.2 Discharges to Waters of the State**

### **SCDHEC- EQC**

2600 Bull Street  
Columbia, SC 29201  
(803) 896-8986

### **SCDHEC-EQC (Beaufort County Office)**

104 Parker Drive  
Beaufort, SC 29906  
(843) 846-9400

## **2.2.1.3 Follow-up Procedures**

The Stormwater Division will routinely follow-up on notifications sent to other entities. Follow-up procedures will include a periodic check of the potential IDDE location database to see which locations may need to be addressed, phone calls to the appropriate entities to check for resolution, and if necessary, re-visiting locations to clarify ownership and/or source. For more detail, see Section 2.3.4.

## **2.3 Illicit Source Identification**

The next step has three primary components: illicit tracking to identify the source, dry weather flow screening to determine if the discharge is truly an illicit and to assist with source identification, and finally illicit elimination through enforcement or notification. These steps apply only to the instances in which the potential illicit discharge flowing into the MS4 is owned or maintained by the Town of Hilton Head Island.

### **2.3.1 Potential Illicit Discharge Tracking**

The first step in the source identification process is to track the discharge up to the source. The source can either be the actual pollution causing event (e.g. sanitary sewer overflow or leak, illegal connection of car wash drain to storm system) or a system owned by another entity. If another entity is encountered, refer to Section 2.2.1 for notification procedures.

Field crews will begin the tracking process at the potential illicit discharge during a dry weather condition. The procedure is the same regardless of how the discharge was discovered (screening, internal, or external reporting). A dry weather condition is defined as one in which no rain event exceeding 0.1" of precipitation has occurred in the past 72 hours. The following steps should be generally followed:

1. At an outfall in which a dry weather flow was found or at the initial point of discovery of the discharge, field crews will record data from visual inspections. Field crews should note algae, scum, solids, or oil sheen, as well as odor, color, flow depth and flow quantity.
2. If the discharge continues upstream and can be tracked, move upstream in the direction of the discharge. Repeat step 1 at each intersection until 1) the source is found, 2) the discharge can no longer be tracked upstream (e.g. underground), or 3) another entity is encountered.

No sample should be taken at any intermediate point if the discharge can be tracked further upstream.

3. If the source is raw sewage, and this should be immediately apparent, tracking will hopefully lead to a determination of whether the source is a sanitary sewer system or a septic tank. If the source is a sanitary sewer system, the Town should notify the public service district (PSD) responsible for that system. There are three PSDs that provide sanitary sewer service on the island:

**Hilton Head PSD**

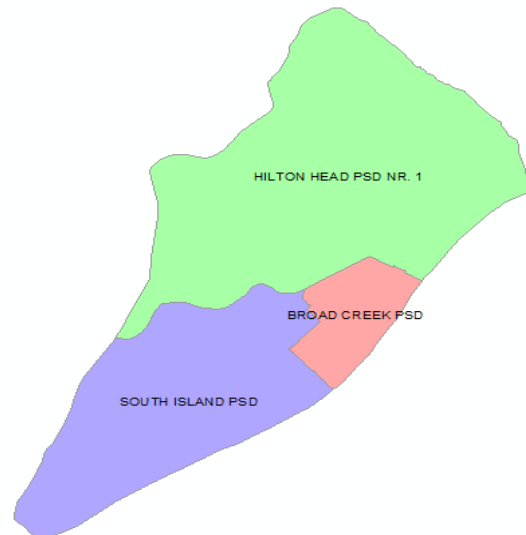
21 Oak Park Drive  
Hilton Head Island, SC 29926  
(843) 681-5525

**Broad Creek PSD**

3 Marina Side Drive  
Hilton Head Island, SC 29928  
(843) 785-7582

**South Island PSD**

2 Genesta Street  
Hilton Head Island, SC 29928  
(843) 785-6224



If the source is a septic system, SCDHEC-EQC should be contacted. See Section 2.2.1.3 for contact information.

4. Once the discharge has been tracked as far upstream as possible, field crews should determine if the discharge is illicit, either through observation of physical properties or via analytical sampling. Analytical sampling is not always required to identify an illicit discharge; however, it can help build a strong case that the discharge is a threat to human health or the environment.

### 2.3.2 Illicit Discharge Detection

Once a potential illicit flow has been tracked up either to the source or where no further visual evidence can be collected, field crews must determine if the flow is an illicit discharge. Below is an overview of the illicit discharge investigation procedures.

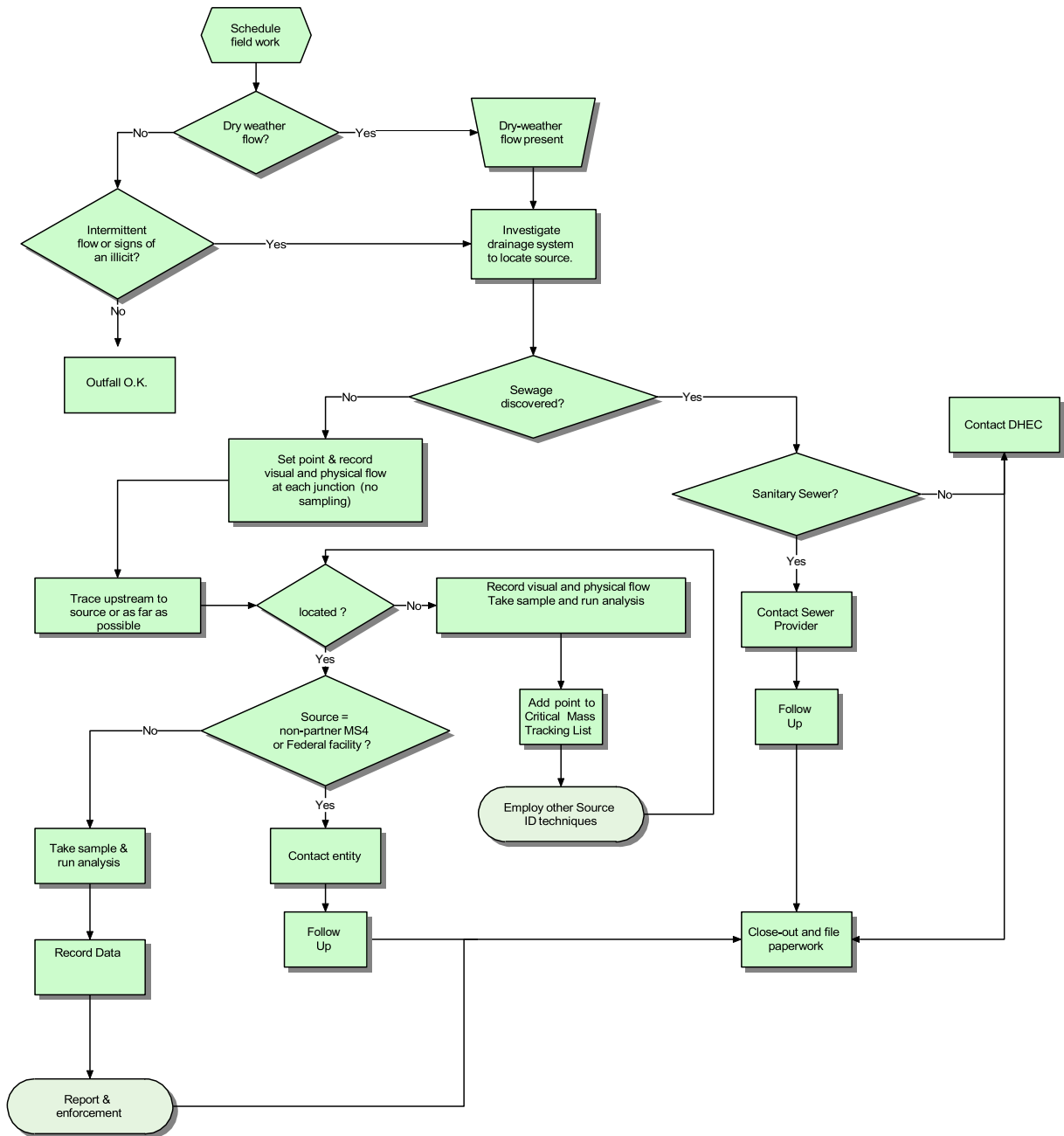
1. Obtain appropriate equipment and data from office assessment.
2. Make sure no rain has occurred in the last 72 hours and locations are inspected to the extent practicable during “dead low” to mid-incoming tides if the location is tidally influenced.
3. At the source of the illicit discharge or last accessible area with dry weather flow, record visual

inspection information. If necessary, take a grab sample, using a clean sample bottle. Procedures for collecting the sample are provided in Appendix B.

4. Perform the analysis of the sample taken for water temperature, pH, Total Chlorine, Total Copper, Surfactants/Detergents, and Phenols. Procedures for collecting the sample are provided in Appendix B. Record the results of the analysis.

Typically it will be more efficient to take samples from several different locations and then perform the analysis on all of the samples at once. This is due to the long holding time required for analysis for Phenols and Surfactants, as well as lab setup and safety precautions. However, the analysis should occur no longer than 4 hours after the sample was taken.

**Figure 2: Flowchart for Source Identification Procedures**



5. Compare the analysis results to the allowable limits and note any exceedances of the limits of the various parameters set in Appendix A.
6. Go back to the sample location and take a second sample using another clean sample bottle. This should be taken no sooner than 6 hours from the previous sample time and no more than 24 hours after the first sample. Rerun the chemical analysis on this second sample. Record all analysis results.
7. If both sample analyses resulted in an exceedance of the limits in Appendix A for the same parameters, then the flow is considered an illicit. Begin enforcement procedures (see Section 2.3.4).
8. If either sample analysis contained an exceedance of the set limits, but not for the same parameter, then a third sample and analysis needs to be performed.
9. If two exceedances of the set limits were observed in any of the three sample analyses for any one parameter, then the flow is considered an illicit. Begin enforcement procedures (see Section 2.3.4).

### **2.3.3 Additional Illicit Tracking Efforts - Dry Weather Screening**

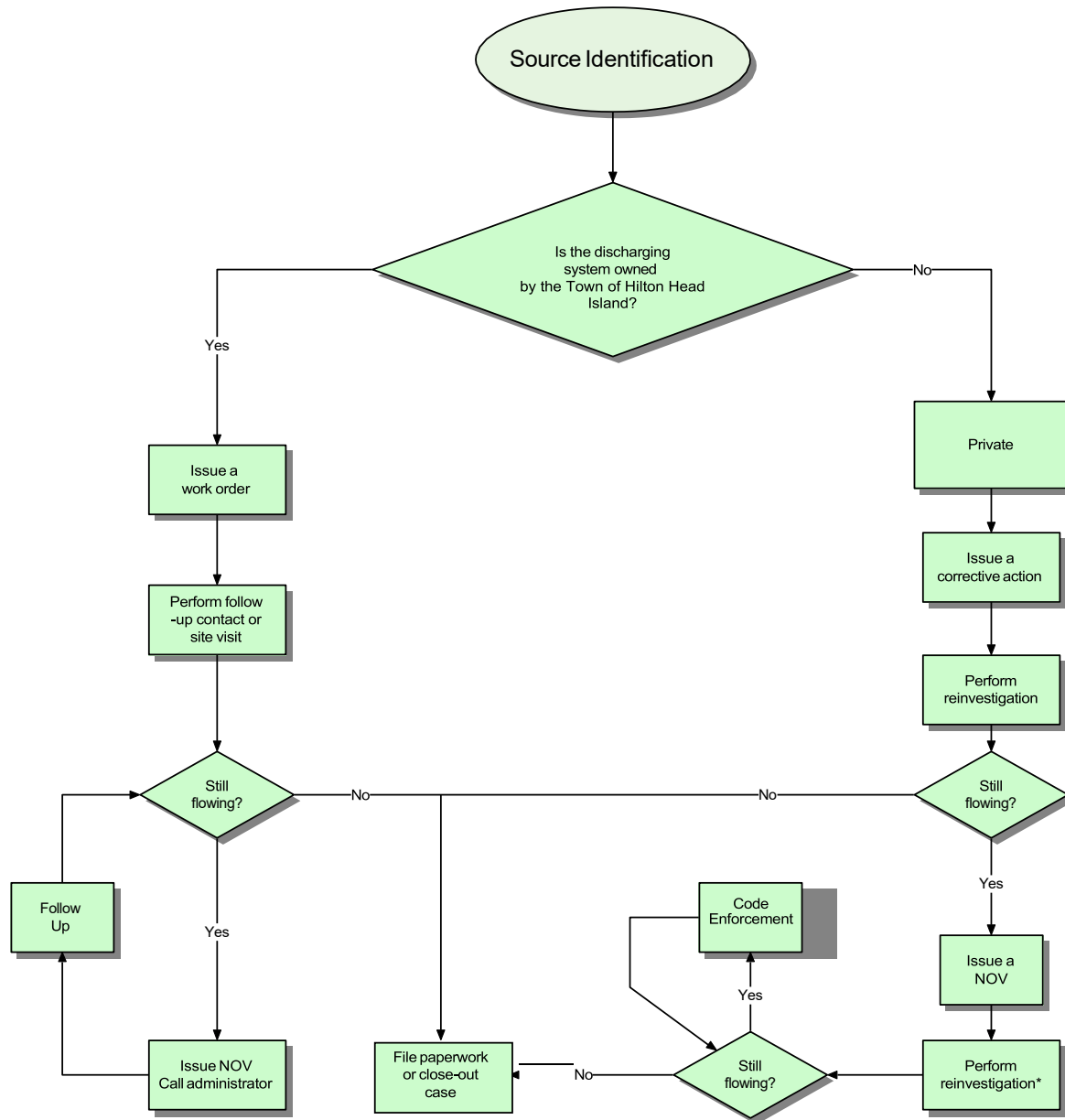
If a given discharge has been identified as an illicit, some additional illicit tracking options should be considered. These include the use of a crawler, tracer dyes, or smoke tests.

### **2.3.4 Reporting and Enforcement**

Reporting and enforcement are the final steps to removing illicit discharges. At this point, a discharge is known to be an illicit and the source has been positively identified or the discharge was tracked as far as possible. Procedures are split amongst the receiving system owner of the potential or determined illicit discharge.

Template notification letters are provided in Appendix C.

**Figure 3: Flowchart of Reporting and Enforcement**



**2.3.4.1. Source = Town of Hilton Head Island MS4/Public Facility**

The following steps outline the procedures to be conducted if the source is from a Town/public facility.

1. Determine owner(s) contact information and generate corrective action letter discussing Town illicit requirements.
2. Generate a report of sample analysis data, if necessary (see Appendix C).
3. Submit letter and report to appropriate entity.
4. Copy letter and report to SCDHEC- EQC.



- 
5. Schedule a follow-up visit to the site approximately 30 days later (or sooner if a hazardous condition warrants it) to determine if illicit discharge has been removed.
  6. If flow is still present, issue a Notice of Violation (NOV) (see Appendix C) and schedule another follow-up visit.
  7. If flow is still present after third visit, report case to Code Enforcement with all paperwork.
  8. Once flow has been removed, file paperwork and close case.

#### **2.3.4.2. Source = Private Property**

If the illicit originates from a private owner or operation within the Town of Hilton Head Island, follow these steps.

1. Determine owner name(s) and address(s) and generate corrective action letter discussing Town illicit requirements.
2. Generate a report of sample analysis data, if necessary (see Appendix C).
3. Submit report to owner(s).
4. Schedule a follow-up visit to the site approximately 30 days later (or sooner if a hazardous condition warrants it) to determine if illicit discharge has been removed.
5. If flow is still present, issue a NOV (see Appendix C) and schedule another follow-up visit.
6. If flow is still present after third visit, report case to Code Enforcement with all paperwork.
7. Once flow has been removed, file paperwork and close case.

#### **2.3.4.3 Source = Other MS4s or Federal Facilities**

Enforcement procedures for illicit discharges determined to come from other entities will essentially be notification and follow-up steps. These are listed below.

1. Determine owner name(s) and address(s) and generate corrective action letter discussing Town illicit requirements.
2. Generate a report of sample analysis data, if necessary (see Appendix C).
3. Submit report to entity. See Section 2.2.1 for contact information.
4. Schedule a follow-up phone call and/or site visit approximately 30 days later (or sooner if a hazardous condition warrants it) to determine if illicit discharge has been removed.
5. Continue step 4 until illicit resolved.

- 
6. Once flow has been removed, file paperwork and close case.

# *Appendix A*

## *Selection of Trace Parameters*

## A.1 Selection of Tracer Parameters

### *Chemical Parameters*

As previously mentioned, Regulation 61-9 122.26(d)(1) requires that only major outfalls with observed dry weather flow be sampled. It has been determined that the following chemical parameters are sufficient in helping to detect the major pollutants found in the stormwater runoff from the major land use categories, and thus enabling identification of sources of polluted stormwater.

- pH;
- Phenols;
- Fluoride;
- Total chlorine;
- Copper;
- Surfactants;
- Ammonia; and
- Potassium

#### **pH**

The normal pH of ground water typically ranges from 6.6 to 8.8. Values outside of this range are an indicator of an illicit discharge. Water with values less than 6.6 are acidic and may indicate discharges from textile mills, pharmaceutical manufacturers, metal fabricators and companies that produce resins, fertilizers, or pesticides. Wastes containing sulfuric, hydrochloric, or nitric acids are a common source of contamination. Water with values greater than 8.8 may indicate discharges from industries such as the following: textile mills, metal plating facilities, steel mills, and producers of rubber and plastic. Wash water used to clean floors and industrial machinery may also produce alkaline wastewater.

#### **Copper**

Elevated levels of copper may indicate discharges from cooling, boiler, or industrial re-circulation systems. Copper sulfate is typically used as an algaecide in all of these systems. Copper can also be an indicator of discharges from an automobile manufacturing or maintenance facility.

#### **Phenols**

Are defined as hydroxy derivatives of benzene and its condensed nuclei, may occur in domestic and industrial wastewaters, natural waters, and potable water supplies. Chlorination of such waters may produce odorous and objectionable-tasting chlorophenols. Phenols removal processes in water treatment include super chlorination, chlorine dioxide or chloramine treatment, ozonation, and activated carbon adsorption. Caution should be exercised, however, since phenols may also be present in other waste streams. Phenols should be considered in relation to other parameters in determining the potential source.

#### **Surfactants/Detergents**

Typically, the presence of surfactants and detergents will indicate a connection to either an automobile wash facility or a laundry facility. High surfactants/detergents and elevated temperatures are a good indicator of laundry facilities. Lower levels of surfactants/detergents may

indicate a connection to a residential laundry or industrial facility. Per the SCDHEC, normal ranges of surfactants/detergents are 0.0 to 5.0 mg/l.

### **Chlorine**

The absence of chlorine may indicate a natural water source. However, due to chlorine's ability to quickly dissipate, caution should be used when making judgements based on its absence. Generally, only potable water sources will contain chlorine. Therefore, the presence of chlorine insures that the source is not a natural water source. Very high levels (above 5.0mg/l) of chlorine typically indicate connection to a swimming pool or other potable water source.

### **Fluoride**

Past field testing procedures did not include testing for the presence of Fluoride in stormwater discharge. It is recommended that any field testing in the future include testing for Fluoride, which is a good indicator of potable water where fluoride levels in the raw water supply are adjusted to consistent levels and where groundwater has low to non-measurable natural fluoride levels. It is common practice for communities to add fluoride to their drinking water in order to improve dental health. Typical fluoride levels in fluoride treated potable waters are usually in the range of 1.0 to 2.5 mg/L.

Table 3 is a list of additional chemicals that may be associated with a variety of different industrial activities. If the industrial activities in an outfall are known, it may be possible to examine the dry-weather (non-stormwater) flow for specific chemicals to identify which industrial activities may be responsible for the dry-weather flow. This will be conducted on a case-by-cases basis.

### **Ammonia**

Ammonia is a good indicator of sewage, since its concentration is much higher there than in groundwater or tap water. High ammonia concentrations may also indicate liquid wastes from some industrial sites. Ammonia is relatively simple and safe to analyze.

### **Potassium**

Potassium is found at relatively high concentrations in sewage, and extremely high concentrations in many industrial process waters. Potassium can act as a good first screen for industrial wastes and can also be used in combination with ammonia to distinguish wash waters from sanitary wastes.

## A.2 Physical Parameters

Furthermore, the detection of a variety of other parameters during the physical inspection can be useful indicators of outfall problems. The following is a description of these *physical parameters*:

### **Odor**

The odor of stormwater discharges will vary widely. Odor can be a good indicator of the type of pollutant in the water. For instance, stormwater discharges may smell like sewage, oil, gasoline, or may contain a chemical smell. Decomposition of organic materials can also cause a distinctive sulfur odor. Odors may vary greatly with changes in temperature and time of year.

### **Color**

Color can also be an important factor in determining the source of an illicit discharge. The particular color should be noted and tracked upstream as far as possible. Sewage will typically have a gray or brown color, whereas industrial wastes may have a variety of colors.

### **Turbidity**

Turbidity is a measure of the amount of suspended matter in the water and affects the clarity of the discharge. Discharges from industrial facilities are often highly turbid. Although erosion can also create highly turbid water, this should not be the case during dry weather flows. Each inspection should note the relative degree of turbidity.

### **Floatables**

Floatables are solids and liquids that float on the surface of the water. Floatables may include substances such as animal fats, food products, trash, oils, plant materials, solvents, foams, or gasoline. Floatables can often lead directly to the manufacturing process or other source of the illicit discharge.

A full description of the type and quantity of the floatables and a photograph of the discharge should be included in the report.

### **Residue**

Residue left on the conveyance system can be an indicator of an illicit discharge. Discoloration of the pipe or channel should be tracked upstream. It is also important to note the location of the discoloration or stain within the conveyance system. For example, is it just a line of residue half way up the pipe or is the pipe completely stained for some depth?

### **Vegetation**

Vegetation growing in the immediate discharge area should be noted in relation to vegetation growing in the general vicinity of the outlet. Certain discharges can cause substantial changes in plant growth. Discharges containing a high nutrient content may cause increased growth while discharges with severe changes in pH may cause a decrease in growth. Although vegetation patterns may serve as an indicator of non-stormwater discharges, they are also difficult to interpret. Time of year, rainfall patterns, exposure to sun all affect plant growth and may be contributing factors to the changes in vegetation patterns. Caution should be used when considering vegetation as an indicator of an illicit discharge.

### **Structural Damage**

Like residue, structural damage to the conveyance system can also be an indicator of an illicit

discharge. Structural damage is typically more noticeable in concrete pipes. Acidic discharges may cause cracking, spalling, or deterioration of the concrete. The location of the damage within the pipe and the distance upstream will be important in determining the type of pollutant and the source of the discharge.

### Temperature

Water temperature that varies greatly from the ambient air temperature is a good indicator that there is an illicit discharge to the system.

## A.3 Further Descriptions of Physical Parameters

Table A.1 provides additional information on the physical characteristics that should be recorded. Interpretive information is also provided.

<b>Table A.1: Interpretation of Physical Observation Parameters and Likely Associated Flow Sources</b>	
<b>Physical Observation Parameter</b>	<b>Description</b>
<b>Odor</b>	Most strong odors, especially gasoline, oils, and solvents, are likely associated with high responses to the toxicity screening test. Typical obvious odors include: gasoline, oil, sanitary wastewater, industrial chemicals, decomposing organic wastes, etc.
<b>Sewage:</b>	Smell associated with stale sanitary wastewater, especially in pools near outfall.
<b>Sulfide (*rotten eggs*):</b>	Industries (e.g. meat packers, canneries, dairies, etc.; and stale sanitary wastewater.
<b>Oil and gas:</b>	Petroleum refineries or facilities associated with vehicle maintenance and operation or petroleum product storage.
<b>Rancid-sour:</b>	Food preparation facilities (e.g. restaurants, hotels, etc.)

**Table A.1: Interpretation of Physical Observation Parameters and Likely Associated Flow Sources**

Physical Observation Parameter	Description
<b>Color</b> – Important indicator of inappropriate industrial sources. Industrial dry-weather discharges may be of various colors, but dark colors, such as brown, gray, or black, are most common.	
<b>Yellow:</b>	Chemical, textile, and tanning plants.
<b>Brown:</b>	Meat packers, printing plants, metal works, stone and concrete works, fertilizer application, and petroleum refining facilities
<b>Green:</b>	Chemical plants, and textile facilities
<b>Red:</b>	Meat packers
<b>Gray:</b>	Dairies
<b>Turbidity</b> – Often affected by the degree of gross contamination. Dry-weather industrial flows with moderate turbidity can be cloudy, while highly turbid flows can be opaque. High turbidity is often a characteristic of undiluted dry-weather industrial discharges.	
<b>Cloudy:</b>	Sanitary wastewater, concrete or stone operations, fertilizer facilities, and automotive dealers.
<b>Opaque:</b>	Food processors, lumber mills, metal operations, and pigment plants
<b>Deposits and Stains</b> – Refer to any type of coating near the outfall and are usually of a dark color. Deposits and stains often will contain fragments of floatable substances. These situations are illustrated by the grayish-black deposits that contain fragments of animal flesh and hair which often are produced by leather tanneries, or the white crystalline powder which commonly coats outfalls due to nitrogenous fertilizer wastes.	
<b>Sediment:</b>	Construction site erosion
<b>Oily:</b>	Petroleum refineries or storage facilities and vehicle service facilities
<b>Vegetation</b> – Vegetation surrounding an outfall may show the effects of industrial pollutants. Decaying organic materials coming from various food product wastes would cause an increase in plant life, while the discharge of chemical dyes and inorganic pigments from textile mills could noticeably decrease vegetation. It is important not to confuse the adverse scouring effects of high stormwater flows on vegetation with highly toxic dry-weather intermittent flows.	
<b>Excessive growth:</b>	Food product facilities
<b>Inhibited growth:</b>	High stormwater flows, beverage facilities, printing plants, metal product facilities, drug manufacturing, petroleum facilities, vehicle service facilities and automobile dealers.
<b>Damage to Outfall Structures</b> – Another readily visible indication of industrial contamination. Cracking, deterioration, and spalling of concrete or peeling of surface paint, occurring at an outfall are usually caused by severely contaminated discharges, usually of industrial origin. These contaminants are usually very acidic or basic in nature. Primary metal industries have a strong potential for causing outfall structural damage because their batch dumps are highly acidic. Poor construction, hydraulic scour, and old age may also adversely affect the condition of the outfall structure which are not indications of upstream contaminating entries.	
<b>Concrete cracking:</b>	Industrial flows
<b>Concrete spalling:</b>	Industrial flows
<b>Peeling paint:</b>	Industrial flows
<b>Metal corrosion:</b>	Industrial flows



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### A.3.1 Treated Potable Water

A number of tracer parameters may be useful for distinguishing treated potable water from natural waters:

- Major ions or other chemical/physical characteristics of the flow components can vary substantially depending upon whether the water supply sources are groundwater or surface water, and whether the sources are treated or not. Specific conductance may also serve as a rough indicator of the major water source.
- Fluoride can often be used to separate treated potable water from untreated water sources. Untreated water sources can include local springs, groundwater, regional surface flows or non-portable industrial waters. If the treated water has no fluoride added, or if the natural water has fluoride concentrations close to potable water fluoride concentrations, then fluoride may not be an appropriate indicator.
- Hardness can also be used as an indicator if the potable water source and the baseflow are from different water sources. An example would be if the baseflow is from hard groundwater, and the potable water is from softer surface supplies.
- If the concentration of chlorine is high, then a major leak of disinfected potable water is likely to be close to the outfall. Because of the rapid dissipation of chlorine in water (especially if some organic contamination is present) it is not a good parameter for quantifying the amount of treated potable water observed at the outfall.

Water from potable water supplies (that test positive for fluorides, or other suitable tracers) can be relatively uncontaminated, e.g., potable waterline leakage or irrigation runoff, or heavily contaminated, e.g., sanitary wastewater.

### A.3.2 Sanitary Wastewaters

In areas containing no industrial or commercial sources, sanitary wastewater is probably the most severe dry-weather contaminating source of storm drain flows. The following parameters can be used for quantifying the sanitary wastewater components of the treated potable water portion:

- Surfactant analysis may be used in determining the presence of sanitary wastewaters. However, surfactants present in water originating from potable water sources could indicate sanitary wastewaters, laundry wastewaters, car washing wastewater, or any other waters containing surfactants. If surfactants (or fluorescence) are not present, then the potable water could be relatively uncontaminated (potable waterline leaks or irrigation runoff).
- The presence of fabric whiteners (as measured by fluorescence using a fluorometer in the laboratory or field) can also be used in distinguishing laundry and sanitary wastewaters.
- Sanitary wastewaters often exhibit predictable trends during the day in flow and quality. In order to maximize the ability to detect direct sanitary wastewater connections into the storm drainage system, it would be best to survey the outfalls during periods of highest sanitary wastewater flows (mid to late morning hours).
  - The ratio of surfactants to ammonia or potassium concentrations may be an effective indicator of the presence of sanitary wastewaters or septic tank effluents. If

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the surfactant concentrations are high, but the ammonia and potassium concentrations are low, then the contaminated source may be laundry wastewaters. Conversely, if ammonia, potassium, and surfactant concentrations are all high, then sanitary wastewater is the likely source. Some researchers have reported low surfactants in septic tank effluents. Therefore, if surfactants are low, but potassium and ammonia are both high, septic tank effluent may be present.

- Obviously, odor and other physical characteristics, e.g. turbidity, coarse and floating solids, foaming, color, and temperature would also be very useful in distinguishing sanitary wastewater from washwater or laundry wastewater sources. However, these indicators may not be very obvious for small levels of sanitary wastewater contamination.

# *Appendix B*

## *Water Quality Sampling Procedures*

## B.1. Overview of Sampling Procedure

One-liter samples should be taken in clean Nalgene bottles.

Temperature, and the pH should be taken in the field using a pH/Temperature meter, or equivalent, as soon after the sample is taken as possible (The SMART3 Colorimeter can measure pH as well). Odor, color, turbidity, scum, oil sheen, and flow rate are also observed and recorded on site. The samples should be tested for Total Chlorine, Total Copper, Phenols, and Surfactants/Detergents, etc. using a **Lamotte SMART3 Colorimeter**, or equivalent, in a mobile laboratory.

## B.2. Sampling Procedures

Parameter-specific instructions for the **Lamotte SMART3 Colorimeter** are included at the end of this section. All testing should be done in accordance with these procedures, and all residual wastes should be disposed of in accordance with the SDS of each material.

### B.2.1 Prior to Starting Point Collection

1. The Lamotte SMART3 Colorimeter contains pre-programmed tests that are pre-calibrated. There is no need to calibrate the meter unless using 3<sup>rd</sup> party reagents. The COLOR3 manual contains instructions for doing so.
2. Some tests with the SMART3 Colorimeter will provide greater accuracy by scanning a reagent blank sample prior to actual analysis. These instructions are found on page 11 of the COLOR3 manual.
3. **List of Equipment to Bring in the Field**
  - SMART 3 Colorimeter
  - Temperature/Field Parameter meter and probes\*
  - Reagent Kits
  - 1000ml Sample Bottle(s)
  - Latex Gloves
  - Eye Protection
  - Swing Sampler Rod (for extended reach)
  - Notebook and Pen
  - Deionized or Distilled Water
  - Cat litter and sealable containers for disposal of test waste
  - Optional: GPS, iPad

### B.2.2 Grab Sampling

1. Using the 1000ml-sample bottle, rinse the sample bottle 3 times with stormwater.
2. Fill the sample bottle from the horizontal and vertical center of the stormwater stream, being careful not to pick up sediment from the bottom.

### **B.2.3 Cleaning Procedures**

1. Rinse sample bottles with tap water.
2. Scrub with non-phosphate detergent and tap water rinse.
3. Tap water rinse.
4. Rinse with deionized water.
5. Air dry.

### **B.2.4 End of the Day**

1. Do a pH meter check by running a pH test with the pH 10 buffer.
2. Make sure all equipment has been cleaned (glassware with non-phosphate detergent) and set out to dry, especially the sample cells.
3. Charge the batteries for all equipment.
4. Prepare for the next day of sampling.

# *Appendix C*

## *Reporting Forms*

Date:

Re: Final Notice of Violation Letter

Dear :

The purpose of this letter is to serve notice that you are in violation of the Town of Hilton Head Island's Stormwater Management Ordinance at (list address or other positional information) due to an illicit discharge. **Add additional text as necessary.**

Previous requests to you to remove the discharge have been unsuccessful. Therefore, the Town of Hilton Head Island Stormwater Division has reported the violation to code enforcement for further action.

If you have questions concerning this violation you can contact our office at (add phone number).

**Add additional text as necessary**

Sincerely,

Date:

Re: Illicit Discharge Corrective Order/Notice of Violation

Dear :

The purpose of this letter is to serve notice that you are in violation of the Town of Hilton Head Island's Stormwater Management Ordinance, Section 14-1-214 (attached) at (insert address or other positional info) due to an illicit discharge. **Add additional text as necessary.**

This violation is a first offense based on an inspection conducted on (add date). The Town of Hilton Head Island requests that you remove the illicit discharge within 30 days of this notice. Town Stormwater personnel will revisit the location of the illicit discharge in approximately 30 days (or sooner if a hazardous condition warrants it) to see if you have removed it. If you believe that eliminating this discharge will take longer than 30 days, you must submit a plan to the Town that outlines a schedule for eliminating this illicit discharge.

Failure to comply with this Corrective Order may result in a citation issued to you and/or a **civil penalty of up to \$1,092.50/day for each deficiency.**

If you have questions concerning this violation you can contact our office at (insert phone number).

**Add additional text as necessary.** Sincerely,



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# *Appendix D*

## *Additional Illicit Tracking Procedures*

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Illicit discharges are not uniformly distributed across a community, but tend to be clustered within certain land uses, subwatersheds, and sewage infrastructure areas. The office procedures help narrow the search for the most severe illicit discharge problems through rapid analysis of existing mapping and water quality monitoring data. Office procedures for IDDE are referred to as a desktop assessment. A simple desktop assessment method can rapidly determine the severity of illicit discharge problems in a community. The desktop assessment also provides insight on how to narrow your illicit discharge search, and is helpful when designing a discharge tracking system to best suit your needs. The desktop assessment method has five basic elements:

1. Delineate subwatersheds or other drainage units within your community.
2. Compile available mapping and data for each drainage unit (e.g., land use, age, outfalls, infrastructure history).
3. Derive subwatershed discharge screening factors using GIS analysis.
4. Screen and rank illicit discharge potential at the subwatershed and community level.
5. Generate maps to support field investigations.

The desktop assessment is used to guide initial field screening, and support initial IDDE program decisions. Key outcomes include:

- Screening problem catchments or subwatersheds.
- Creation of GIS or other database system to track outfalls.
- Gaining an overall assessment as to the severity of illicit discharge problems in the community.
- Generation of basic mapping for subsequent field work.

## **D.1 Data Collection & Development**

In order to narrow the illicit discharge search, certain GIS shapefiles are needed to provide the necessary information to design an illicit discharge tracking system. Table 1 provides a list of data that is useful when performing the desktop assessment. Maps generated from this data can be as simple as the hydrological, land use, and road layers which can be beneficial to field crews. Additional information regarding the classification of subwatersheds may be found in section D.2 (Mapping) and examples of sources of industrial non-stormwater entries into storm drainage systems can be found in Table D.2. In addition to the files recommended below, additional data collected in the field from previous outfall inventories, flood studies, etc may be helpful. Digital formats are suggested but are not limited to GIS based shape files.

<b>Table D.1: Useful Data for the Desktop Assessment</b>		
	<b>Data</b>	<b>Likely Format</b>
Recommended	Aerial photos or orthophotos	Digital
	Subwatershed or catchment boundaries	Digital
	Hydrology including piped streams	Digital
	Land use or zoning	Digital or hardcopy map
	NPDES stormwater permittees	Digital data or map
	Outfalls	Digital
	Sewer system, 1" = 200' scale or better	Digital
	Standard Industrial Classification codes for all industries	Digital or hardcopy data
	Storm drain system, 1" = 200' scale or better	Digital
	Street map or equivalent GIS layers	Digital
	Topography (5 ft contours or better)	Digital
Optional	Age of development	Narrative data
	As-builts or construction drawings	Hardcopy map
	Condition of infrastructure	Narrative data
	Field inspection records	Hardcopy or digital data
	Depth to water table and groundwater quality	Digital data or maps
	Historical industrial uses or landfills	Narrative data or hardcopy map
	Known locations of illicit discharges (current and past)	Narrative data or digital map
	Outfall and stream monitoring data	Digital data
	Parcel boundaries	Digital or hardcopy map
	Pollution complaints	Narrative data
	Pre-development hydrology	Narrative data or hardcopy map
	Sanitary sewer infiltration and inflow surveys (I/I)	Hardcopy or digital data
	Septic tank locations or area served by septic systems	Hardcopy or digital map
Sewer system evaluation surveys	Hardcopy or digital data	

### D.1.1 Outfall Catchment Areas

The drainage area for each outfall must be delineated on all maps used in the illicit tracking process. Adding the facility inventory information to the drainage areas will enable potential pollutant source locations to be assigned to the correct outfall. Land use coverages can also be of use when determining which kind of pollutants can populate individual watershed areas.

Ultimately, maps should be produced having the following information:

- Drainage areas with complete descriptions;
- Outfall locations;
- NPDES permittees;
- Critical land uses;
- Drainage boundaries for each outfall;
- City/City limits;
- Major streets; and
- Streams.

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## D.2 Mapping

Once subwatersheds or catchments are delineated, the Town of Hilton Head Island should begin to acquire and compile existing data for each drainage area. This will allow for the analyses and manipulation of spatial data, update and creation of data layers, and addition of attribute data with each map layer. Maps created in GIS can help manage the entire IDDE program and demonstrate compliance in annual reports. The maps are also very useful to help communicate with the public.

Once an illicit source is located by the Town of Hilton Head Island field crews, a map should be created to show the exact location of the discharge and the source. The map should include hydrological data, roads, buildings, outfalls, and the pollutant(s) that are not within the set parameters. This map should be included in any letter or correspondence sent to SCDHEC and the persons/ owners at fault.

### D.2.1 Mapping and Preliminary Watershed Evaluation

The data collected during the mapping process is important as it forms the basis for the rest of the more detailed field investigations. Maps with information such as watershed boundaries and land usage can help to provide a basis to prioritize the outfalls and watersheds by potential to contribute non-stormwater entries into the storm drainage system. When preparing the maps, full advantage should be taken of any existing and available information, specifically data listed in Table D.1. The receiving waters and stormwater drainage outfalls must be identified and accurately located on the appropriate maps. Possible sources of documented information include:

- Town records, drainage maps, and storm drainage maps;
- Previous surveys, e.g., sanitary sewer infiltration/inflow (I/I) and sewer system evaluation survey (SSES) studies;
- Topographic maps;
- Existing GIS data;
- Pre-development stream locations;
- Town department personnel having knowledge of the area; and
- Aerial surveys.

## D.3 Prioritization

The desktop assessment shapes the overall direction of a local IDDE program. For example, if the desktop assessment indicates that the risk of illicit discharges is low in the community, program managers may want to shift resources to other minimum management measures and integrate them into a broader watershed assessment and restoration effort. By contrast, if the desktop assessment reveals significant potential for severe discharges, program managers will need to allocate significant program resources to find and fix the discharge problems. Table D.2 can be used to identify the local industries in each drainage area most likely to contribute non-stormwater entries into the storm drainage system. The categories considered in this table include loading and unloading of dry bulk or liquid materials, outdoor storage or processing, water usage (cooling and process waters), dust or particulate generating processes, and illicit or inadvertent industrial connections. The likelihood of an industry producing dry weather or wet weather discharges in each of these categories was rated on the basis of high (H), moderate (M), or low (L) potential and not applicable if there was no relationship evident.

A research effort should draw on existing background data and anecdotal information to initially characterize illicit discharge potential at the subwatershed level. Subwatersheds are then screened based on their composite score, and are diagnosed as having a low, medium, or high risk:

- Low- no known illicit discharge problems in the subwatershed.
- Medium- problems are confined to a few stream reaches, outfalls or specific generating sites in the subwatershed.
- High – problems are suspected to be severe throughout the subwatershed.

**Table D.2: Sources of Industrial Non-Stormwater Entries Into Storm Drainage System**

Industrial Categories			Loading/ Unloading	Outdoor Storage/ Processing	Water Usage		Particle Gener. Process	Illicit/ Inadvertent Connections	
Major Class.	SIC Group	Industrial Description			Dry Bulk	Liquid			Cooling
<b>Primary Industries</b>									
20		Food & Kindred Products							
20	201	Meat Products	H	L	H	H	H	L	H
20	202	Dairy Products Processing Industry	H	H	N/A	H	H	N/A	H
20	203	Canned & Preserved Fruits & Vegetables	H	H	H	H	H	M	H
20	204	Grain Mill Products	H	H	L	H	H	H	H
20	205	Bakery Products	H	M	N/A	N/A	H	M	L
20	206	Sugar & Confectionery Products	H	M	N/A	L	M	H	L
20	207	Fats & Oils	H	H	N/A	M	H	N/A	M
20	208	Beverages	H	H	N/A	H	H	M	L
21		Tobacco Manufacture	H	M	N/A	N/A	M	H	M
22		Textile Mill Products	H	L	N/A	H	H	M	H
23		Apparel & Other Finished Products Made from Fabrics	H	L	N/A	N/A	M	M	L
<b>Material Manufacture</b>									
24		Lumber & Food Products	H	L	H	N/A	M	H	L
25		Furniture & Fixtures	H	M	N/A	N/A	L	M	L
26		Paper & Allied Products	H	H	H	H	H	H	H
27		Printing, Publishing, & Allied Industries	H	M	N/A	N/A	M	H	L
31		Leather & Leather Products	H	H	L	L	H	H	H
32		Stone, Clay, Glass, & Concrete Products	H	M	H	L	H	H	L
33		Primary Metal Industries	H	M	H	H	H	H	H
34		Fabricated Metal Products	H	H	L	H	H	H	H
37		Transportatio n Equipment	L	H	L	H	H	L	H

**Table D.2: Sources of Industrial Non-Stormwater Entries Into Storm Drainage System (Continued)**

Industrial Categories			Loading/Unloading		Outdoor Storage/Processing	Water Usage		Particle Gener. Process	Illicit/Inadvertent Connections
Major Class.	SIC Group	Industrial Description	Dry Bulk	Liquid		Cooling	Process		
<b>Chemical Manufacture</b>									
28	Chemicals & Allied Products								
	281	Industrial Inorganic Chemicals	H	H	N/A	H	H	H	H
	282	Plastic Materials & Synthetics	H	H	L	H	M	L	H
	283	Drugs	L	L	N/A	H	M	L	L
	284	Soaps, Detergents, & Cleaning Preparations	H	H	N/A	H	H	H	H
	285	Paints, Varnishes, Lacquers, Enamels & Allied Products	H	H	N/A	L	H	H	L
	286	Industrial Organic Chemicals	H	H	N/A	H	H	H	M
	287	Agricultural Chemicals	L	L	N/A	H	L	L	L
29	Petroleum Refining & Related Industries								
	291	Petroleum Refining	L	H	H	H	L	N/A	H
	295	Paving & Roofing Materials	H	H	H	N/A	M	M	L
30		Rubber & Misc. Plastic Products	H	H	N/A	H	H	H	M
<b>Transportation &amp; Construction</b>									
15		Building Construction	M	L	H	N/A	L	H	L
16		Heavy Construction	M	L	H	N/A	L	H	L
<b>Retail</b>									
52		Building Materials, Hardware Garden Supply, & Mobile Home Dealers	H	L	H	N/A	L	N/A	L
53		General Merchandise Stores	H	M	L	N/A	L	N/A	L
54		Food Stores	H	H	N/A	N/A	M	L	L
55		Automotive Dealers & Gasoline Service Stations	H	H	H	N/A	M	L	M
56		Apparel & Accessory Stores	H	L	N/A	N/A	L	N/A	L
57		Home Furniture, Furnishings and Equipment Stores	H	L	L	N/A	L	N/A	L
58		Eating & Drinking Places	H	M	N/A	N/A	M	N/A	M
<b>Other</b>									
		Coal Steam Electric Power	H	L	H	H	L	H	L
		Nuclear Steam Electric Power	N/A	L	N/A	H	L	N/A	N/A

**NOTE: H: High potential M: Medium potential L: Low potential N/A: Not applicable**

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The industrial categories listed in Table D.2 were defined according to the 1987 Standard Industrial Classification Manual codes (SIC code). The industries were classified according to six main categories. The category for “Primary Industries” includes facilities involved in the production of food products and other basic goods. The category of “Material Manufacturing” includes those industries producing materials such as lumber, paper, glass, and leather. Similarly, the “Chemical Manufacturing” category includes those industries making products such as plastics, paints, detergents, fertilizers, pesticides, and other related substances. “Transportation and Construction” primarily concerns the discharge of contaminants from building or other types of outdoor development. The “Retail” category includes establishments engaged in the selling of merchandise or offering merchandise related services. Finally, all other industries, which did not fit into any of the above classifications, were placed into a “General” category. Those industries, which are not specifically listed, should have characteristics resembling the industries of the major groups with which they are classified by SIC code.

Using data from the maps and desktop assessment, initial characterization of subwatersheds can allow field technicians to prioritize their investigations. In addition to the low, medium, and high characterization, land use can provide information and guidance where generating sites are found within the subwatershed.

### Land Use and Potential Generating Sites

**Land use** can predict the potential for indirect discharges, which are often intermittent or transitory. Many indirect discharges can be identified and prevented using the concept of “generating sites,” which are sites where common operations can generate indirect discharges in a community. Both research and program experiences indicate that a small subset of generating sites within a broader land use category can produce most of the indirect discharges. Consequently, the density of potential generating sites within a subwatershed may be a good indicator of the severity of local illicit discharge problems. Some common generating sites within major land use categories are listed in Table D.3.

Residential Generating Sites: Failing septic systems were the most common residential discharge reported in 33% of IDDE programs surveyed (CWP, 2002). In addition, indirect residential discharges were also frequently detected in 20% of the IDDE programs surveyed, which consisted of oil dumping, irrigation overflows, swimming pool discharges, and car washing. Many indirect discharges are caused by common residential behaviors and may not be classified as “illicit” even though they can contribute to water quality problems. With the exception of failing septic systems and oil dumping, most communities have chosen education rather than enforcement as the primary tool to prevent illicit discharges from residential areas.

Commercial Generating Sites: Illicit discharges from commercial sites were reported as frequent in almost 20% of local IDDE programs surveyed (CWP, 2002). Typical commercial discharge generators included operations such as outdoor washing; disposal of food wastes; car fueling, repair, and washing; parking lot power washing; and poor dumpster management. Recreational areas, such as marinas and campgrounds, were also reported to be a notable source of sewage discharges. It is important to note that not all businesses within a generating category actually produce illicit discharges; generally only a relatively small fraction of the businesses are responsible. Consequently, on-site inspections of individual businesses are needed to confirm whether a property is actually a generating site.

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Industrial Generating Sites: Industrial sites produce a wide range of flows that can cause illicit discharges. The most common continuous discharges are operations involving the disposal of rinse



water, process water, wash water and contaminated, noncontact cooling water. Spills and leaks, ruptured pipes, and leaking underground storage tanks are also a source of indirect discharges. Illicit discharges from industry were detected in nearly 25% of the local IDDE programs surveyed (CWP, 2002). Industries are classified according to hundreds of different standard Industrial Classification (SIC) codes. The SIC coding system also includes commercial, institutional and municipal operations. Many industries are required to have stormwater pollution prevention and spill response plans under EPA's Industrial Stormwater NPDES Permit Program.

Institutional Generating Sites: Institutions such as hospitals, corporate campuses, colleges, churches, and cemeteries can be generating sites if routine maintenance practices/operations create discharges from parking lots and other areas. Many large institutional sites have their own areas for fleet maintenance, fueling, outdoor storage, and loading/unloading that can produce indirect discharges.

Municipal Generating Sites: Municipal generating sites include operations that handle solid waste, water, wastewater, street and storm drain maintenance, fleet washing, and yard waste disposal. Transport-related areas such as streets and highways, airports, rail yards, and ports can also generate indirect discharges from spills, accidents and dumping.

<b>Table D.3: Land Uses, Generating Sites and Activities That Produce Indirect Discharges</b>		
<b>Land Use</b>	<b>Generating Site</b>	<b>Activity that Produces Discharge</b>
Residential	<ul style="list-style-type: none"> <li>• Apartments</li> <li>• Multi-family</li> <li>• Single Family Detached</li> </ul>	<ul style="list-style-type: none"> <li>• Car Washing</li> <li>• Driveway Cleaning</li> <li>• Dumping / Spills (e.g. leaf litter and RV/boat holding tank effluent)</li> <li>• Equipment Washdowns</li> <li>• Lawn/Landscape Watering</li> <li>• Septic System Maintenance/Overflow</li> <li>• Swimming Pool Discharges</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>• Campgrounds/RV parks</li> <li>• Car Dealers/Rental Car Companies</li> <li>• Car Washes</li> <li>• Commercial Laundry / Dry Cleaning</li> <li>• Gas Stations/ Auto Repair Shops</li> <li>• Marinas</li> <li>• Nurseries and Garden Centers</li> <li>• Oil Change Shops</li> <li>• Restaurants</li> <li>• Swimming Pools</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (power washing)</li> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Outdoor Fluid Storage</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Vehicle Fueling</li> <li>• Vehicle Maintenance / Repair</li> <li>• Vehicle Washing</li> <li>• Washdown of greasy equipment and grease traps</li> </ul>

Industrial	<ul style="list-style-type: none"> <li>• Auto recyclers</li> <li>• Beverages and brewing</li> <li>• Construction vehicle washouts</li> <li>• Distribution Centers</li> <li>• Food processing</li> <li>• Garbage truck washouts</li> <li>• Marinas, boat building and repair</li> <li>• Metal plating operations</li> <li>• Paper and wood products</li> <li>• Petroleum storage and refining</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• All commercial activities</li> <li>• Industrial process water or rinse water</li> <li>• Loading and un-loading area washdowns</li> <li>• Outdoor material storage (fluids)</li> </ul>
Institutional	<ul style="list-style-type: none"> <li>• Cemeteries</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (e.g. power washing)</li> </ul>

	<ul style="list-style-type: none"> <li>• Churches</li> <li>• Corporate Campuses</li> <li>• Hospitals</li> <li>• Schools and Universities</li> </ul>	<ul style="list-style-type: none"> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Vehicle Washing</li> </ul>
Municipal	<ul style="list-style-type: none"> <li>• Airports</li> <li>• Landfills</li> <li>• Maintenance Depots</li> <li>• Municipal Fleet Storage Areas</li> <li>• Ports</li> <li>• Public Works Yards</li> <li>• Streets and Highways</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (e.g. power washing)</li> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Outdoor Fluid Storage</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Road Maintenance</li> <li>• Spill Prevention/Response</li> <li>• Vehicle Fueling</li> <li>• Vehicle Maintenance/Repair</li> <li>• Vehicle Washing</li> </ul>

Preventing Illicit Discharges / Resolution

Preventing illicit discharges from neighborhoods: Outreach programs and public education are some of the more effective practices to influence neighborhoods to become more aware of their runoff potential.

- Storm drain stenciling
- Septic system maintenance
- Vehicle fluid changing / recycling
- Car washing
- Household hazardous waste storage and disposal
- Swimming pool draining

Included in Table D.4 is the list of activities that originated from land uses above, and it provides the potential pollutant and ways to help educate or prevent these activities from discharging harmful pollutants to the waters of the state. When the Town of Hilton Head Island field crews detect an illicit discharge from one of the following sources, the flow chart should be used to determine how to resolve or eliminate the discharge. Once the field operations have been successful in locating a source of the illicit discharge, the office personnel should contact the following groups appropriately:

- All municipalities (MS4s) – send letter to appropriate city / county’s department
- Non MS4s – Send letter to appropriate department and to SCDHEC
- Private Citizens -- send a letter to the appropriate party and to SCDHEC

**Table D.4: Pollution Causing Activities**

Activity	Pollutant	Resolution / Prevention
Car Wash	<ul style="list-style-type: none"> <li>• Surfactants / detergents</li> <li>• Oil and grease</li> <li>• Metals</li> <li>• Xylene</li> </ul>	<ul style="list-style-type: none"> <li>• Nozzles with shut off valves</li> <li>• Storm drain plug and wet vacuum provisions for charity carwash events</li> <li>• Water bill inserts promoting environmentally safe car washing products</li> <li>• Promote car wash on grass vs. pavement or in the street</li> <li>• Require a permit</li> <li>• include a kit of environmental safe soap, etc.</li> </ul>
Driveway Cleaning / Parking log maintenance	<ul style="list-style-type: none"> <li>• Oil and grease</li> <li>• Chemicals</li> <li>• Hydrocarbons</li> <li>• Ethylene glycol</li> </ul>	<ul style="list-style-type: none"> <li>• Installation and maintenance of filters</li> </ul>
Lawn / Landscape Watering and Maintenance	<ul style="list-style-type: none"> <li>• Fecal coliform</li> <li>• Sediment</li> <li>• Nutrients</li> </ul>	<ul style="list-style-type: none"> <li>• Public education indicating importance of site specific application rather than broad casting pesticides, herbicides and fertilizers</li> <li>• Signs and public pet waste bags with disposal cans</li> </ul>
Swimming Pool Discharges	<ul style="list-style-type: none"> <li>• Chlorine</li> <li>• Back flush water</li> </ul>	<ul style="list-style-type: none"> <li>• Educational kiosks at retail outlets selling chemicals</li> <li>• Changes in local plumbing codes to require discharge to sanitary sewer systems</li> </ul>
Building Maintenance (power-washing)	<ul style="list-style-type: none"> <li>• Oil and Grease</li> <li>• Chemicals</li> <li>• Fecal coliform</li> </ul>	<ul style="list-style-type: none"> <li>• Educational brochures</li> </ul>
Dumping / Spills	<ul style="list-style-type: none"> <li>• Hydrocarbons,</li> <li>• Oil and grease</li> <li>• Metals</li> <li>• Xylene</li> <li>• Ethylene glycol</li> </ul>	<ul style="list-style-type: none"> <li>• Community recycling centers</li> <li>• Pollution hotlines</li> <li>• Fines</li> <li>• Outreach material at auto parts stores</li> </ul>
Vehicle Fueling	<ul style="list-style-type: none"> <li>• Oil and Grease</li> <li>• Hydrocarbons</li> <li>• Xylene</li> </ul>	<ul style="list-style-type: none"> <li>• Educational posted signs at fueling stations</li> <li>• Fueling area must be covered</li> </ul>
Vehicle Maintenance / Repair	<ul style="list-style-type: none"> <li>• Oil and Grease</li> <li>• Hydrocarbons</li> <li>• Ethylene glycol</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach materials at auto parts stores and service stations</li> <li>• Community oil recycling stations</li> <li>• Directories of used oil collection stations</li> </ul>



Activity	Pollutant	Resolution / Prevention
Outdoor Fluid Storage	<ul style="list-style-type: none"> <li>• Oil and Grease</li> <li>• Hydrocarbons</li> </ul>	<ul style="list-style-type: none"> <li>• Posted signs of potential hazard</li> <li>• Covered with secondary containment</li> </ul>
Road Maintenance	<ul style="list-style-type: none"> <li>• Hydrocarbons</li> <li>• Oil and Grease</li> <li>• Trash and pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Education information</li> </ul>
Septic System Maintenance/Overflow	<ul style="list-style-type: none"> <li>• Surfactants</li> <li>• Fecal coliform</li> </ul>	<ul style="list-style-type: none"> <li>• Water bill inserts informing the need for routine visual inspections</li> </ul>
Loading and Unloading Areas	<ul style="list-style-type: none"> <li>• Oil and Grease</li> <li>• Hydrocarbons</li> </ul>	<ul style="list-style-type: none"> <li>• Spill prevention and response training</li> <li>• Identification of potential spill areas</li> <li>• Inventory of harmful materials</li> <li>• Employee training</li> </ul>
Industrial Process Water / Rinse Water	<ul style="list-style-type: none"> <li>• Temperature</li> <li>• Surfactants</li> <li>• Phenols</li> <li>• Chlorine</li> </ul>	<ul style="list-style-type: none"> <li>• Business outreach and education</li> <li>• Spill prevention and response training</li> <li>• Employee training</li> <li>• Site inspections</li> </ul>



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



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

Inspector: \_\_\_\_\_

Tracking ID OF - \_\_\_\_\_

- Routine Evaluation
- Complaint Investigation

## DRY WEATHER SCREENING

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Presence of Flow <i>(during dry conditions)</i> | Describe: _____ |
| <input type="checkbox"/> Unusual Odor                                    | Describe: _____ |
| <input type="checkbox"/> Unusual Color                                   | Describe: _____ |
| <input type="checkbox"/> Pollutants in Nearby Upland Area                | Describe: _____ |
| <input type="checkbox"/> Obstruction                                     | Describe: _____ |
| <input type="checkbox"/> Condition <i>(needs repair)</i>                 | Describe: _____ |

## LOCATION DESCRIPTION

## OUTFALL CHARACTERISTICS

Invert Elev.	_____
Material	CMP, HTPE, Concrete, _____
Conveyance Path	_____
Evidence of erosion	_____
Accumulation of sed	_____
Accumulation of trash	_____
Receiving Water	_____

## PHOTO

## GEOGRAPHIC INFORMATION

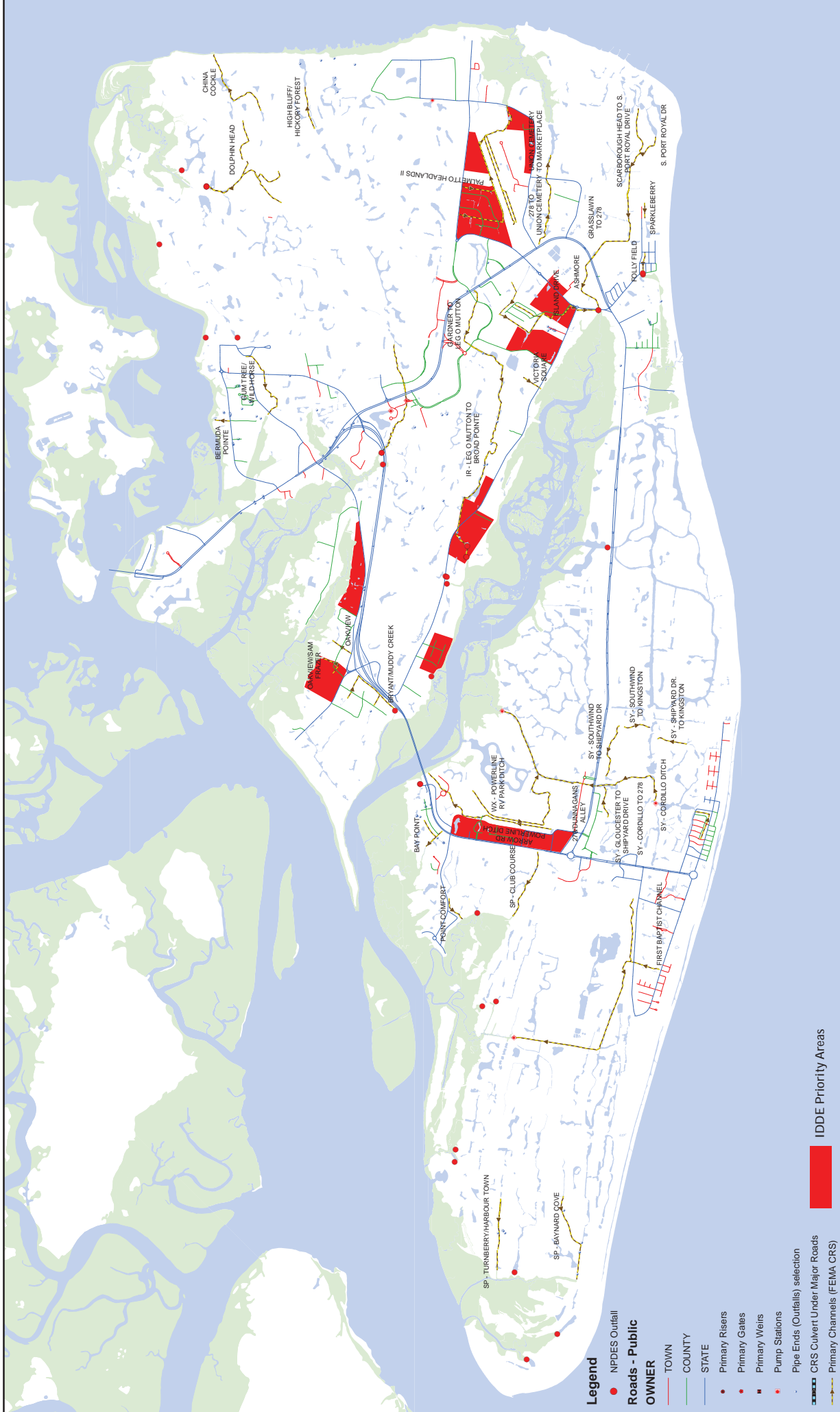
Latitude	_____
Longitude	_____

## CONCLUSION

- Illicit Discharge Detected
- No Illicit Discharge Detected
- Further Action Needed

## COMMENTS





**Legend**

- NPDES Outfall
- Roads - Public**
- OWNER**
- TOWN
- COUNTY
- STATE
- Primary Risers
- Primary Gates
- Primary Weirs
- Pump Stations
- Pipe Ends (Outfalls) selection
- CRS Culvert Under Major Roads
- IDDE Priority Areas
- Primary Channels (FEIMA CRS)

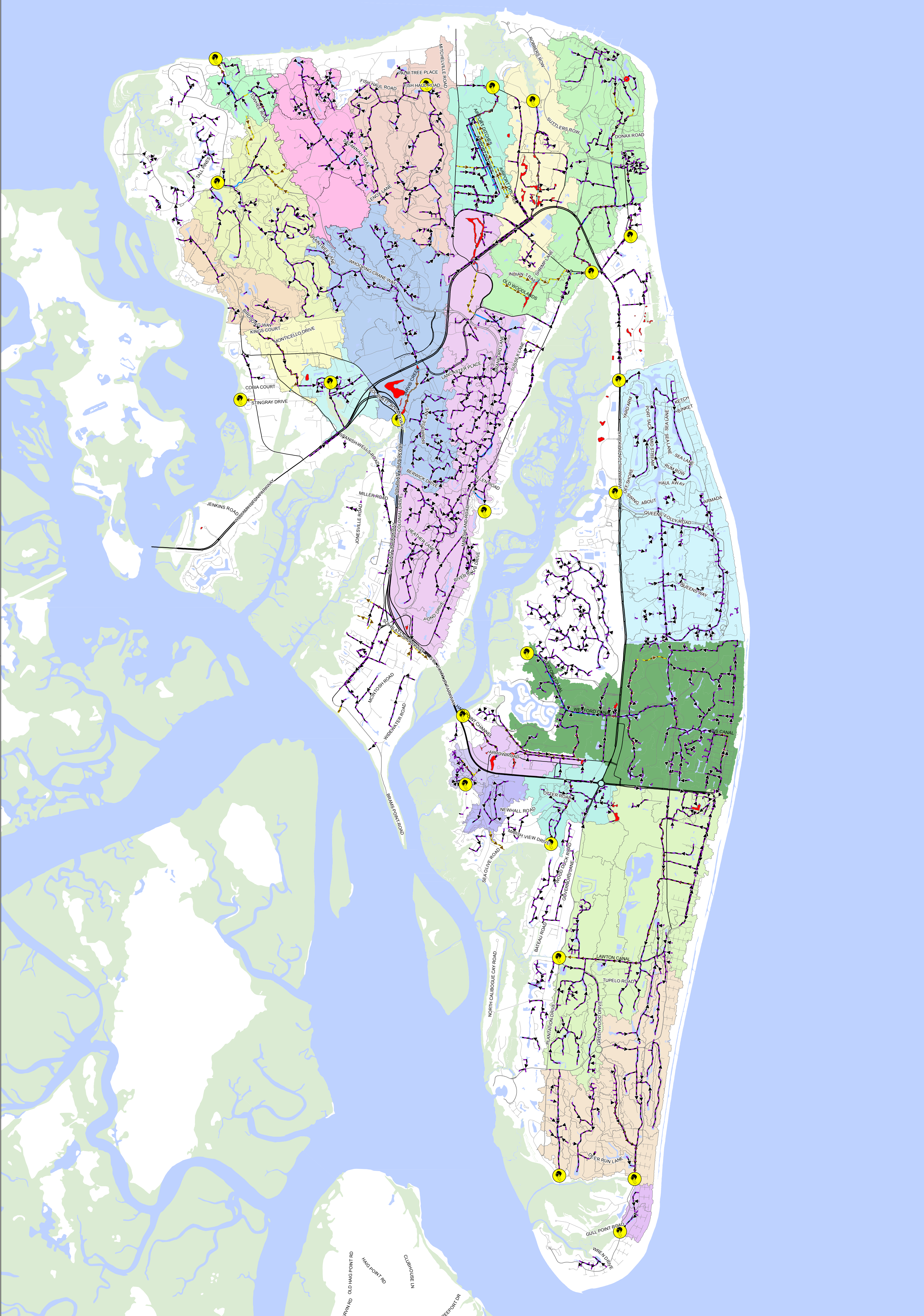
**Town of Hilton Head Island**  
 IDDE Priority Area Inspection Map  
 May 2018

Scale: 0 5 10 15 Miles  
 0 1 2 3 4 Miles

TOWN OF HILTON HEAD ISLAND  
 1000 STATE STREET, SUITE 200  
 HILTON HEAD ISLAND, SC 29928  
 PHONE: 843.785.4600  
 FAX: 843.785.4601  
 WWW.HILTONHEADISLANDSC.gov

THE INFORMATION ON THIS MAP WAS DEVELOPED FROM AERIAL PHOTOGRAPHY AND FIELD SURVEYS. THE TOWN OF HILTON HEAD ISLAND DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION.

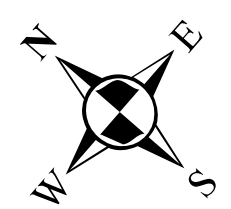




TOWN OF HILTON HEAD ISLAND  
 ONE TOWN CENTER COURT  
 HILTON HEAD ISLAND, S.C. 29928  
 PHONE (843) 341-4600

Prepared on: July 11, 2018

# Watershed Catchments & Outfalls



1 inch = 2,000 feet

The information on this map has been compiled from a variety of sources and is intended to be used only as a guide. It is provided without any warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion or for any losses arising from the use of the map.



# MS4 Outfall Inspection Form

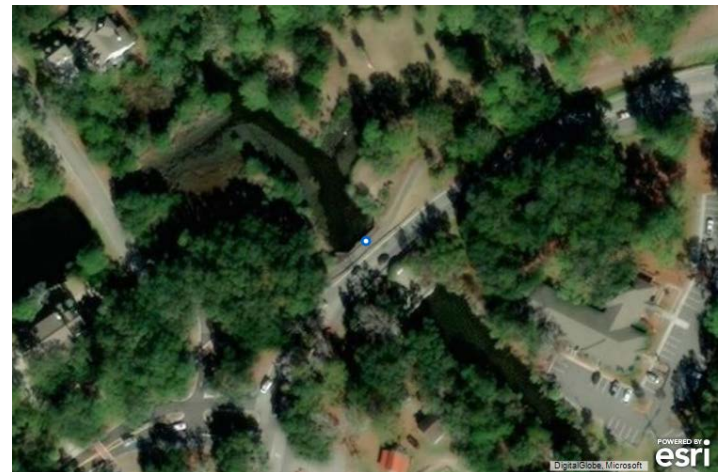
The Town of Hilton Head Island, South Carolina



ID	Fiscal Year	Description	Status	Progress
755	2020	FY20 MS4 Primary Outfall Inspections	In Progress	100.00%

## Task Information

Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
35705	MS4 Outfall Inspection	Gate 320066	10/1/2019		9/6/2019



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

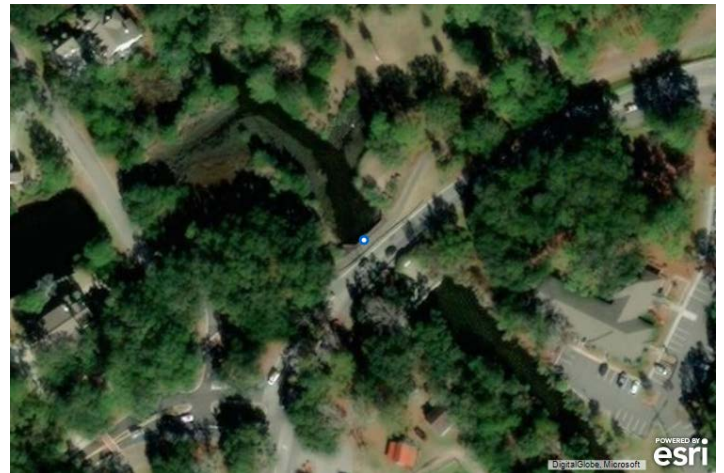
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35706	MS4 Outfall Inspection	Gate 320064	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

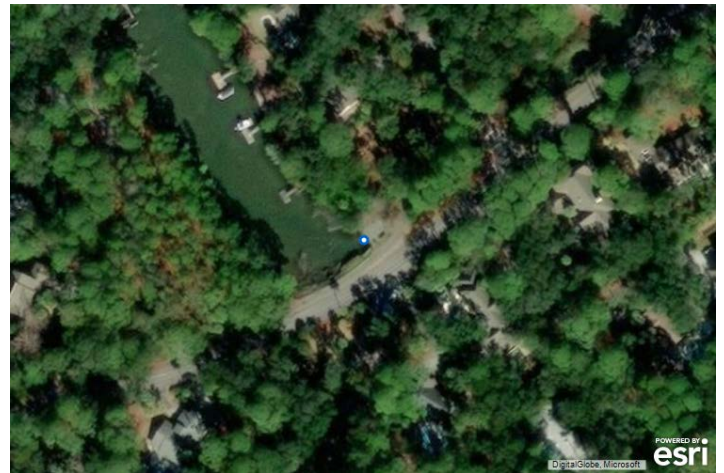
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35707	MS4 Outfall Inspection	Gate 280311	9/27/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
					Open		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35708	MS4 Outfall Inspection	Gate 320063	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

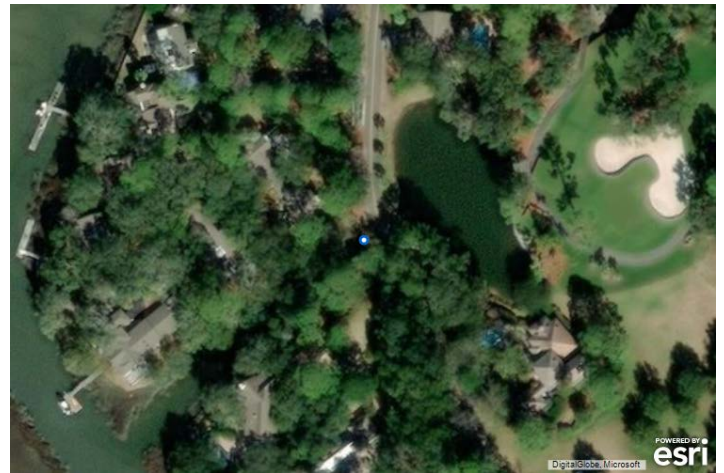
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35709	MS4 Outfall Inspection	Gate 280272	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

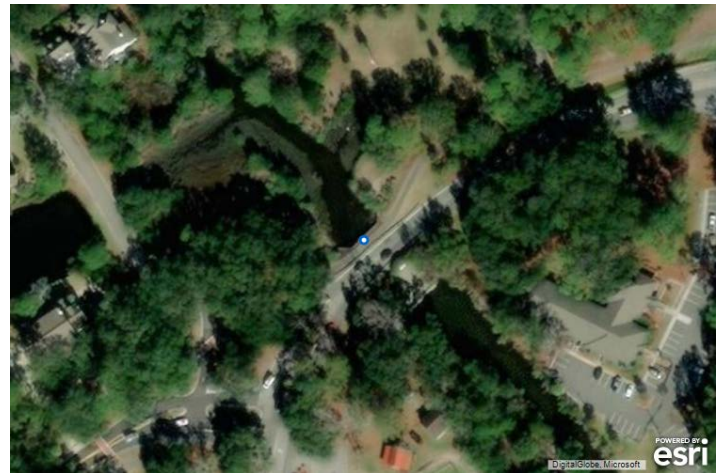
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35710	MS4 Outfall Inspection	Gate 320065	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
---------	----------	-------	-----------------	---------------------------------	-----------------

35711	MS4 Outfall Inspection	Gate 320067	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

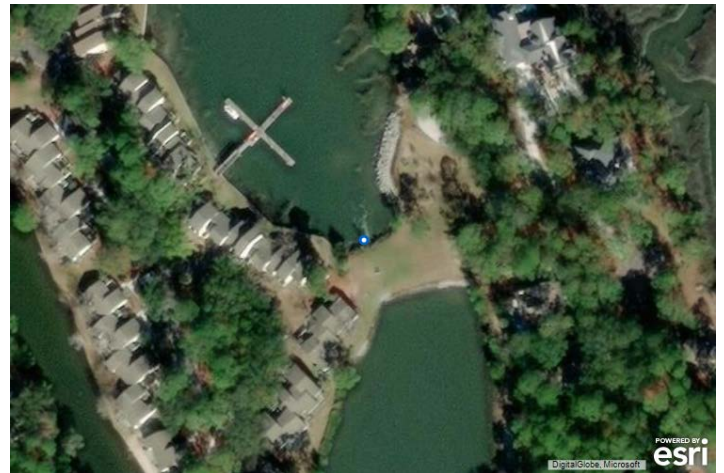
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
---------	----------	-------	-----------------	---------------------------------	-----------------

35712	MS4 Outfall Inspection	Pipe End 290155	9/27/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

normal water flow from up stream lagoon with tide going out

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
---------	----------	-------	-----------------	---------------------------------	-----------------

35713	MS4 Outfall Inspection	Pipe End 290517	9/27/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

riser on pipe allow flow from upstream lagoon



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
---------	----------	-------	-----------------	---------------------------------	-----------------

35714	MS4 Outfall Inspection	Pipe End 250274	10/1/2019		9/6/2019
-------	------------------------	-----------------	-----------	--	----------



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

see pictures, possibly a crab pot was drug to lagoon and dumped. sheen on snall portion of water. swimming pool dischared into lagoon.

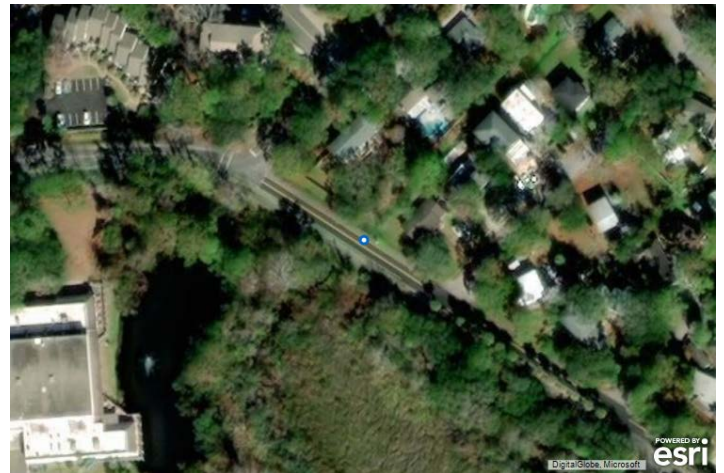
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
---------	----------	-------	-----------------	---------------------------------	-----------------

35731	MS4 Outfall Inspection	Pipe End 310301	10/28/2019		10/27/2019
-------	------------------------	-----------------	------------	--	------------



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

water quality looks good but there is the presence of duckweed.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35732	MS4 Outfall Inspection	Pipe End 30107	9/26/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

low tide when inspected, so flapgate was closed.



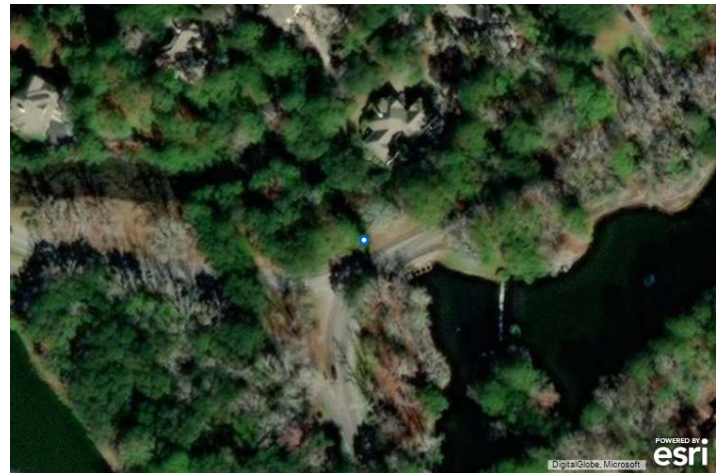
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35733	MS4 Outfall Inspection	Pipe End 3601804	9/26/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

No pollutants found.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35734	MS4 Outfall Inspection	Pipe End 300208			
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35735	MS4 Outfall Inspection	Pipe End 300208			
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

water quality good.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35741	MS4 Outfall Inspection	Non-Asset	10/1/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

some woody material in water.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35747	MS4 Outfall Inspection	Gate 310049		Please briefly note any operational issues	
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
35748	MS4 Outfall Inspection	Riser 310050	10/1/2019	NA or couldn't see at high tide	9/6/2019



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

some woody material in water



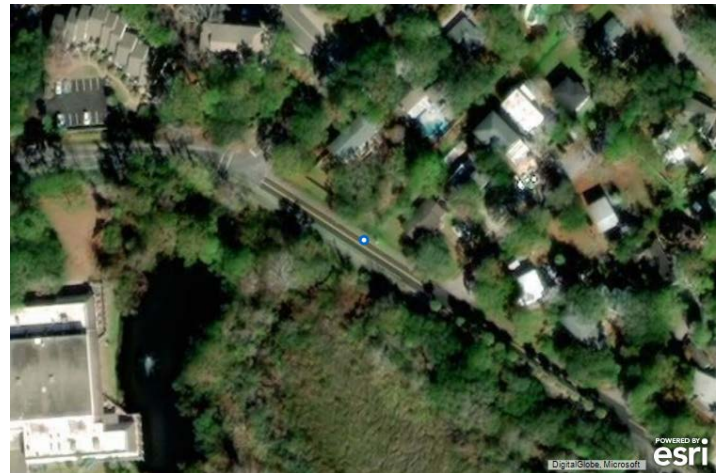
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35749	MS4 Outfall Inspection	Pipe End 310301	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

Some trash present.

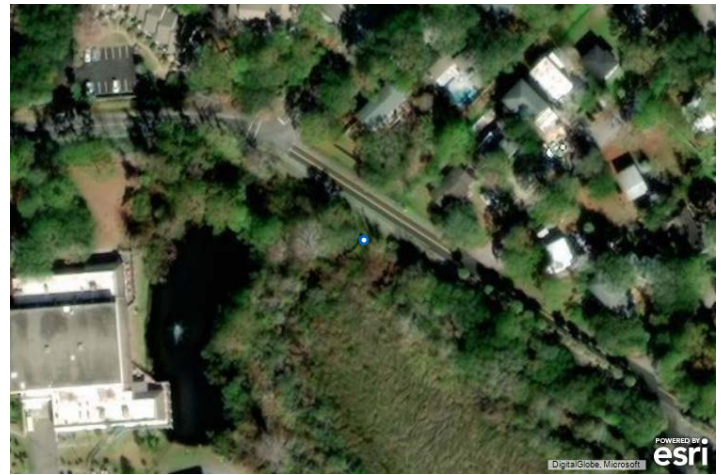
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
---------	----------	-------	-----------------	---------------------------------------	-----------------

35750	MS4 Outfall Inspection	Pipe End 310302	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35751	MS4 Outfall Inspection	Gate 110255	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



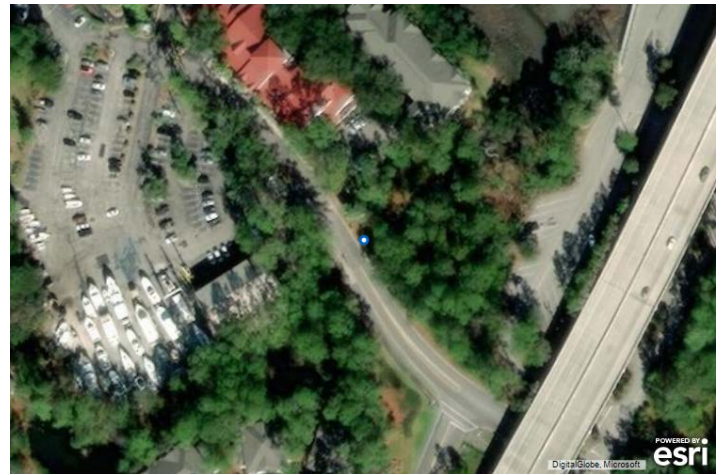
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
---------	----------	-------	-----------------	---------------------------------------	-----------------

35753	MS4 Outfall Inspection	Pipe End 100032	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

Some trash present in water way.



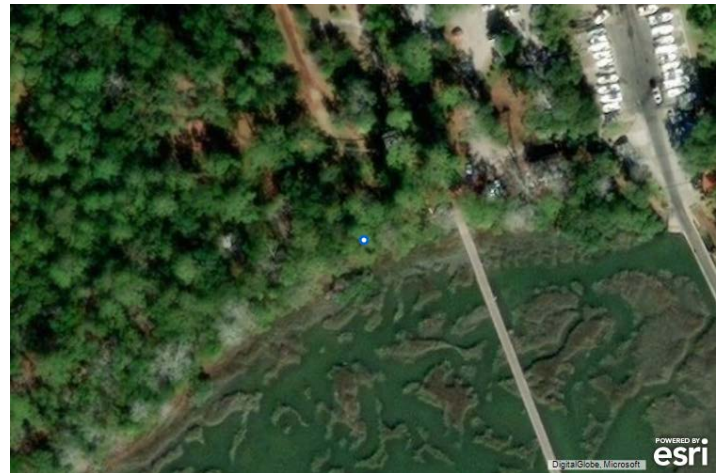
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35754	MS4 Outfall Inspection	Pipe End 160773	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

inspection done at low tide.

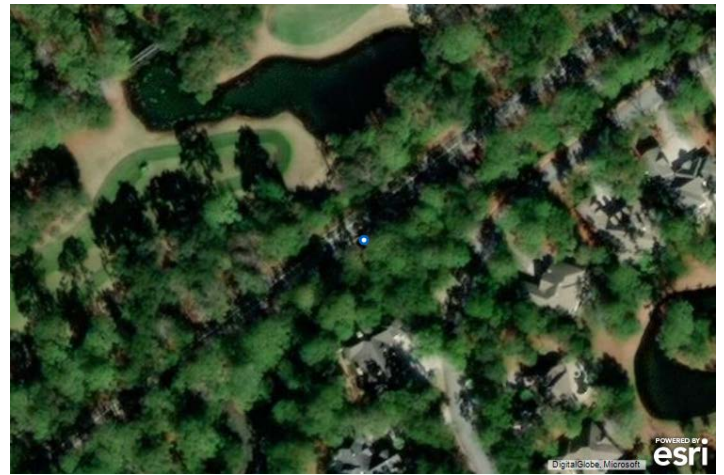
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35755	MS4 Outfall Inspection	Pipe End 160255	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

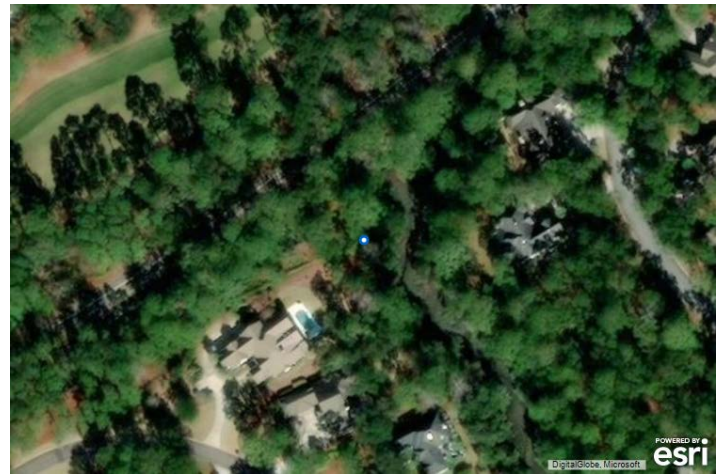
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35756	MS4 Outfall Inspection	Pipe End 160662	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35757	MS4 Outfall Inspection	Gate 110254	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

water seems clear and flap gates were closed at the time of this inspection.

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX E:

LEGAL AUTHORITY:  
STORMWATER REQUIREMENTS IN THE  
TOWN LAND MANAGEMENT ORDINANCE  
AND MUNICIPAL CODE

## Sec.16-5-109. - Stormwater Management and Erosion and Sedimentation Control Standards

### A. Purpose

The purpose of the standards in this section is to ensure that developments incorporate **best management practices** to minimize and manage stormwater runoff so as to control flooding, protect the quality of the ground and surface waters within and surrounding the **Town** , and minimize erosion and sedimentation. Specifically, this section is intended to supplement the **State's** stormwater management program and standards with additional standards that ensure control of the volume and flow of stormwater runoff, limit pollutants in stormwater runoff, provide opportunities for the filtering and settling of pollutants from runoff before it enters the **ground water** and surface waters, and minimize erosion and sedimentation from stormwater runoff.

### B. Applicability

#### 1. General

This section applies to all land disturbing activity that disturbs ½ acre or greater of land and all development that is within ½ mile of **coastal receiving waters** , regardless of disturbed area. Additionally, this section applies to any project or activity that is part of a **Larger Common Plan** , regardless of size. Exceptions to these requirements are listed in subsection 2. below.

#### 2. Exceptions

The following activities are exempt from the standards in this section:

- a. **Development** exempt from Development Plan Review in accordance with Sec. 16-2-103.G.3, Exemptions, with the exception of public street or minor utility construction;
- b. The establishment of, or additions or modifications to, a **single-family dwelling** or its **accessory structure** , provided that such **development** shall be subject to all standards in Sec. 16-5-109.I, Erosion and Sedimentation Control, except the requirement to submit an erosion control plan (Such **development** is also subject to the **flood** damage control standards in Chapter 9 of Title 15 of the **Municipal Code** , and must conform to the grading scheme and finished floor elevation established by the approved Development Plan.);
- c. **Maintenance** and **repair** of public **streets** , pathways, storm drainage, or similar public infrastructure subject to government **maintenance** ;
- d. New or existing **agricultural activity** (as defined in Sec. 16-10-105, General Definitions) not involving the **filling** or drainage of **land** ; and
- e. Emergency work by agencies or **property owners** required to address flooding conditions, provided:
  - i. Such work is verbally approved by the **Official** or other duly appointed official in charge of emergency preparedness or emergency relief if practicable ( **property owners** performing emergency work will be responsible for any damage or injury to **persons** or property caused by their unauthorized actions);
  - ii. The **Official** or other duly appointed official who verbally approved the action delivers written notice of the action to the **landowner** and any affected agency at the earliest possible time; and
  - iii. **Property owners** performing emergency work restore the site of the emergency work within 60 days following the end of the emergency period.

(Revised 6-6-2017 - [Ordinance 2017-08](#))

### C. General Standards for Stormwater Management

#### 1. Compliance with State and Federal Stormwater Management Standards

All **development** shall comply with the stormwater management standards of the South Carolina Department of Health and Environment Control (DHEC) and any applicable federal stormwater standards and permits (e.g., NPDES permits), unless such standards are waived by the appropriate **State** or federal agency.

#### 2. Compliance with Maximum Impervious Cover Standards

All **development** shall comply with the maximum **impervious cover** standards applicable to the zoning district in which the **development** is located (see Chapter 16-3: Zoning Districts). (See definition of **impervious surface** in Sec. 16-10-105, General Definitions.)

#### 3. Compliance with OCRM Critical Area Permitting Requirements

For **development adjacent** to the OCRM Critical Line, all stormwater management facilities located in the critical areas shall obtain a permit from the South Carolina Office of Ocean and Coastal Resource Management (OCRM) prior to installation.

#### 4. No Increased Flood Potential

**Development** shall not appreciably increase the **flood** potential within the **development**, on **adjacent** or surrounding **lands**, or on tidal or freshwater wetlands, as determined by the Town Engineer.

#### 5. No High-Maintenance Facilities

**Development** shall not incorporate **structures** and facilities that the Town Engineer determines will demand considerable **maintenance**.

#### 6. Discharges onto Beaches and into Wetlands and Water Bodies

- a. No stormwater discharge shall be permitted onto **beaches**.
- b. No direct stormwater discharge shall be permitted into tidal or freshwater wetlands unless approved by the Town Engineer.
- c. Discharging stormwater runoff directly into water bodies from impervious areas shall not be allowed unless methods are provided to filter the runoff to the **maximum extent practicable**. Such methods include filtering runoff through sheet flow, grass swales, drywells, infiltration ditches, gravel, sand, or other filter mediums before the runoff leaves the site or enters any natural or shared-in-common manmade water body.

#### 7. Alteration of Water Bodies

Dredging, clearing, deepening, widening, straightening, stabilizing, or otherwise altering water bodies may be permitted by the Town Engineer only when a positive benefit can be

demonstrated. Such approval does not obviate the need for other applicable **Town** , **State** , or federal agency approvals.

## 8. Water Surface Elevation Alteration and Adjustment

- a. No **development** shall construct, establish, maintain, or permanently alter the surface water elevation of any water body or wetland so as to adversely affect the natural drainage from any upstream areas, or to any downstream areas, of the **drainage basin** .
- b. The water surface elevations proposed for lagoons or water bodies are subject to approval by the Town Engineer as part of the **development** review process. The **applicant** shall submit sufficient **ground water** , topographic elevation data, and hydrologic data on or around the proposed water body site to assist in establishing the water surface elevation.

## 9. Reference Guides

The standards and design guidelines as set forth in the latest editions of the *Beaufort County Manual for Storm Water Best Management and Design Practices* , the South Carolina DHEC's *Stormwater Management BMP Handbook* , and the *Georgia Coastal Stormwater Supplement* shall serve as guides to technical specifications for the design and **construction** of various types of stormwater management facilities (including, but not limited to, structural and nonstructural stormwater **best management practices** (BMPs) and **maintenance** standards).

## 10. Pre-Design Conference

A pre-design conference with the Town Engineer or his or her designee is suggested for small projects not affecting major drainage ways or environmentally sensitive areas, and is required for all Subdivision Review and Development Plan Review **applications** .

## 11. Professional Engineer or Surveyor

All surveys, plans, specifications, and reports shall be prepared and certified by the appropriate professional engineer or professional surveyor registered in South Carolina, in accordance with the current South Carolina Code of Laws, Title 40-Professions and Occupations, Chapter 22, Engineers and Surveyors.

## D. Drainage Design Standards

### 1. General

#### a. Design Methodology

- i. The two accepted hydrological methodologies for computing surface runoff are the rational method and the USDA NRCS TR-55 method. Other methods approved by the Town Engineer are allowable.
- ii. The rational method may be used only for sizing individual culverts or storm drains that are not part of a pipe network or system and have a contributing drainage area of 20 acres or less.
- iii. The USDA NRCS TR-55 method or other approved methodology may be used for **sites** of any size.



- iv. Proposed **development** design shall consider the hydrological features within the total watershed, including the **development** site, upstream and downstream areas.

b. Site Area

The site area incorporated in stormwater management design shall be the total area of proposed **development** , including any noncontiguous **lands** that are part of a Planned Development, which is owned in fee simple by the **landowner / developer** of the Planned Development, or is included in perpetual cross **easements** for drainage purposes.

c. Design Storm

The design storm, to be used in the design of all drainage systems and permanent stormwater management facilities, is the 25-year frequency/24-hour/8.4-Inch rainfall and Antecedent Moisture Condition II (AMC II).

d. Engineering Checklist

Detailed design standards for all stormwater management systems required by this section can be found in the Engineering Checklist maintained by the Town Engineer.

2. Pre-Development Peak Discharge Rates

- a. All **development** shall incorporate stormwater management facilities sufficient to ensure that for the design storm and Type III rainfall distribution, the post- **development** peak discharge rate across **adjacent** property lines will not exceed the pre-development peak discharge rate. In the case of redevelopment, the pre-development condition shall be defined as the existing state at the time of **development application** .
- b. Stormwater **best management practices** (BMPs) shall be used to retain and detain the increased and accelerated runoff that the **development** generates.
- c. The Town Engineer may waive this peak discharge requirement on determining that the **applicant** has demonstrated that:
  - i. A suitable means of flow into a downstream tidal discharge point is accessible; or
  - ii. The **development** includes a drainage system with adequate capacity to carry site flows to an ultimate downstream tidal discharge point.

3. On-Site Retention of First Inch of Runoff

- a. All **development** shall provide for **on-site** retention (dry or wet) or percolation of a minimum of one inch of runoff from **on-site impervious surfaces** . Major drainage canals may not be used for retention where doing so may adversely impact the storm hydrology upstream or downstream.
- b. The one inch of runoff from all such **impervious surfaces** shall be dissipated by percolation into the soil, evaporation, or other methods of treatment or handling acceptable to the Town Engineer.
- c. Where **on-site** retention of runoff is also required by OCRM standards, evidence of OCRM approval of the **on-site** retention shall be submitted to the Town Engineer.

4. On-Site Detention or Percolation of Runoff

- a. All **development** shall provide for **on-site detention** (dry or wet) or percolation of stormwater runoff that is sufficient to maintain the same peak discharge rate as occurred pre-development. Major drainage canals may not be used for **detention** where doing so may adversely impact the storm hydrology upstream or downstream.
- b. **Off-site detention** (dry or wet) or percolation areas may be used, provided:
  - i. The Town Engineer determines that such **improvements** are in the common good and are of satisfactory design to cause no hardship to others utilizing the same drainageway, whether **on-site** or upstream or downstream;
  - ii. A recorded, permanent drainage **easement** is provided that complies with this section and Sec. 16-5-109.G, Drainage Easements, and benefits the **land** described in the **application** for **development** permit;
  - iii. Adequate **maintenance** of the areas is provided for in accordance with Sec. 16-5-109.H.1, Ownership and Maintenance Responsibility; and
  - iv. The **developer** bears the total cost of the areas and their **detention** or percolation facilities.

## 5. Design of Detention and Retention Facilities

- a. **Detention** and retention facilities shall be designed to provide at least one-half foot of freeboard or vertical **detention** storage volume for runoff above the design storm peak elevation.
- b. **Detention** and retention facilities shall be designed for ten-year sediment loads before the one-half foot storage volume required in subparagraph a above is included. Sediment storage may be accommodated below the dry weather water level design, as long as an adequate permanent pool depth is maintained.
- c. **Detention** and retention facilities shall be designed with relatively flat side slopes (maximum horizontal to vertical ratio of 3:1) along the shoreline.
- d. Where possible, **detention** and retention facilities shall be designed with meandering shorelines to increase the length of shoreline, thus offering more space for the growth of littoral vegetation for pollution control purposes.
- e. Where cleared site conditions exist around **detention** or retention areas, the banks shall be sloped to the proposed dry weather water surface elevation and planted for stabilization purposes. Where slopes are not practical or desired, other methods of bank stabilization will be used and noted on plans submitted for approval.

## 6. Adequate Outfall

A **developer** shall provide adequate outfall ditches, pipes, and **easements** downstream from a proposed discharge if public or private facilities adequate to carry the proposed discharge do not exist or are not available for use by the **developer** .

## 7. Use of Wetlands

- a. The use of wetlands for stormwater retention is allowable with approval by the Town Engineer. **Adjacent** BMPs that benefit from retention of normal wetland water table elevations are acceptable.
- b. Regulated wetlands shall not be disturbed by the **construction** of BMPs in them or sufficiently near to deprive them of required runoff or to lower their normal water table elevations.

- c. If a BMP is proposed to be located near a regulated wetland or in a required **wetland buffer** (see Sec. 16-6-102, Wetland Protection), the **applicant** will provide data showing that impacts will not be detrimental to the wetland or **wetland buffer**, and the BMPs shall include flow dissipation devices ensuring that discharge to wetlands occurs at non-erosive velocities.

## 8. Incorporation of Stormwater Management into Landscape Design

Final landscape designs and plantings shall not adversely affect stormwater conveyance or **maintenance** of stormwater management facilities, but rather should further opportunities for percolation, retention, **detention**, filtration, and plant absorption of site-generated stormwater runoff (e.g., using low impact **development** (LID) measures—see guides in Sec. 16-5-109.C.9, Reference Guides).

### E. Inspection and Certification of Construction

The **application** for a Certificate of Compliance for a **development**, or approved phase thereof, shall include certification by a professional engineer registered in South Carolina that the **development** site work was constructed in accordance with approved plans and the requirements of this **Ordinance**. Prior to approval of such **application**, the Town Engineer or his or her designee shall conduct an inspection of constructed stormwater management facilities. Any deficiencies identified by the inspection shall be corrected before a Certificate of Compliance is issued.

### F. As-Built Survey

1. Before issuance of a Certificate of Compliance, the **applicant** shall submit to the Town Engineer an **as-built survey** prepared and certified by a South Carolina professional **land** surveyor that accurately identifies and depicts the horizontal location of all property corners, **easements**, and the horizontal and vertical locations of all **on-site improvements**. The **as-built survey** shall show:
  - a. Closed polygons of all impervious areas ( **buildings**, sidewalks, parking facilities, paved areas), utilities, storm drainage **structures**, pipes, channels, and **detention** /retention areas;
  - b. The diameter and type of material for all new storm drainage pipes;
  - c. All storm drainage **structures**, grate/rim, and invert elevations, along with **finish grades** on pavements and curbing as per the design plans (with design elevations to be struck through and the actual as-built elevations to be underlined and shown directly above or below the design elevation).
2. The **as-built survey** shall be clearly labeled and based on NAD 83, NAD 83 State Plane South Carolina Feet Intl, and NAVD 88 datums.
3. The **as-built survey** shall be submitted in the form of two sets of hard copy, sealed prints at a legible scale, and the digital file in AutoCAD 2007 format or newer.

### G. Drainage Easements

#### 1. General

**Developments** shall provide adequate **access** for **maintenance** and **improvement** of the drainage easement and required stormwater management facilities.

#### 2. Closed Pipe Easements

Generally, the minimum width of a drainage easement with underground storm drain pipes shall be at least 15 feet. The Town Engineer may require additional width as necessary to allow for **access** by service equipment and storage of removed fill to one side of the pipes, or to accommodate larger or more deeply buried pipes.

### 3. Open Channel Easements

Drainage **easements** for open drainage channels shall have a minimum width equal to the maximum top width of the channel plus an additional 15 feet. The Town Engineer may require additional width as necessary to allow for **access** by service equipment to one side of the channel.

### 4. Shared Easements

Drainage **easements** may be shared with other **easements** with the written approval of the Town Engineer and with consent of the easement holders. Nothing herein shall be construed as prohibiting the use of drainage **easements** for **access** to various properties or other compatible **uses** with the consent of the **landowners** and easement holders.

## H. Maintenance of Stormwater Management Facilities and Easements

All required drainage **easements** and stormwater management facilities shall be maintained in accordance with the provisions in this subsection.

### 1. Ownership and Maintenance Responsibility

- a. The **applicant** shall designate what specific entity or entities will own and be responsible for operation and **maintenance** of drainage **easements** and required stormwater management facilities. Specific entities may include, but are not limited to, the **Town**, the **developer** or a homeowners' or property owners' association or regime.
- b. For systems conveying runoff from a public **street** right-of-way, the **applicant** shall dedicate permanent drainage **easements** to the **Town**.
- c. Any stormwater management facility serving a single- **lot** commercial or single- **lot** industrial **development** shall be privately owned and maintained.
- d. Private **maintenance** of drainage **easements** and stormwater management systems shall be provided for in restrictive covenants (e.g., through reference to the operation and **maintenance** agreement required in paragraph 2 below).
- e. Prior to the issuance of a Certificate of Compliance, all required drainage **easements** and restrictive covenants ensuring **maintenance** of drainage **easements** and stormwater management facilities shall be recorded with the Beaufort County Register of Deeds.

### 2. Operation and Maintenance Agreement

Where drainage **easements** and stormwater management facilities are to be privately operated and maintained, the **applicant** shall obtain **Town** approval of a DHEC Operation and Maintenance Agreement ensuring adequate and perpetual operation and **maintenance** of the **easements** and facilities by the **developer** or a homeowners' or property owners' association. In addition to meeting DHEC requirements, the operation and **maintenance** agreement shall:

- a. Require the parties responsible for operation and **maintenance** of stormwater management facilities to inspect the facilities on an annual basis and submit an annual facilities inspection report to the Town Engineer each December; and
- b. Authorize the **Town** , **State** , or other legal entity having authority to enforce stormwater management requirements to perform, or require the homeowners' or property owners' association or **landowner** to perform, actions necessary to:
  - i. Correct any lack of **maintenance** resulting in an adverse effect on drainage flow, or
  - ii. Alleviate flooding or other emergency drainage problems upstream or downstream of the **development** site.

## I. Erosion and Sedimentation Control

### 1. Applicability

Erosion, sedimentation, and pollution controls shall be required for all **land disturbing activities** subject to this section. The Town Engineer shall have the authority to require an erosion and sediment control plan for any other **land** disturbance activity that may impact **adjacent** drainageways.

### 2. General Standards

- a. The **applicant** for a **development** shall identify potential sources of erosion, sedimentation, and other forms of pollution that could be transported by stormwater runoff on the **construction** site, and shall prepare plans to prevent and minimize adverse effects.
- b. Erosion, sedimentation, and pollution control plans shall be submitted with **development applications** according to the provisions set forth by DHEC for **land disturbing activities** .
- c. All erosion, sedimentation, and pollution control plans shall conform to the standards of the most recent South Carolina NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000) and South Carolina Regulation 72-300, when applicable.
- d. All erosion, sedimentation, and pollution control BMPs shall be designed, installed, and maintained in accordance with the South Carolina DHEC's *Stormwater BMP Handbook* . All symbols and standard details on plans shall conform to those found within the *BMP Handbook* .

### 3. Stabilization of Disturbed Areas

- a. Temporary stabilization measures shall be established on the site of any **land disturbing activity** that is inactive for more than 14 days, until activity recommences.
- b. Permanent stabilization measures shall be established on the **development** site prior to the issuance of final approval or a Certificate of Compliance for the **development** .

### 4. Construction Buffer Zones

**Land disturbing activities adjacent** to regulated wetlands and waters of the **State** shall be subject to the applicable **wetland buffer** standards in Sec. 16-6-102, Wetland Protection, or NPDES buffer requirements.

([Ord. No. 2015-23](#), 11-3-2015)

TITLE 14 - PUBLIC WORKS

**Chapters**

**1. Stormwater Management**

Chapter 1 - STORMWATER MANAGEMENT

ARTICLE 1. - GENERAL PROVISIONS

Sec. 14-1-111. - Title.

This chapter shall be known as the "Stormwater Management Ordinance of the Town of Hilton Head Island" and may be cited as title 14, chapter 1 of the Municipal Code of the Town of Hilton Head Island (1983), as amended.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-112. - Authority.

This chapter is enacted pursuant to the authority of title 5, Code of the State of South Carolina (1976), including, without limitation, section 5-7-10 of the Code of Laws of South Carolina (Supp. 1992), and section 5-7-30 of the Code of Laws of South Carolina (Supp. 1992), which provide, in relevant part, that municipalities may adopt all ordinances which appear necessary and proper for the security, general welfare and convenience of the municipality and for the preservation of the general health, peace and order in the municipality.

Further, this chapter is adopted to ensure compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit No. SCR030000 issued in accordance with the Federal Clean Water Act, the South Carolina Pollution Control Act, and regulations promulgated there under.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-113. - Declaration of purpose and intent.

- (a) This chapter is enacted to protect, maintain, and enhance the environment of the Town of Hilton Head Island, South Carolina and to preserve the general health, safety, and welfare of the general public within the Town of Hilton Head Island, South Carolina through the regulation of the non-stormwater discharges to the municipal separate storm sewer system to the maximum extent practicable as required by federal law.
- (b) It is further the purpose of this chapter to comply with the federal and corresponding state stormwater discharge (NPDES) regulations (40 CFR § 122.26 and SC Regulation 61-9.122.26) developed pursuant to the Clean Water Act and to assure the Town of Hilton Head Island has the authority to take any action required by it to obtain and comply with its NPDES permit for stormwater discharges. Among other things, these regulations require the Town of Hilton Head Island to establish legal authority which authorizes or enables the town, at a minimum, to:
  - (1) Prohibit illicit discharges and illegal connections to the municipal separate storm sewer system and receiving waters.
  - (2) Control the introduction of pollutants to the municipal separate storm sewer system and receiving waters.

- (3) Address specific categories of non-stormwater discharges and similar other incidental non-stormwater discharges.
  - (4) Control non-stormwater discharges, generated as a result of spills, inappropriate dumping or disposal to the municipal separate storm sewer system and receiving waters.
  - (5) Carry out all inspection, surveillance and monitoring, and enforcement procedures necessary to determine compliance and noncompliance with stormwater permit (permit) conditions, including the prohibition of illicit discharges to the municipal separate storm sewer system and receiving waters.
  - (6) Require temporary erosion and sediment controls to protect water quality to the maximum extent practicable during land disturbing activities, in accordance with current state regulations.
  - (7) Ensure the proper installation, operation, and maintenance of construction site best management practices (BMPs).
  - (8) Ensure effective long-term operations and maintenance of best management practices (BMPs).
- (c) This chapter is to be construed to further its purpose of controlling and reducing pollutant discharges to the municipal separate storm sewer system and to the waters of the state to assure the obligations under its NPDES permit issued by the SCDHEC as required by 33 USC § 1342 (1251) and 40 CFR § 122.26.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-114. - Jurisdiction.

This chapter and the provisions contained herein shall apply to all lands within the incorporated areas of the Town of Hilton Head Island, South Carolina, as now or may be hereafter established, together with such adjacent unincorporated areas of Beaufort County which the town council and the Beaufort County Council may jointly agree to become governed by this title.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-115. - Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Accidental discharge* means a discharge prohibited by this chapter which occurs by chance and without planning or thought prior to occurrence.

*Best management practices* or *BMPs* means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

*Clean Water Act (CWA)* means Pub. L. 92-500, as amended by Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483, and Pub. L. 97-117, 33 U.S.C. § 1251 et seq. Specific references to sections within the CWA will be according to Pub. L. 92-500 notation. Formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972.

*Construction activity* as defined at § 122.26(b)(14)(x) of South Carolina Regulation 61-9 and incorporated here by reference. Construction activity including clearing, grading, and excavation, except operations that result in the disturbance of less than five (5) acres of total land area. Construction activity also includes the disturbance of less than five (5) acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five (5) acres or more.



Construction activities including clearing, grading, and excavating that result in land disturbance of equal to or greater than one (1) acre and less than five (5) acres and, in coastal counties within one-half (½) mile of a receiving water body (but not for single-family homes which are not part of a subdivision development), that result in any land disturbance less than five (5) acres. Small construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) and less than five (5) acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

*Discharge* means any discharge or discharge of any sewage, industrial wastes or other wastes into any of the waters of the state, whether treated or not.

*Illicit discharge* means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to an NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.

*Illicit connection* or *illegal connection* means either of the following:

- (1) Any pipe, open channel, drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system, regardless of whether such pipe, open channel, drain or conveyance has been previously allowed, permitted, or approved by an authorized enforcement agency; or
- (2) Any pipe, open channel, drain or conveyance connected to the municipal separate storm sewer system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

*Industrial activity* means activities subject to NPDES industrial permits as defined in 40 CFR, § 122.26 (b)(14).

*Land disturbing activity* means any activity on property that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography that may cause erosion and contribute to sediment and alter the quality and quantity of stormwater runoff. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling and excavation.

*Municipal separate storm sewer system (MS4)* means a conveyance or system of conveyances owned or operated by the municipality for the collection and transportation of stormwater, including roads with drainage systems, municipal streets, catch basins, inlets, curbs, gutters, ditches, channels, creeks and storm drains.

*National Pollutant Discharge Elimination System (NPDES)* means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of [the] Clean Water Act.

*Non-stormwater discharge* means any discharge to the storm drain system that is not composed entirely of stormwater.

*Person* means any individual, public or private corporation, political subdivision, association, partnership, corporation, municipality, state or federal agency, industry, co-partnership, firm, trust, estate, any other legal entity whatsoever, or an agent or employee thereof.

*Pollutant* means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; sediment; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; concrete and cement; and noxious or offensive matter of any kind.

*Point source* means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.

*Premises* means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

*Small municipal separate storm sewer system* means all separate storm sewers that are owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States and is not defined as "large" or "medium" municipal separate storm sewer system.

*State waters* or *waters of the state* means lakes, bays, sounds, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic Ocean within the territorial limits of the state, and all other bodies of surface or underground water, natural or artificial, public or private, inland or coastal, fresh or salt, which are wholly or partially within or bordering the state or within its jurisdiction.

*Stormwater* means stormwater runoff, snow melt runoff and surface runoff and drainage.

*Stormwater runoff* means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

*Structural stormwater BMP* means a structural stormwater management facility or device that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow.

*Watercourse* means a topographic, natural, or manmade feature which conveys stormwater runoff from one (1) property to another separately owned property. This may include, but is not limited to, a pond, lagoon, creek, channel, canal, ditch, swale, pipe, or flume.

*Waters of the United States* or *waters of the U.S.* means:

- (1) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
- (2) All interstate waters, including interstate wetlands;
- (3) The territorial seas;
- (4) All impoundments of a traditional navigable water, interstate water, the territorial seas or a tributary;
- (5) All tributaries of a traditional navigable water, interstate water, the territorial seas or impoundment;
- (6) All waters, including wetlands, adjacent to a traditional navigable water, interstate water, the territorial seas, impoundment or tributary; and
- (7) On a case-specific basis, other waters, including wetlands, provided that those waters alone, or in combination with other similarly situated waters, including wetlands, located in the same region, have a significant nexus to a traditional navigable water, interstate water or the territorial seas.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-116. - Conflict with other laws, ordinances or regulations.

Nothing in this section shall be deemed to amend or repeal any other ordinance, rule, regulation, other provision of law. The requirements of this chapter are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this chapter imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-117. - Other town requirements.

Whenever this chapter imposes a more restrictive standard than required by any other town ordinance or requirement, the provisions of this chapter shall govern. Whenever any other town ordinance or requirement imposes a more restrictive standard than required by this chapter, the provisions of such town ordinance or requirement shall govern.

(Ord. No. 2015-25, § 1, 12-1-15)

## ARTICLE 2. - WATER QUALITY REGULATIONS

Sec. 14-1-211. - Obstruction of flows.

No person shall create, cause, or allow to occur the blockage of a watercourse that obstructs or materially impedes the natural flow of water without the written approval of the town.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-212. - Waste disposal prohibitions.

No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the municipal separate storm sewer system, or waters of the state, any refuse, rubbish, garbage, litter, vegetative debris including natural foliage, fecal matter, or other discarded or abandoned objects, articles, and accumulations so that the same may cause or contribute to pollution within the municipal separate storm sewer system.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-213. - Watercourse protection.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, and other obstacles that would pollute, contaminate, obstruct, or materially impede the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-214. - Prohibition of illicit discharges.

- (a) It is unlawful for any person to throw, drain, run, or otherwise discharge to any component of the town's municipal separate storm sewer system or to the waters of the state, including streets, highways, right-of-ways, or to cause, permit or suffer to be thrown, drain, run, or allow to seep or otherwise discharge into such system, any organic or inorganic matter that shall cause or tend to cause pollution or blockages to such waters, as provided for in this chapter.
- (b) The Town of Hilton Head Island Engineering Division shall develop procedures for detecting, tracking, and eliminating illicit discharge and improper disposal to the stormwater system.
- (c) Exceptions. The following discharges are exempt from the prohibition provision above:
  - (1) Water line flushing (performed by a government agency).
  - (2) Landscape irrigation.
  - (3) Diverted stream flows.
  - (4) Rising groundwaters.
  - (5) Uncontaminated groundwater infiltration.
  - (6) Uncontaminated pumped groundwater.
  - (7) Discharges from potable water sources.
  - (8) Foundation drains.
  - (9) Air conditioning condensate.
  - (10) Irrigation water (not consisting of treated, or untreated, wastewater).
  - (11) Springs.
  - (12) Water from crawl space pumps.
  - (13) Footing drains.
  - (14) Lawn watering.
  - (15) Individual residential car washing.
  - (16) Natural flows from riparian habitats and wetlands.
  - (17) Dechlorinated swimming pool discharges.
  - (18) Street wash water.
  - (19) Discharges or flows from firefighting activities.
  - (20) The prohibition provision above shall not apply to any non-stormwater discharge permitted under an NPDES permit or order issued to the discharger and administered under the authority of the state and the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the municipal separate storm sewer system.
- (d) The engineering division shall take appropriate steps to detect and eliminate improper discharges. These steps may include the adoption of a program to screen illicit discharges and identify their source or sources, perform inspections, provide public education and public information, and issue notice of violations if not removed.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-215. - Prohibition of illicit connections.

- (a) It is unlawful for any person to connect any pipe, open channel, or any other conveyance system that discharges anything, except stormwater or unpolluted water which is approved by the Town of Hilton Head Island, into the municipal separate storm sewer system or waters of the state.
- (b) It is unlawful for any person to continue the operation of any such illicit connection regardless of whether the connection was permissible when constructed. Improper connections in violation of this chapter must be disconnected and redirected, if necessary, to the satisfaction of the town engineer or his designee and any other federal, state, or local agencies or department regulating discharge.
- (c) The construction, connection, use, maintenance or continued existence of any illegal connection to the municipal separate storm sewer system is prohibited.
  - (1) This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
  - (2) A person violates this chapter if the person connects a line conveying sanitary sewage to the municipal separate storm sewer system, or allows such a connection to continue.
  - (3) Improper connections in violation of this chapter must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the appropriate public service district.
  - (4) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the town requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be completed, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the town.
- (d) The engineering division shall take appropriate steps to detect and eliminate prohibited (or unlawful) connections to the municipal stormwater system, including the adoption of a program to screen illicit discharges and identify their source or sources, perform inspections, and issue notice of violations if not removed.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-216. - Prohibition of water pollution.

- (a) A person must not discharge, cause or allow to flow from a storage system or other container, any pollutant into the municipal separate storm sewer system or waters of the state except in concentrations or quantities explicitly authorized by an approved National Pollutant Discharge Elimination System discharge permit, or by a plan for compliance, or that are consistent with the utilization of approved best management practices.
- (b) A person must not connect any apparatus discharging any pollutant, in any quantity, to any part of the municipal separate storm sewer system or waters of the state except as explicitly authorized by an approved National Pollutant Discharge Elimination System discharge permit or by a plan for compliance, or as results from approved best management practices.
- (c) A person must not improperly store, handle, or apply any pollutant in a manner that will cause its exposure to rainfall or runoff and discharge as point source pollution or nonpoint source pollution into the municipal separate storm sewer system or waters of the state except in concentrations and quantities authorized by an approved National Pollutant Discharge Elimination System discharge permit or by a plan for compliance, or as results from approved best management practices.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-217. - Industrial or construction activity discharges.

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the town engineer or his designee prior to allowing discharges to the municipal separate storm sewer system.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-218. - Notification of accidental discharges and spills.

- (a) Notwithstanding other requirements of law, as soon as any person responsible for a facility, activity or operation, or responsible for emergency response for a facility, activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges from that facility or operation which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal separate storm sewer system, state waters, or waters of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge.
- (b) Immediately upon becoming aware of a discharge or spill, said person shall notify the authorized enforcement agency in person, by telephone, or facsimile within twenty-four (24) hours of the nature, quantity and time of occurrence of the discharge. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for a minimum of three (3) years. Said person shall also take all necessary immediate steps to ensure there is no recurrence of the discharge or spill.
- (c) In the event of such a release of hazardous materials, Town of Hilton Head Island Fire and Rescue, Beaufort County Sheriff's Office, and South Carolina Department of Health and Environmental Control shall be immediately notified.
- (d) Failure to provide notification of a release as provided above is a violation of this chapter.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-219. - Jurisdiction, enforcement and penalties.

- (a) The Municipal Court of the Town of Hilton Head Island shall have jurisdiction over the prosecution of violations of the provisions of this chapter.
- (b) The town engineer, or his designee, and designated code enforcement officers of the town shall administer, implement, and enforce the provisions of this chapter.
- (c) Upon finding a violation of this article, the town may issue a notice of violation, stop order, or corrective order to any person causing or permitting the violation.
- (d) Any person who violates any portion of this chapter shall, upon conviction thereof, be deemed guilty of a misdemeanor and shall be subject to the penalties as set forth in section 1-5-10 of this Code. Each day's continued violation constitutes a separate offense.
- (e) In the event the violation constitutes an immediate danger to public health and safety, or the environment, the town is authorized to enter upon the subject private property without giving prior notice to abate the violation and restore the property. The town is authorized to assess the costs of the abatement and recover them from the owner and responsible parties or both as outlined in sections 9-1-115 through 9-1-118 of the Town Code.
- (f) In addition to any other remedy allowed by law, the town may seek injunction or other appropriate judicial relief to prevent or stop any violation of this chapter.

- (g) Whenever the town finds that a violation of this chapter has occurred, the town may order compliance by written notice of violation. The notice of violation shall contain:
  - (1) The name and address of the alleged violator;
  - (2) The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
  - (3) A statement specifying the nature of the violation;
  - (4) A description of the remedial measures necessary to restore compliance with this chapter and a time schedule for the completion of such remedial action;
  - (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and
- (h) Such notice of violation may require without limitation:
  - (1) That violating discharges, practices, or operations shall cease and desist;
  - (2) The performance of monitoring, analyses, and reporting;
  - (3) The elimination of illicit discharges and illegal connections;
  - (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
  - (5) Payment of costs to cover administrative and abatement costs; and
  - (6) The implementation of pollution prevention practices.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-220. - Access and inspection/monitoring of properties and facilities.

- (a) For the purpose of enforcing the provisions of this chapter, the code enforcement officer or other authorized agent of the town is empowered to enter upon the premises of any person subject to this chapter and to make regular inspections, periodic investigations, monitoring, observation measurement, enforcement, sampling and testing, to effectuate the provisions of this chapter. Inspections shall be conducted at reasonable times.
- (b) If the code enforcement officer or town engineer, or his designee, reasonably believes that discharges from the property may cause an immediate and substantial threat to public health and safety or the environment, the inspection may take place at any time and without notice to the owner of the property or representative of the site. The inspector shall present proper credentials upon reasonable request by the owner or representative.
- (c) A person must not hinder, prevent, or unreasonably refuse to permit any inspection, investigation, or monitoring under this article.
- (d) The town shall have the right to set up on any property or facility such devices as are necessary in the opinion of the town to conduct monitoring and/or sampling of discharges.
- (e) If the town determines that the property owner or responsible party has an illicit discharge on or originating from their property, the town may require the owner or responsible party to install monitoring equipment as approved by the town and perform monitoring as necessary, and make the monitoring data available to the town. This sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the owner or operator at his/her own expense. All devices used to measure flow and quality shall be calibrated to ensure their accuracy.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-221. - Violations deemed a public nuisance.

In addition to the enforcement processes and penalties provided herein, any condition caused or permitted to exist in violation of any of the provisions of this chapter is a threat to public health, safety, welfare, and environment and is declared and deemed a public nuisance, and may be abated as set forth in sections 9-1-115 through 9-1-118 of the Town Code, or by injunctive or other equitable relief as provided by law.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-222. - Costs of abatement of the violation.

The owner of the property, or responsible party, will be notified of the cost of abatement, including administrative costs. The property owner, or responsible party, may file a written protest with the town manager objecting to the assessment or to the amount of the assessment within ten (10) days of such notice. The property owner or responsible party may appeal a decision of the town manager to town council within ten (10) days of receipt of the final assessment by the town manager. A hearing by town council shall be heard within forty-five (45) days of receipt of the appeal. If the amount due is not paid within ten (10) days after receipt of the notice, or if a protest or appeal is taken, within ten (10) days after a decision on said protest or appeal, the charges shall become a special assessment against the property and the town may file a lien on the property for the amount of the assessment.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-223. - Remedies not exclusive.

The remedies listed in this chapter are not exclusive of any other remedies available under any applicable federal, state or local law and the town may seek cumulative remedies. The town may seek to recover attorney's fees, court costs, and other expenses associated with enforcement of this chapter, including sampling and monitoring expenses.

(Ord. No. 2015-25, § 1, 12-1-15)



TITLE 14 - PUBLIC WORKS

**Chapters**

**1. Stormwater Management**

Chapter 1 - STORMWATER MANAGEMENT

ARTICLE 1. - GENERAL PROVISIONS

Sec. 14-1-111. - Title.

This chapter shall be known as the "Stormwater Management Ordinance of the Town of Hilton Head Island" and may be cited as title 14, chapter 1 of the Municipal Code of the Town of Hilton Head Island (1983), as amended.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-112. - Authority.

This chapter is enacted pursuant to the authority of title 5, Code of the State of South Carolina (1976), including, without limitation, section 5-7-10 of the Code of Laws of South Carolina (Supp. 1992), and section 5-7-30 of the Code of Laws of South Carolina (Supp. 1992), which provide, in relevant part, that municipalities may adopt all ordinances which appear necessary and proper for the security, general welfare and convenience of the municipality and for the preservation of the general health, peace and order in the municipality.

Further, this chapter is adopted to ensure compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Permit No. SCR030000 issued in accordance with the Federal Clean Water Act, the South Carolina Pollution Control Act, and regulations promulgated there under.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-113. - Declaration of purpose and intent.

- (a) This chapter is enacted to protect, maintain, and enhance the environment of the Town of Hilton Head Island, South Carolina and to preserve the general health, safety, and welfare of the general public within the Town of Hilton Head Island, South Carolina through the regulation of the non-stormwater discharges to the municipal separate storm sewer system to the maximum extent practicable as required by federal law.
- (b) It is further the purpose of this chapter to comply with the federal and corresponding state stormwater discharge (NPDES) regulations (40 CFR § 122.26 and SC Regulation 61-9.122.26) developed pursuant to the Clean Water Act and to assure the Town of Hilton Head Island has the authority to take any action required by it to obtain and comply with its NPDES permit for stormwater discharges. Among other things, these regulations require the Town of Hilton Head Island to establish legal authority which authorizes or enables the town, at a minimum, to:
  - (1) Prohibit illicit discharges and illegal connections to the municipal separate storm sewer system and receiving waters.
  - (2) Control the introduction of pollutants to the municipal separate storm sewer system and receiving waters.

- (3) Address specific categories of non-stormwater discharges and similar other incidental non-stormwater discharges.
  - (4) Control non-stormwater discharges, generated as a result of spills, inappropriate dumping or disposal to the municipal separate storm sewer system and receiving waters.
  - (5) Carry out all inspection, surveillance and monitoring, and enforcement procedures necessary to determine compliance and noncompliance with stormwater permit (permit) conditions, including the prohibition of illicit discharges to the municipal separate storm sewer system and receiving waters.
  - (6) Require temporary erosion and sediment controls to protect water quality to the maximum extent practicable during land disturbing activities, in accordance with current state regulations.
  - (7) Ensure the proper installation, operation, and maintenance of construction site best management practices (BMPs).
  - (8) Ensure effective long-term operations and maintenance of best management practices (BMPs).
- (c) This chapter is to be construed to further its purpose of controlling and reducing pollutant discharges to the municipal separate storm sewer system and to the waters of the state to assure the obligations under its NPDES permit issued by the SCDHEC as required by 33 USC § 1342 (1251) and 40 CFR § 122.26.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-114. - Jurisdiction.

This chapter and the provisions contained herein shall apply to all lands within the incorporated areas of the Town of Hilton Head Island, South Carolina, as now or may be hereafter established, together with such adjacent unincorporated areas of Beaufort County which the town council and the Beaufort County Council may jointly agree to become governed by this title.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-115. - Definitions.

[The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Accidental discharge* means a discharge prohibited by this chapter which occurs by chance and without planning or thought prior to occurrence.

*Best management practices* or *BMPs* means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

*Clean Water Act (CWA)* means Pub. L. 92-500, as amended by Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483, and Pub. L. 97-117, 33 U.S.C. § 1251 et seq. Specific references to sections within the CWA will be according to Pub. L. 92-500 notation. Formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972.

*Construction activity* as defined at § 122.26(b)(14)(x) of South Carolina Regulation 61-9 and incorporated here by reference. Construction activity including clearing, grading, and excavation, except operations that result in the disturbance of less than five (5) acres of total land area. Construction activity also includes the disturbance of less than five (5) acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five (5) acres or more.

Construction activities including clearing, grading, and excavating that result in land disturbance of equal to or greater than one (1) acre and less than five (5) acres and, in coastal counties within one-half (½) mile of a receiving water body (but not for single-family homes which are not part of a subdivision development), that result in any land disturbance less than five (5) acres. Small construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) and less than five (5) acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

*Discharge* means any discharge or discharge of any sewage, industrial wastes or other wastes into any of the waters of the state, whether treated or not.

*Illicit discharge* means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to an NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.

*Illicit connection* or *illegal connection* means either of the following:

- (1) Any pipe, open channel, drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system, regardless of whether such pipe, open channel, drain or conveyance has been previously allowed, permitted, or approved by an authorized enforcement agency; or
- (2) Any pipe, open channel, drain or conveyance connected to the municipal separate storm sewer system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

*Industrial activity* means activities subject to NPDES industrial permits as defined in 40 CFR, § 122.26 (b)(14).

*Land disturbing activity* means any activity on property that results in a change in the existing soil cover (both vegetative and non-vegetative) and/or the existing soil topography that may cause erosion and contribute to sediment and alter the quality and quantity of stormwater runoff. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, re-construction, clearing, grading, filling and excavation.

*Municipal separate storm sewer system (MS4)* means a conveyance or system of conveyances owned or operated by the municipality for the collection and transportation of stormwater, including roads with drainage systems, municipal streets, catch basins, inlets, curbs, gutters, ditches, channels, creeks and storm drains.

*National Pollutant Discharge Elimination System (NPDES)* means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of [the] Clean Water Act.

*Non-stormwater discharge* means any discharge to the storm drain system that is not composed entirely of stormwater.

*Person* means any individual, public or private corporation, political subdivision, association, partnership, corporation, municipality, state or federal agency, industry, co-partnership, firm, trust, estate, any other legal entity whatsoever, or an agent or employee thereof.

*Pollutant* means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; petroleum hydrocarbons; automotive fluids; cooking grease; detergents (biodegradable or otherwise); degreasers; cleaning chemicals; non-hazardous liquid and solid wastes and yard wastes; sediment; refuse, rubbish, garbage, litter, or other discarded or abandoned objects and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; liquid and solid wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; concrete and cement; and noxious or offensive matter of any kind.

*Point source* means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.

*Premises* means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

*Small municipal separate storm sewer system* means all separate storm sewers that are owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States and is not defined as "large" or "medium" municipal separate storm sewer system.

*State waters* or *waters of the state* means lakes, bays, sounds, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Atlantic Ocean within the territorial limits of the state, and all other bodies of surface or underground water, natural or artificial, public or private, inland or coastal, fresh or salt, which are wholly or partially within or bordering the state or within its jurisdiction.

*Stormwater* means stormwater runoff, snow melt runoff and surface runoff and drainage.

*Stormwater runoff* means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

*Structural stormwater BMP* means a structural stormwater management facility or device that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release or the velocity of flow.

*Watercourse* means a topographic, natural, or manmade feature which conveys stormwater runoff from one (1) property to another separately owned property. This may include, but is not limited to, a pond, lagoon, creek, channel, canal, ditch, swale, pipe, or flume.

*Waters of the United States* or *waters of the U.S.* means:

- (1) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
- (2) All interstate waters, including interstate wetlands;
- (3) The territorial seas;
- (4) All impoundments of a traditional navigable water, interstate water, the territorial seas or a tributary;
- (5) All tributaries of a traditional navigable water, interstate water, the territorial seas or impoundment;
- (6) All waters, including wetlands, adjacent to a traditional navigable water, interstate water, the territorial seas, impoundment or tributary; and
- (7) On a case-specific basis, other waters, including wetlands, provided that those waters alone, or in combination with other similarly situated waters, including wetlands, located in the same region, have a significant nexus to a traditional navigable water, interstate water or the territorial seas.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-116. - Conflict with other laws, ordinances or regulations.

Nothing in this section shall be deemed to amend or repeal any other ordinance, rule, regulation, other provision of law. The requirements of this chapter are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this chapter imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-117. - Other town requirements.

Whenever this chapter imposes a more restrictive standard than required by any other town ordinance or requirement, the provisions of this chapter shall govern. Whenever any other town ordinance or requirement imposes a more restrictive standard than required by this chapter, the provisions of such town ordinance or requirement shall govern.

(Ord. No. 2015-25, § 1, 12-1-15)

## ARTICLE 2. - WATER QUALITY REGULATIONS

Sec. 14-1-211. - Obstruction of flows.

No person shall create, cause, or allow to occur the blockage of a watercourse that obstructs or materially impedes the natural flow of water without the written approval of the town.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-212. - Waste disposal prohibitions.

No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, left, or maintained, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the municipal separate storm sewer system, or waters of the state, any refuse, rubbish, garbage, litter, vegetative debris including natural foliage, fecal matter, or other discarded or abandoned objects, articles, and accumulations so that the same may cause or contribute to pollution within the municipal separate storm sewer system.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-213. - Watercourse protection.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, and other obstacles that would pollute, contaminate, obstruct, or materially impede the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-214. - Prohibition of illicit discharges.

- (a) It is unlawful for any person to throw, drain, run, or otherwise discharge to any component of the town's municipal separate storm sewer system or to the waters of the state, including streets, highways, right-of-ways, or to cause, permit or suffer to be thrown, drain, run, or allow to seep or otherwise discharge into such system, any organic or inorganic matter that shall cause or tend to cause pollution or blockages to such waters, as provided for in this chapter.
- (b) The Town of Hilton Head Island Engineering Division shall develop procedures for detecting, tracking, and eliminating illicit discharge and improper disposal to the stormwater system.
- (c) Exceptions. The following discharges are exempt from the prohibition provision above:
  - (1) Water line flushing (performed by a government agency).
  - (2) Landscape irrigation.
  - (3) Diverted stream flows.
  - (4) Rising groundwaters.
  - (5) Uncontaminated groundwater infiltration.
  - (6) Uncontaminated pumped groundwater.
  - (7) Discharges from potable water sources.
  - (8) Foundation drains.
  - (9) Air conditioning condensate.
  - (10) Irrigation water (not consisting of treated, or untreated, wastewater).
  - (11) Springs.
  - (12) Water from crawl space pumps.
  - (13) Footing drains.
  - (14) Lawn watering.
  - (15) Individual residential car washing.
  - (16) Natural flows from riparian habitats and wetlands.
  - (17) Dechlorinated swimming pool discharges.
  - (18) Street wash water.
  - (19) Discharges or flows from firefighting activities.
  - (20) The prohibition provision above shall not apply to any non-stormwater discharge permitted under an NPDES permit or order issued to the discharger and administered under the authority of the state and the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the municipal separate storm sewer system.
- (d) The engineering division shall take appropriate steps to detect and eliminate improper discharges. These steps may include the adoption of a program to screen illicit discharges and identify their source or sources, perform inspections, provide public education and public information, and issue notice of violations if not removed.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-215. - Prohibition of illicit connections.

- (a) It is unlawful for any person to connect any pipe, open channel, or any other conveyance system that discharges anything, except stormwater or unpolluted water which is approved by the Town of Hilton Head Island, into the municipal separate storm sewer system or waters of the state.
- (b) It is unlawful for any person to continue the operation of any such illicit connection regardless of whether the connection was permissible when constructed. Improper connections in violation of this chapter must be disconnected and redirected, if necessary, to the satisfaction of the town engineer or his designee and any other federal, state, or local agencies or department regulating discharge.
- (c) The construction, connection, use, maintenance or continued existence of any illegal connection to the municipal separate storm sewer system is prohibited.
  - (1) This prohibition expressly includes, without limitation, illegal connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
  - (2) A person violates this chapter if the person connects a line conveying sanitary sewage to the municipal separate storm sewer system, or allows such a connection to continue.
  - (3) Improper connections in violation of this chapter must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the appropriate public service district.
  - (4) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the town requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be completed, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the town.
- (d) The engineering division shall take appropriate steps to detect and eliminate prohibited (or unlawful) connections to the municipal stormwater system, including the adoption of a program to screen illicit discharges and identify their source or sources, perform inspections, and issue notice of violations if not removed.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-216. - Prohibition of water pollution.

- (a) A person must not discharge, cause or allow to flow from a storage system or other container, any pollutant into the municipal separate storm sewer system or waters of the state except in concentrations or quantities explicitly authorized by an approved National Pollutant Discharge Elimination System discharge permit, or by a plan for compliance, or that are consistent with the utilization of approved best management practices.
- (b) A person must not connect any apparatus discharging any pollutant, in any quantity, to any part of the municipal separate storm sewer system or waters of the state except as explicitly authorized by an approved National Pollutant Discharge Elimination System discharge permit or by a plan for compliance, or as results from approved best management practices.
- (c) A person must not improperly store, handle, or apply any pollutant in a manner that will cause its exposure to rainfall or runoff and discharge as point source pollution or nonpoint source pollution into the municipal separate storm sewer system or waters of the state except in concentrations and quantities authorized by an approved National Pollutant Discharge Elimination System discharge permit or by a plan for compliance, or as results from approved best management practices.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-217. - Industrial or construction activity discharges.

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the town engineer or his designee prior to allowing discharges to the municipal separate storm sewer system.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-218. - Notification of accidental discharges and spills.

- (a) Notwithstanding other requirements of law, as soon as any person responsible for a facility, activity or operation, or responsible for emergency response for a facility, activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges from that facility or operation which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the municipal separate storm sewer system, state waters, or waters of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release so as to minimize the effects of the discharge.
- (b) Immediately upon becoming aware of a discharge or spill, said person shall notify the authorized enforcement agency in person, by telephone, or facsimile within twenty-four (24) hours of the nature, quantity and time of occurrence of the discharge. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for a minimum of three (3) years. Said person shall also take all necessary immediate steps to ensure there is no recurrence of the discharge or spill.
- (c) In the event of such a release of hazardous materials, Town of Hilton Head Island Fire and Rescue, Beaufort County Sheriff's Office, and South Carolina Department of Health and Environmental Control shall be immediately notified.
- (d) Failure to provide notification of a release as provided above is a violation of this chapter.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-219. - Jurisdiction, enforcement and penalties.

- (a) The Municipal Court of the Town of Hilton Head Island shall have jurisdiction over the prosecution of violations of the provisions of this chapter.
- (b) The town engineer, or his designee, and designated code enforcement officers of the town shall administer, implement, and enforce the provisions of this chapter.
- (c) Upon finding a violation of this article, the town may issue a notice of violation, stop order, or corrective order to any person causing or permitting the violation.
- (d) Any person who violates any portion of this chapter shall, upon conviction thereof, be deemed guilty of a misdemeanor and shall be subject to the penalties as set forth in section 1-5-10 of this Code. Each day's continued violation constitutes a separate offense.
- (e) In the event the violation constitutes an immediate danger to public health and safety, or the environment, the town is authorized to enter upon the subject private property without giving prior notice to abate the violation and restore the property. The town is authorized to assess the costs of the abatement and recover them from the owner and responsible parties or both as outlined in sections 9-1-115 through 9-1-118 of the Town Code.
- (f) In addition to any other remedy allowed by law, the town may seek injunction or other appropriate judicial relief to prevent or stop any violation of this chapter.



- (g) Whenever the town finds that a violation of this chapter has occurred, the town may order compliance by written notice of violation. The notice of violation shall contain:
  - (1) The name and address of the alleged violator;
  - (2) The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
  - (3) A statement specifying the nature of the violation;
  - (4) A description of the remedial measures necessary to restore compliance with this chapter and a time schedule for the completion of such remedial action;
  - (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed; and
- (h) Such notice of violation may require without limitation:
  - (1) That violating discharges, practices, or operations shall cease and desist;
  - (2) The performance of monitoring, analyses, and reporting;
  - (3) The elimination of illicit discharges and illegal connections;
  - (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
  - (5) Payment of costs to cover administrative and abatement costs; and
  - (6) The implementation of pollution prevention practices.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-220. - Access and inspection/monitoring of properties and facilities.

- (a) For the purpose of enforcing the provisions of this chapter, the code enforcement officer or other authorized agent of the town is empowered to enter upon the premises of any person subject to this chapter and to make regular inspections, periodic investigations, monitoring, observation measurement, enforcement, sampling and testing, to effectuate the provisions of this chapter. Inspections shall be conducted at reasonable times.
- (b) If the code enforcement officer or town engineer, or his designee, reasonably believes that discharges from the property may cause an immediate and substantial threat to public health and safety or the environment, the inspection may take place at any time and without notice to the owner of the property or representative of the site. The inspector shall present proper credentials upon reasonable request by the owner or representative.
- (c) A person must not hinder, prevent, or unreasonably refuse to permit any inspection, investigation, or monitoring under this article.
- (d) The town shall have the right to set up on any property or facility such devices as are necessary in the opinion of the town to conduct monitoring and/or sampling of discharges.
- (e) If the town determines that the property owner or responsible party has an illicit discharge on or originating from their property, the town may require the owner or responsible party to install monitoring equipment as approved by the town and perform monitoring as necessary, and make the monitoring data available to the town. This sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the owner or operator at his/her own expense. All devices used to measure flow and quality shall be calibrated to ensure their accuracy.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-221. - Violations deemed a public nuisance.

In addition to the enforcement processes and penalties provided herein, any condition caused or permitted to exist in violation of any of the provisions of this chapter is a threat to public health, safety, welfare, and environment and is declared and deemed a public nuisance, and may be abated as set forth in sections 9-1-115 through 9-1-118 of the Town Code, or by injunctive or other equitable relief as provided by law.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-222. - Costs of abatement of the violation.

The owner of the property, or responsible party, will be notified of the cost of abatement, including administrative costs. The property owner, or responsible party, may file a written protest with the town manager objecting to the assessment or to the amount of the assessment within ten (10) days of such notice. The property owner or responsible party may appeal a decision of the town manager to town council within ten (10) days of receipt of the final assessment by the town manager. A hearing by town council shall be heard within forty-five (45) days of receipt of the appeal. If the amount due is not paid within ten (10) days after receipt of the notice, or if a protest or appeal is taken, within ten (10) days after a decision on said protest or appeal, the charges shall become a special assessment against the property and the town may file a lien on the property for the amount of the assessment.

(Ord. No. 2015-25, § 1, 12-1-15)

Sec. 14-1-223. - Remedies not exclusive.

The remedies listed in this chapter are not exclusive of any other remedies available under any applicable federal, state or local law and the town may seek cumulative remedies. The town may seek to recover attorney's fees, court costs, and other expenses associated with enforcement of this chapter, including sampling and monitoring expenses.

(Ord. No. 2015-25, § 1, 12-1-15)

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX F:

PROCEDURES FOR SITE PLAN REVIEW



# **Standard Operating Procedures for Stormwater Site Plan Review**

Town of Hilton Head Island

Last Updated: June 2017

## INTRODUCTION

This document contains guidelines that Town stormwater and engineering staff should use when reviewing development plans for compliance with applicable regulations and LMO requirements.

The Community Development department acts as the gateway for all development permitting.

These procedures cover reviewing projects to ensure that active construction BMPs like erosion control and permanent BMPs like retention facilities are properly designed and in compliance with Town and NPDES requirements.

## ENERGOV

The Town currently uses Energov software for development permitting purposes. Anyone involved in reviewing or inspecting development projects should be familiar with using Energov. For assistance with Energov, contact the Community Development department.

Case managers will assign reviews and inspections to appropriate staff via Energov.

## APPLICABLE PROJECTS

As of April 18, 2017 all projects that disturb ½ acre or more and or within ½ mile of a Coastal Receiving Water and are subject to the stormwater management requirements of the Town's LMO. These projects are typically Development Plan Review (DPR) or Subdivision (SUB) applications. The pre-application process can help identify whether a project is subject to stormwater management requirements.

## PRE-APPLICATIONS

Applicants for development projects are encouraged, but not required, to submit conceptual plans and participate in a pre-application meeting. Town staff conducts a review of the conceptual plans and tries to identify any potential conflicts with the concept and the regulation of the LMO.

Conceptual plans contain varying degree of details regarding drainage plans – often including nothing other than a narrative that the project will address drainage. Stormwater review staff should use the pre-application review process to identify whether the proposed project meets the land disturbance threshold to trigger a full stormwater review. If applicable, staff should point out the stormwater management requirements of the LMO and should also make applicants aware of potentially necessary approvals from outside agencies like DHEC or OCRM.

## DEVELOPMENT PLAN REVIEW

The Town of Hilton Head employs the use of both a THHI checklist and the DHEC Construction General Permit guidelines when reviewing new development plans. As of July 1, 2017 The Town will issue a separate Municipal Stormwater System (MS4) conditional approval as a subset of a community development departments permitting procedure to ensure compliance with our LMO and SC DHEC National Pollution Discharge Elimination System Permit requirements.

## CERTIFICATION OF COMPLIANCE REVIEW

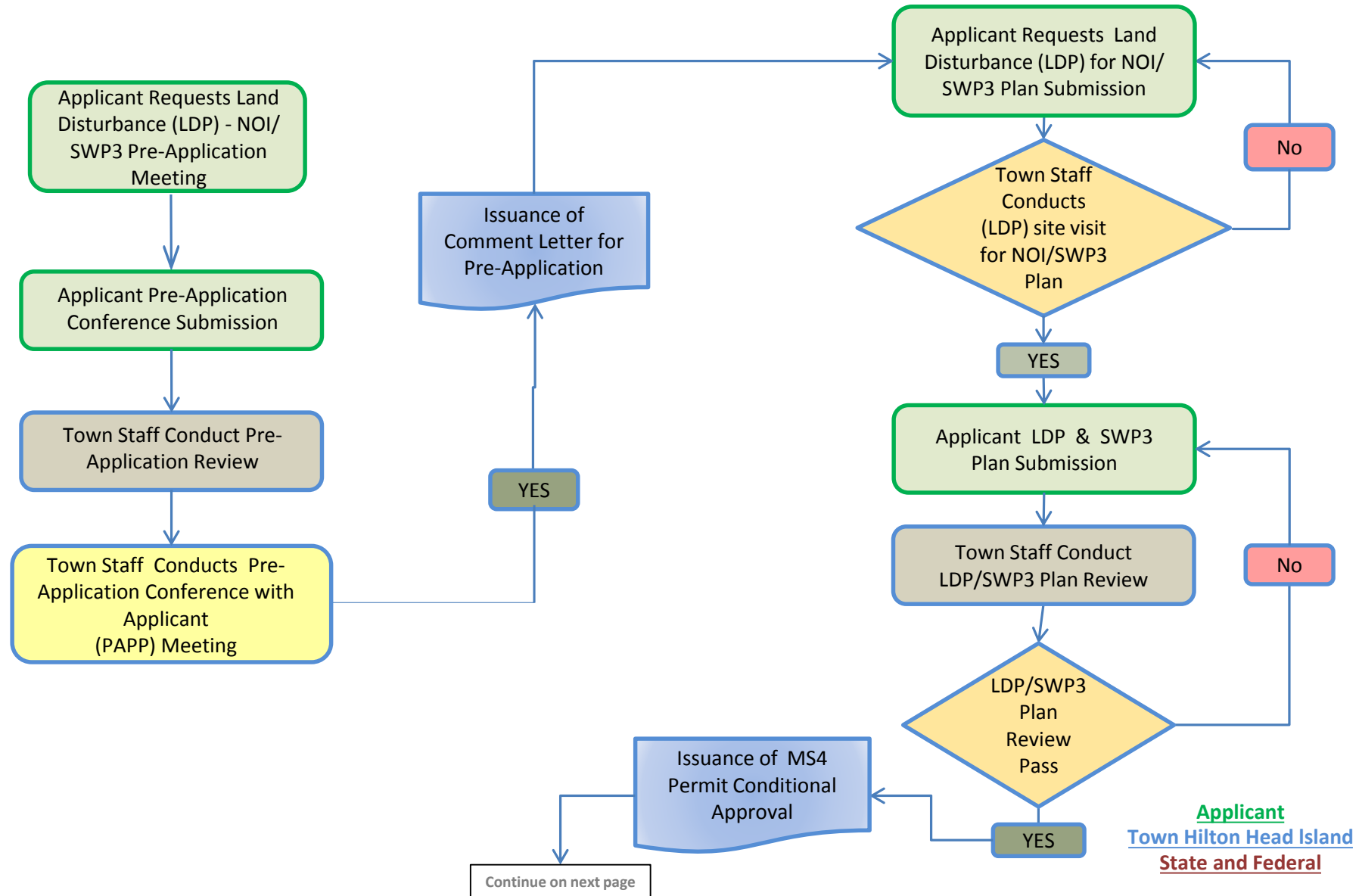
The Town of Hilton Head employs the use of both a certification review and physical inspection of the development for project compliance. The THHI requires a certification from the design engineer that the stormwater controls for this project were constructed in accordance with the approved design on file with the Town of Hilton Head Island and with standard engineering and accepted construction practices. The also requires a certification from the design engineer that the stormwater BMP will function as designed. THHI uses a checklist when conducting the physical inspection of the development to help ensure that the both the as-builts and certification are actually constructed and ready for functioning as designed.

# TOWN OF HILTON HEAD ISLAND



## Notice of Intent for Stormwater Pollution Prevention Plan Permit (LDP & NOI/SWP3) Flow Chart & Process Narrative

The following flow chart is intended to provide Applicants with an understanding of the respective application process. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Hilton Head Island's SWMP, LMO. This flow chart is designed to minimize delays and assure expeditious application review.



**Applicant**  
 Town Hilton Head Island  
 State and Federal

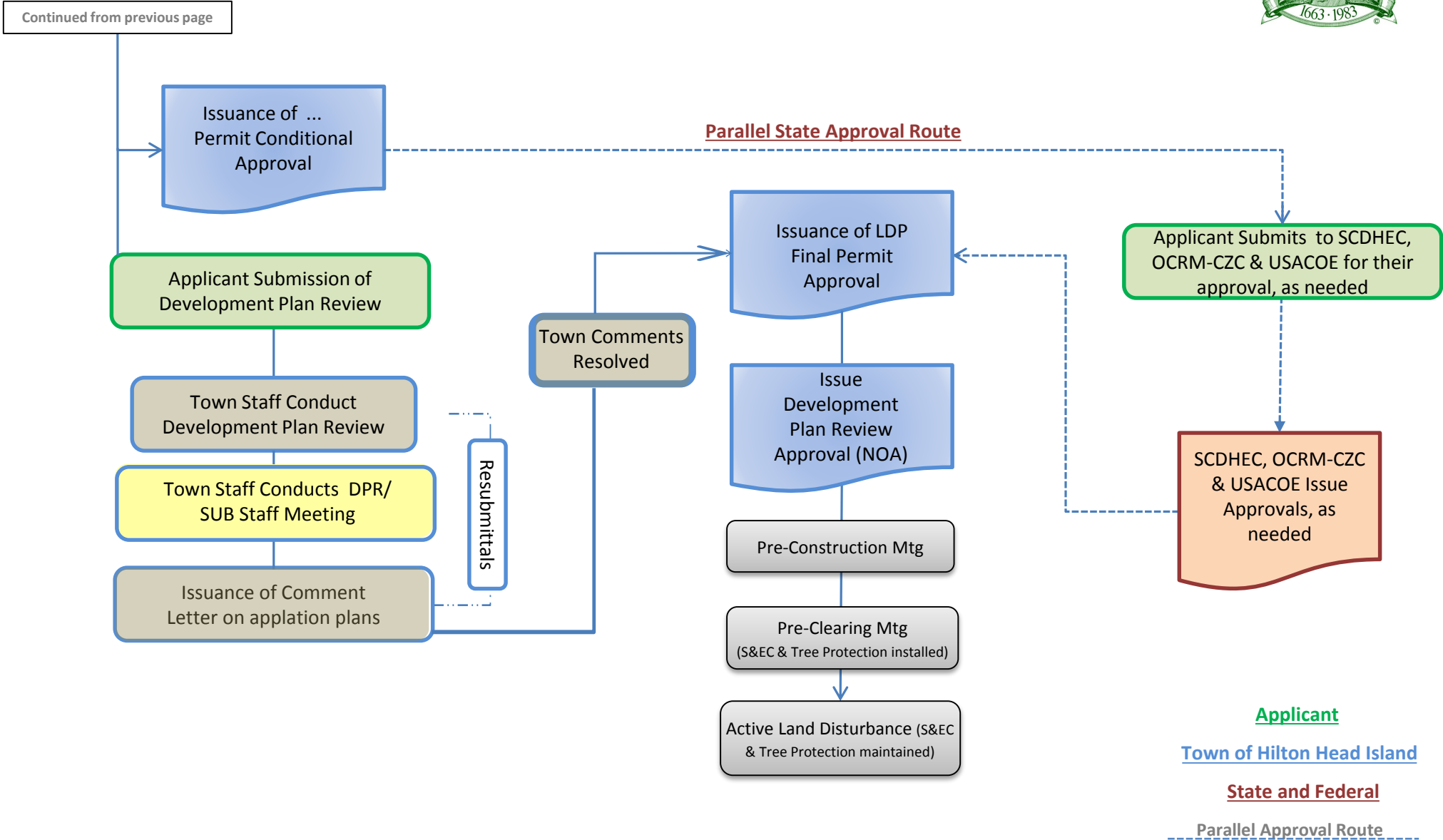
Continue on next page

# TOWN OF HILTON HEAD ISLAND



## Notice of Intent for Stormwater Pollution Prevention Plan Permit (LDP & NOI/SWP3) Flow Chart & Process Narrative

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Town of Hilton Head Island  
 Engineering Division  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4600 Fax: 843-842-8587  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #:DPR	_____
Meeting Date:	_____
NPDES Permit No:	_____

## LAND DISTURBANCE PERMIT APPLICATION

*This permit is for the initiation of land disturbing activities that may be associated with other approved or permitted work. The approval of this permit does not obligate the Town of Hilton Head Island to issue a building permit or permit for site infrastructure improvements. This permit, and the associated installations, will not be authorized until all other Federal, State, and Local permits and approvals have been obtained, where applicable. Any violation of Federal, State or Town ordinances and permits can result in an immediate Stop Work Order or permit termination. A copy of this permit shall be available on-site at all times for reference by site operators and government officials.*

Project Name: _____ Project Address: _____ Parcel Number [PIN]: _____ Owner/Permittee: _____ General Contractor: _____ Clearing/Grading Company: _____ Owner/Permittee Signature: _____	Disturbed Area (acres): _____ Hydraulic Distance to Coastal Receiving Water: _____ Name of Coastal Receiving Water Body _____ Email: _____ Phone: _____ Email: _____ Phone: _____ Email: _____ Phone: _____ Date: _____
---	--

## LAND DISTURBANCE PERMIT SUBMITTAL REQUIREMENTS

**To be filled out by Applicants**  
*All items (if determined applicable by staff) are required at the time of submittal to be distributed for review.*

- \_\_\_\_\_ THHI Stormwater Management and Sediment and Erosion Control Plan Review Checklist
- \_\_\_\_\_ Erosion, Sediment, and Pollution Control Plan

*Note: Further documentation may be required upon review of the application.*



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[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	
Accepted by:	
App. #:DPR	
Meeting Date:	
NPDES Permit No:	

## LAND DISTURBANCE PERMIT APPLICATION: CERTIFICATIONS

**The following documents have been completed and are included in the OS-SWPPP:**

- Pre-Construction Conference Certification
  Contractor Certifications

**The OS-SWPPP is located:**

On Site
  OR\* at \_\_\_\_\_

\*OS-SWPPPs located off site must be delivered to the site within 30 minutes upon request by Federal, State or Town inspectors. You may be requested to provide electronic copies of inspection forms and other documentation as needed to ensure compliance.

SWPPP Inspector Information:
SWPPP INSPECTOR NAME (print): _____ CEPSCI # _____
SWPPP Company (if any): _____
INSPECTOR CELL PHONE: _____ OFFICE Phone: _____
E-Mail: _____
<b><i>As the SWPPP inspector for this project, I certify through my inspection for the site that all initial site sediment control and tree protection management practices have been properly installed per the approved project plans.</i></b>
<b>SWPPP INSPECTOR SIGNATURE:</b> _____

Owner/ Permittee Certifications:	Initial
This permit initiates the clearing and grading activities associated with other land disturbance and site development activities in accordance with all approved plans, permits, and regulations. Failure to obtain and comply with permits can result in fines, Stop Work Orders, or termination of this permit by the Town. The project must pass a final inspection by a Town Stormwater official, at which time this permit will be closed.	
When applicable, the Permittee will be responsible for providing a SWPPP Inspector to ensure compliance with the approved SWPPP. Inspections are conducted on a weekly basis and are recommended after every rain event in excess of 0.5". Repairs to or modifications of site BMPs must be made within 48 hours or less OR as noted by inspectors. No changes in inspection schedules are allowed without prior approval by the Town. Project owners are responsible for providing weekly SWPPP inspections until the project has passed a final inspection by a Town Stormwater Official.	
All contractors and sub-contractors conducting land disturbance activities or contributing to site conditions MUST complete a pre-construction meeting and certification form (may include painters, masons, drywall, landscapers) to ensure that they are aware of the site's permit conditions.	
Please refer to Town Ordinance § 156.043(I) AND the 2012 SCDHEC Construction General Permit for all reporting and compliance responsibilities. Failure to file inspection reports within the timeframe indicated constitutes a violation of Town ordinance. Falsifying inspection reports is a violation of Federal, State, and Local regulations.	
<b>OWNER/ PERMITEE SIGNATURE:</b> _____ <b>DATE:</b> _____	



Town of Hilton Head Island  
 Community Development Department  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
Project Mgr:	_____
App. #: DPR	_____
Fees:	_____

**APPLICATION PACKET FOR  
 MAJOR SITE DEVELOPMENT PLAN REVIEW (DPR)**

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_ Project Acreage: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Overlay District(s): \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Business License # \_\_\_\_\_  
 Land Owner Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application.**  YES  NO

**Fees and Forms:** Please see [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for all application fees and forms. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

**Instructions:** A Staff Project Manager will be assigned to you to assist in processing this application and to be your only Point of Contact throughout the entire project. This Project Manager will also inform you of any boards that require review of the application, and will assist in determining which of the requirements of this application apply to the project. Additional items must be submitted at the end of construction to obtain a Final Inspection for the Certificate of Occupancy or final sign off.

Prior to submittal for a permit, an optional **Pre-Application Meeting** is highly recommended. At this meeting, you may provide very general, conceptual ideas to Town Staff to better assist you in submitting items for site development or building permitting. Your Project Manager can assist you with this process.

Application is hereby made to perform work on the site and accompanying features, and I am authorized to submit this application. To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

Print Name \_\_\_\_\_ Agent Signature: \_\_\_\_\_

**AFFIDAVIT OF OWNERSHIP AND RESPONSIBILITIES  
AND  
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize \_\_\_\_\_ to act as my agent for this application only.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. The application is being submitted with my knowledge and consent.
5. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at \_\_\_\_\_ (address),  
R \_\_\_\_\_ (parcel ID) for the purpose of application review, for the limited time necessary to complete that purpose.  
Description of Work: \_\_\_\_\_
6. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
7. I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions that:
  - a. any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
  - b. all interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
  - c. all mechanical, electrical and plumbing devices will be installed above base flood elevation.
  - d. walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
  - e. the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
8. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

Print Name: _____	Owner Signature: _____
Phone No.: _____	Email: _____

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.	
WITNESS my hand and official seal this _____ day of _____, A.D., 2____.	
_____ Notary Public Signature	My Commission expires: _____ Please affix seal or stamp.

# STANDARD SITE PLAN SUBMITTAL REQUIREMENTS –

## See LMO Appendix D-6

**Note: Staff will check which documents are required for submittal.**

<p><b>Written Project Narrative</b>, describing:</p> <p><input type="checkbox"/> Scope of the project, proposed specific use</p> <p><input type="checkbox"/> Number of Buildings</p> <p><input type="checkbox"/> Square Footage of each Building</p> <p><input type="checkbox"/> Square Footage of each Use</p> <p><input type="checkbox"/> Number of Stories for each Building</p> <p><input type="checkbox"/> Maintenance Responsibility</p> <p><input type="checkbox"/> Dedicated Improvements</p>	<p><b>Site Lighting Plan (if not previously submitted):</b></p> <p><input type="checkbox"/> Light levels- existing &amp; proposed</p> <p><input type="checkbox"/> Fixture Locations- existing &amp; proposed</p> <p><input type="checkbox"/> Manufacturer’s Photometric Data</p> <p><b>Landscape Plan (if not previously submitted):</b></p> <p><input type="checkbox"/> Planting Plan</p> <p><input type="checkbox"/> Plant Schedule</p> <p><input type="checkbox"/> Irrigation Plan</p>
<p><b>Site Development &amp; Boundary Plan:</b></p> <p><input type="checkbox"/> Name of Development</p> <p><input type="checkbox"/> Legend defining all symbols, scale &amp; north arrow</p> <p><input type="checkbox"/> Tax Map &amp; Parcel Number</p> <p><input type="checkbox"/> Date &amp; Revisions &amp; Vicinity Sketch</p> <p><input type="checkbox"/> Acreage</p> <p><input type="checkbox"/> FEMA Flood Zone</p> <p><input type="checkbox"/> Original Seal &amp; Signature</p> <p><input type="checkbox"/> Reference Plats</p> <p><input type="checkbox"/> Topographic Information</p> <p><input type="checkbox"/> Trees 6” Diameter &amp; Over</p> <p><input type="checkbox"/> Existing Structures within 50 Feet</p> <p><input type="checkbox"/> Off-street Loading Areas</p> <p><input type="checkbox"/> Parking Calculations &amp; Dimensions</p> <p><input type="checkbox"/> Impervious Surface Calculations</p> <p><input type="checkbox"/> Open Space Calculations</p> <p><input type="checkbox"/> Setback &amp; Buffer Areas</p> <p><input type="checkbox"/> Wetlands Delineation</p> <p><input type="checkbox"/> Fire Hydrants &amp; Fire Lanes</p> <p><input type="checkbox"/> Trash Receptacles &amp; Enclosures</p> <p><input type="checkbox"/> Location of Tree Protection</p>	<p><b>Tree Protection Plan:</b></p> <p><input type="checkbox"/> Narrative</p> <p><input type="checkbox"/> Tree Survey (no older than 2 years)</p> <p><input type="checkbox"/> Tree Tally Sheets</p> <p><input type="checkbox"/> Replacement or supplemental tree plantings schedule, if required</p> <p><input type="checkbox"/> Method &amp; location of tree protection</p> <p><b>Engineering:</b></p> <p><input type="checkbox"/> Pre-Design Conference Certification</p> <p><input type="checkbox"/> Storm Water Calculations</p> <p><input type="checkbox"/> Traffic Control Plan (Signage and Marking)</p> <p><input type="checkbox"/> Storm Water Plan Review Application &amp; checklist</p> <p><b>Others:</b></p> <p><input type="checkbox"/> Hydrant flow data</p> <p><input type="checkbox"/> Grading Plan showing any proposed grading</p> <p><input type="checkbox"/> Paving &amp; Drainage Plan with drainage locations</p> <p><input type="checkbox"/> Water &amp; Sewer Line Layout</p> <p><input type="checkbox"/> Septic or Waste System Layout</p> <p><input type="checkbox"/> Electric Line Layout (including lighting)</p> <p><input type="checkbox"/> Phasing Plan</p> <p><input type="checkbox"/> Archaeological Protection</p>
<p><b>OCRM/DHEC Approval:</b></p> <p><input type="checkbox"/> Beach/Dune Activity</p> <p><input type="checkbox"/> Coastal Zone Consistency Letter</p> <p><input type="checkbox"/> Land Disturbance Town &amp; DHEC NOI if &gt;1 acres</p> <p><input type="checkbox"/> Water Plan</p> <p><input type="checkbox"/> Sewer Plan</p> <p><input type="checkbox"/> Air &amp; Water Quality Approval</p> <p><input type="checkbox"/> Septic Tank Approval</p>	<p><b>Wetlands Information:</b></p> <p>Total Wetland Area in Acres: _____</p> <p><input type="checkbox"/> Copy of Delineation (letter &amp; survey) of wetland approved by Army Corps of Engineers</p> <p><input type="checkbox"/> Wetlands Alteration Permit (Army Corps of Engineers)</p>
<p><b>Encroachment Permit:</b></p> <p><input type="checkbox"/> SC Department of Transportation</p> <p><input type="checkbox"/> Beaufort County</p> <p><input type="checkbox"/> Town of Hilton Head Island</p>	<p><b>Utility Approval:</b></p> <p><input type="checkbox"/> PSD Water</p> <p><input type="checkbox"/> PSD Sewer</p> <p><input type="checkbox"/> Electric Company</p> <p><input type="checkbox"/> Telephone Company</p>
<p><input type="checkbox"/> Other Governmental Approvals</p>	<p><i>Disclaimer: Although the application has been accepted, it may not be complete per the Town of Hilton Head Island Land Management Ordinance.</i></p>





# Town of Hilton Head Island

## Engineering Division

One Town Center Court  
Hilton Head Island, SC 29928

Phone: 843-341-4600 Fax: 843-842-8587

[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Accepted by: \_\_\_\_\_

App. #:DPR \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Engineer of Record: \_\_\_\_\_

Parcel Number [PIN]: R \_\_\_\_\_

Proposed Area of Disturbance (acres): \_\_\_\_\_

Existing Impervious Area (sq. ft.): \_\_\_\_\_ Proposed Impervious Area (sq. ft.) \_\_\_\_\_

## STORMWATER PLAN REVIEW SUBMITTAL REQUIREMENTS

\*If the Area of Disturbance (above) is less than 0.5 acre or a single family residential that is not part of a larger common development, the items listed below are not required for review.

All items (if determined applicable by staff) are required at the time the application is submitted.

Further documentation may be required upon review of the application.

**Digital Submissions are accepted via e-mail to [cdic@hiltonheadislandsc.gov](mailto:cdic@hiltonheadislandsc.gov) or to the Project Manager**

\_\_\_\_\_ SCDHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist

\_\_\_\_\_ SCDHEC Notice of Intent (only if development disturbs > 1 acres)

\_\_\_\_\_ Town of Hilton Head Island Permanent Stormwater System Maintenance and Responsibility Agreement is required to be prepared and executed for all permanent drainage facilities. This agreement must be approved by the Town Engineer and executed by the Owner

\_\_\_\_\_ Town of Hilton Head Island Land Disturbance Permit Application

\_\_\_\_\_ Town of Hilton Head Island Engineering Pre-Design Certification Form

\_\_\_\_\_ Town of Hilton Head Island Engineering Checklist

\_\_\_\_\_ Stormwater Calculations per Section 16-5-109 of the LMO

*Note: Further documentation may be required upon review of the application.*

**TOWN OF HILTON HEAD ISLAND  
STORMWATER PLAN REVIEW CHECKLIST**

Use this checklist to prepare the required Development Plan Review submittals. Please note that the following checklist is not all-inclusive. This checklist is intended to guide the preparation of the construction plans and calculations and is subject to change as necessary for clarification and updated according to current code and agency requirements.

**CONSTRUCTION PLANS – GENERAL INFORMATION**

Requirement	Yes	No	N/A
<b>PROFESSIONAL SEAL AND SIGNATURE</b> required on final and complete approved plans, drawings, technical reports and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGNER INFORMATION</b> - The engineer, surveyor, and/or landscape architect's name, address, telephone number, and e-mail address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPLICANT INFORMATION</b> - The owner's and/or developers name, address, telephone number, and e-mail address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAN DATE</b> and all revision dates with a brief description of the items revised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TITLES AND NUMBERING</b> for all plan sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VICINITY MAP</b> with street names and the site location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SCALE</b> at 1" = 30' minimum - Provide a graphic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NORTH ARROW</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLAN LEGEND</b> with line types and symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BOUNDARY SURVEY</b> of project site (Metes and Bounds, computed acreage, benchmarks, control points, property corners, reference plats)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROPERTY INFORMATION</b> for all parcels and adjacent parcels (tax map and parcel number, owner's name and address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFF-SITE CONSTRUCTION</b> requires a recorded easement or notarized right of entry from the affected property owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROJECT OR CONSTRUCTION PHASE LINES</b> (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOPOGRAPHY</b> of the site and surrounding vicinity, showing existing and proposed contours with intervals of one (1) foot (max) and spot elevations as necessary. Reference source and date of all topography.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VERTICAL DATUM</b> - NAVD88 required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING AND PROPOSED SITE FEATURES</b> - buildings, parking lots, patios, pools, water bodies, driveways, sidewalks, and bike paths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERVIOUS MATERIAL</b> - Location of existing and proposed pervious surface materials including pavers, granite stone #57 or CR-14 (stone choked with sand, not Crusher run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FINISH FLOOR ELEVATIONS</b> of proposed buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING AND PROPOSED UTILITIES</b> - Show and label all existing and proposed utilities (above ground and underground).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING AND PROPOSED RIGHTS-OF-WAY</b> – Location, width, and ownership information for existing and proposed rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING AND PROPOSED DRAINAGE EASEMENTS</b> - Location, width, and recordation information for all existing and proposed drainage easements per Section 16-5-109.G. of the LMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXISTING AND PROPOSED DRAINAGE STRUCTURES AND FACILITIES</b> – Location of natural and manmade drainage infrastructure including pipes, swales, ditches, channels, curb and gutter, roof drains per Section 16-5-109 of the LMO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DRAINAGE PATTERNS</b> with flow direction arrows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OCRM CRITICAL LINE</b> delineated and shown on plan (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTALLY SENSITIVE AREAS</b> such as wetlands, floodplains, critical soils, buffers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOODPLAIN LIMITS</b> and <b>FEMA FIRM PANEL</b> referenced with designated special flood hazard areas or zone designations associated with the site (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>AREA OF DISTURBANCE</b> – Tabulation of disturbed area and limits of disturbance delineated on plans. Includes area required for implementation of erosion and sediment controls, stockpile areas and utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IMPERVIOUS SURFACE COVERAGE</b> - Tabulation of impervious cover applicable to the zoning district in which development is located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONSTRUCTION PLANS - PLAN INFORMATION</b>			
<b>DRAINAGE INFORMATION</b>			
1. Storm sewer – invert elevations, lengths, size (15" min. diameter or equivalent), material types, pipe class and slopes for all segments labeled on plan and correspond to calculations. Reinforced Concrete Pipe AASHTO M170 or ASTM Spec C-76, Class II and III, and corrugated High Density Polyethylene ASTM F2648 are permitted for drainage systems within the Town. Such other pipe as is approved in writing by the Town Engineer may be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drainage structures (inlets, manholes, junctions, etc.) - rim elevations, invert elevations, inlet type and required grate or top unit and lengths labeled on plan and correspond to calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Pipes and structures numbered or labeled and correspond to calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adequate horizontal clearance from other site utilities or structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Delineation of ponding, headwater, surcharge or backwater areas which may affect adjacent existing or proposed buildings, structures or upstream adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROFILES</b> are encouraged to expedite review. If not provided, ensure all pipe segments have adequate minimum cover, do not exceed maximum depths of cover for the type/class of pipe specified, and do not conflict with other site utilities or excavation areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EROSION AND SEDIMENT CONTROL PLAN</b> per Section 16-5-109 of the LMO and in accordance with SCDHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist For Design Professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONSTRUCTION DETAILS</b>			
1. Typical bedding details for all proposed storm pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standard details or reference note for all proposed access structure types (inlets, manholes, junctions, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Catch basins shall provide for a bottom sand trap of 1.0 feet below the inlet or outlet, i.e. basins may be required to provide baffles for oil and grease trap operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Step detail or applicable reference note (if depth 4 ft. or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Open channel details: shape, bottom width, top width, side slopes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Outlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All special design structures (flumes, basin outlets, energy dissipators, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Storm water management details for embankment, principal spillway, trash rack, anti-vortex device, anti-seep collars, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Construction Details of standard structures (Drop Inlets, Curb/Gutter, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Catch basins provide for a bottom sediment trap of 1' below the inlet or outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STORM WATER FACILITY – GENERAL INFORMATION</b>			
1. Basic considerations for safety and unauthorized entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proper length/width ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Safety bench around permanent pool; 10' Minimum width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Embankment or excavation side slopes labeled (slope varies per BMP type).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Material with watertight joints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Support and bedding requirements for barrel – concrete cradles, etc. or as recommended by the Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. End treatment (Flared end section, headwall, wingwall) at barrel outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Anti-seep collar(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STORM WATER FACILITY - ELEVATION AND DIMENSIONAL DATA</b>			
1. All pertinent dimensions and elevations shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ol style="list-style-type: none"> <li>2. Riser diameter</li> <li>3. Control orifice or weir dimensions and elevations shown</li> <li>4. Pipe inverts, length, size, class and slope shown</li> <li>5. Top of facility – elevation and width labeled (15' Minimum)</li> <li>6. Crest elevation of principal control structure spillway</li> <li>7. Minimum freeboard of one (1) foot above the 100-year design high water elevation for facilities with an emergency spillway</li> <li>8. Minimum freeboard of two (2) feet above the 100-year design high water elevation for facilities without an emergency spillway or in accordance with the SCS National Engineering Handbook (prior approval required)</li> <li>9. Basin Sediment Clean-Out elevation</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>STORM WATER FACILITY - CROSS SECTION</b></p> <ol style="list-style-type: none"> <li>1. Existing Ground</li> <li>2. Proposed grade</li> <li>3. Top of facility - constructed and settled</li> <li>4. Emergency spillway with side slopes labeled (emergency spillway in cut)</li> <li>5. Barrel location</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>STORMWATER FACILITY - EMERGENCY SPILLWAY PROFILE</b></p> <ol style="list-style-type: none"> <li>1. Existing ground</li> <li>2. Inlet, level (control) and outlet sections</li> <li>3. Spillway and crest elevations</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>PRETREATMENT DEVICES</b> of adequate depth and properly designed using required pretreatment volumes for the selected County BMP facility type</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>OUTLET PROTECTION</b></p> <ol style="list-style-type: none"> <li>1. Sized for maximum design release</li> <li>2. Flared end section or endwall</li> <li>3. Dimensions</li> <li>4. Rock or riprap size, quantity and placement thickness</li> <li>5. Slope at 0 percent (Level Grade)</li> <li>6. Geotextiles (nonwoven)</li> </ol>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



unsatisfactory			
<b>HYDRAULIC CALCULATIONS</b>			
1. Elevation- or Stage-Storage curve and/or tabular data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Weir / Orifice Control calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inlet / Outlet (barrel) control calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency spillway capacity and depth of flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Elevation - Discharge (Outlet Rating) curve and/or table.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequate channel computations for receiving channel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Permanent pool, 25-Year, 100-Year water surface elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Tidal backwater effects taken into consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pipe calculations - Capacity, Flow Rate, Velocity, and Flow Depth; 25-year storm event. All storm sewer pipe shall be designed and constructed to produce a minimum velocity of two (2) feet per second (ft/s) when flowing full, unless site conditions do not allow. No storm sewer system or portion thereof will be designed to produce velocities in excess of ten (10) ft/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hydraulic Grade Line computations; 25-year storm event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Open Channel computations; Capacity, Flow Rate, Velocity, and Flow Depth; 25-year storm event, 2-year storm event for velocity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Culvert computations – Capacity, Headwater depth, Velocity; 25-year storm event, 100-year storm event check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Pipe thickness design computations, as required, for selected pipe type (live load, minimum cover, maximum height of cover, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Downstream receiving channel check (based on field measured channel section data); 25-year storm event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Inlet / Catch Basin computations - Throat length, grate size, and inlet placement; 2-year storm event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Outlet velocity and outlet protection calculations; Discharge velocities shall be reduced to provide a non-erosive velocity flow from a structure, channel, or other control measure or the velocity of the 10-year, 24-hour storm runoff in the receiving waterway prior to the land disturbance activity, whichever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Curb and Gutter calculations -Spread and Ponding depth; 2-year storm event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Storage-Indication Routing of post-developed inflow hydrographs; 25-year design storm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Downstream hydrographs at established study points, if conditions warrant (i.e. facility discharge combined with uncontrolled bypass)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Provisions for retention of "First Inch" runoff from on-site impervious surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Pre- vs. Post-development peak discharge calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Provisions for treatment of First Flush runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Design for 10-year sediment load storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MISCELLANEOUS</b>			
1. Riser / base structure flotation analyses (if warranted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Downstream danger reach study and/or emergency action plan (if conditions warrant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Upstream backwater analyses onto offsite adjacent property (if conditions warrant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 100-year floodplain impacts (if conditions warrant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Town of Hilton Head Island  
 Engineering Division  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4600 Fax: 843-842-8587  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
App. #:DPR	_____
Meeting Date:	_____

**STORMWATER REVIEW APPLICATION**

Project Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Applicant/Agent Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Engineer of Record: \_\_\_\_\_

Parcel Number [PIN]: R \_\_\_\_\_

Proposed Area of Disturbance\* (acres): \_\_\_\_\_

Existing Impervious Area (sq. ft.): \_\_\_\_\_ Proposed Impervious Area (sq. ft.) \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

\*If the Area of Disturbance (above) is less than 0.5 acre or a single family residential that is not part of a larger common development, the items listed below are not required for review.

All items (if determined applicable by staff) are required at the time the application is submitted.  
 Further documentation may be required upon review of the application.

**Digital Submissions are accepted via e-mail to [cdic@hiltonheadislandsc.gov](mailto:cdic@hiltonheadislandsc.gov) or to the Project Manager**

\_\_\_\_\_ SCDHEC *Stormwater Management and Sediment and Erosion Control Plan Review Checklist*

\_\_\_\_\_ Town of Hilton Head Island *Permanent Stormwater System Maintenance and Responsibility Agreement* is required to be prepared and executed for all permanent drainage facilities. This agreement must be approved by the Town Engineer and executed by the Owner.

\_\_\_\_\_ Town of Hilton Head Island Land Disturbance Permit Application.

\_\_\_\_\_ Town of Hilton Head Island Engineering Pre-Design Certification Form

\_\_\_\_\_ Town of Hilton Head Island Engineering Checklist

\_\_\_\_\_ Stormwater Calculations per Section of 16-5-109 the Land Management Ordinance (LMO)

*Note: Further documentation may be required upon review of the application.*

State of South Carolina )  
)  
Town of Hilton Head Island)

**Permanent Stormwater Facility Maintenance  
and Responsibility Agreement**  
Tax Map No. \_\_\_\_\_

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, (hereinafter referred to as “Landowner”) and the Town of Hilton Head Island, political subdivision of the State of South Carolina (hereinafter referred to as “Town”).

It is agreed as follows:

**Landowner Responsible for Stormwater Facility:**

The South Carolina Stormwater Management and Sediment Reduction Act of 1991 (§48-14-10, et. seq.) and Regulation 72-308 provide that a Landowner shall adequately establish and maintain stormwater management/Best Management Practices (BMP) facilities upon making certain improvements to the Landowner’s property. This law applies to any individual, partnership, corporation or other entity, constructing a stormwater facility. It also applies to all subsequent owners of the property. The obligation applies to the maintenance of all pipes, equipment, and channels built to convey stormwater to a retention facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater on the property. (All fixtures and graded or excavated improvements for controlling stormwater are herein the “Facility”). Adequate maintenance is herein defined as keeping the Facility in good working condition so that the Facility is performing all of its design functions in accordance with the purposes for which it is designed.

**Maintenance Required:**

The Landowner, its successors and assigns, will perform the maintenance, repair, and replacement necessary to keep the Facility in good working order. In the event a maintenance schedule for the Facility (including sediment removal) is outlined on the approved plans, the schedule must be followed.

**Inspection Required:**

The Landowner, its successors and assigns, shall regularly and periodically inspect the Facility in its entirety. Records shall be kept to identify the dates and maintenance performed and shall be made available to the Town at the Town’s request. The purpose of the inspection is to assure safe and proper functioning of the Facility. The inspection shall cover all parts of the Facility including, but not limited to, berms, outlet structures, pond areas, and access roads. The Landowner’s failure to inspect shall be treated as a breach of this Agreement just as much as a failure to repair if repair is needed after inspection.

**Access Permitted:**

The Landowner grants permission to the Town, its authorized employees and agents, to enter upon the Property and to inspect the Facility whenever the Town deems necessary. The purpose of inspection is to follow-up on reported or observed deficiencies, to respond to citizen complaints, or to make an inspection if a significant time has passed after the last inspection. The Town shall provide the Landowner a copy of the inspection findings and a directive to commence with the repairs if necessary. In the case of multiple Landowners of a single property, notice to one shall suffice as notice to all.

**No Duty on the Town:**

This Agreement creates no affirmative duty on the Town to inspect, and it imposes no liability of any kind whatsoever on the Town for omissions in inspecting. The Landowner agrees to hold the Town harmless from any liability in the event the Facility fails to operate properly due to the Landowner's failure to abide by the terms of this Agreement.

**Landowner Covenants:**

The Landowner accepts responsibility for ownership and proper maintenance of the stormwater system, the Facility (pond, swales, etc.) on parcel # (R \_\_\_\_\_) located at \_\_\_\_\_, (see attached Site Map) Hilton Head Island, South Carolina, per the approved maintenance plan. The specific BMPs on the property are listed below:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Landowner will complete any necessary repairs and/or preventive maintenance procedures in a timely manner to ensure proper functioning as a stormwater management device(s).

Landowner understands that the maintenance plan may be amended or revised at any time by the Town in order to address changed conditions or to address conditions not being effectively met by the Facility. Following the Town's sending notice; Landowner will abide by any prescribed changes.

This covenant to maintain the Facility shall run with the land. Landowner will continue to own and maintain the Facility until the Town is notified in writing of a transfer in ownership and maintenance responsibility. The notification will include a date for the transfer of responsibility which will become effective upon the Town's receipt of a letter of acceptance from the new owner. Notwithstanding the provision for a letter of acceptance, any new Landowner shall be responsible for all duties and obligations created by this Permanent Stormwater Facility and Maintenance Responsibility Agreement upon it being executed and filed in the Register of Deeds Office for Beaufort County.

Landowner understands that failure to adhere to the signed Maintenance Agreement may result in fines of up to \$1,000.00 per day, per violation and /or the institution of a court action, or such other and additional penalties, fines, or assessments as shall be enacted and provided for by the general law of the state or by local regulation lawfully enacted.

(Signatures contained on the next page)







# Town of Hilton Head Island

## Community Development Department

One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4757 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_  
 Accepted by: \_\_\_\_\_  
 App. #: \_\_\_\_\_

### CERTIFICATION OF COMPLIANCE APPLICATION

Name of Development: \_\_\_\_\_ Address/Location: \_\_\_\_\_  
 Parcel Number [PIN]: R \_\_\_\_\_  
 DPR or SUB #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_ Town Project Manager: \_\_\_\_\_  
 Project Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTACT THE TOWN PROJECT MANAGER TO DETERMINE WHICH ITEMS BELOW ARE REQUIRED.**

Note: Depending on building design and construction type, other submittals may be requested during construction.

Required	Submitted	Item
		<b>Owner's Affidavit of Project Completion Form</b> stating that all work has been done consistent with the applicant's development permit and any applicable provisions of the Land Management Ordinance (LMO).
		<b>Photos of the entire site</b> showing buildings, fences, other structures, curb cuts, drive aisles, vehicle parking, bicycle parking, landscaping, etc.
		<b>An As-Built Drawing</b> with stamped certification by a South Carolina registered land surveyor indicating accurate site conditions of pavements, parking spaces, utilities, structures, and drainage. This must be submitted in both Adobe .pdf and AutoCAD .dwg formats using 1988 vertical datum.
		<b>Stormwater BMP As-Built Certification Form</b> , signature over seal.
		<b>Registered Engineer or Landscape Architect's Certification of Project Completion Form</b> , signature over seal, stating completion of roads, parking, and utilities.
		<b>Registered Landscape Architect's Certification of Project Completion Form</b> , signature over seal, confirming the approved landscaping and tree planting plan is complete; <b>OR</b> (see below)
		<b>Landscape Contractor's Certification of Project Completion Form</b> , notarized, confirming the approved landscaping and tree planting plan is complete.
		<b>Copy of signed Town of Hilton Head Stormwater Maintenance &amp; Responsibility Agreement</b>
		<b>DHEC permits</b> to operate water and sewer lines.
		<b>Public Service District (or similar entity) acceptance</b> of completed water and sewer lines for permanent ownership, operation, and maintenance.
		<b>Public entity acceptance</b> of ownership and maintenance responsibility for dedicated roads and drainage systems, where applicable.
		<b>Any other applicable agencies' final certification</b> , such as SCDOT, Beaufort County, U.S. Army Corps of Engineers, etc.

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

\_\_\_\_\_  
 APPLICANT NAME (PRINT)

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE



**Town of Hilton Head Island**  
**Public Projects & Facilities**  
 One Town Center Court  
 Hilton Head Island, SC 29928  
 Phone: 843-341-4770 Fax: 843-842-8908  
[www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
Date Approved:	_____

**STORMWATER BMP AS-BUILT CERTIFICATION**

— Please TYPE or PRINT Legibly —

DATE \_\_\_\_\_ DPR or LDP NUMBER \_\_\_\_\_

NAME OF DEVELOPMENT (as it appears on approved plans) \_\_\_\_\_

LOCATION/ADDRESS OF DEVELOPMENT \_\_\_\_\_

PLAN APPROVAL DATE \_\_\_\_\_ AS-BUILT CONDITIONS FIELD VERIFIED ON \_\_\_\_\_

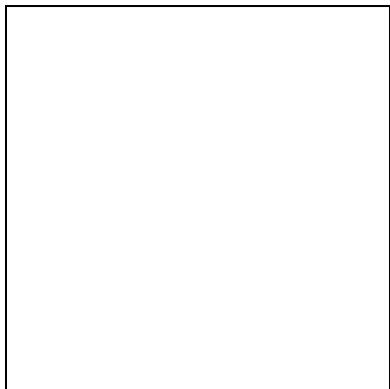
OWNER/DEVELOPER \_\_\_\_\_ PHONE \_\_\_\_\_

ENGINEER OF RECORD \_\_\_\_\_ PHONE \_\_\_\_\_

**ENGINEER'S CERTIFICATION**

By placing my professional stamp and signature on this paper, I certify that based on the attached field verified information, the stormwater controls for this project were constructed in accordance with the approved design on file with the Town of Hilton Head Island and with standard engineering and accepted construction practices. I further certify that these stormwater controls meets the ordinance requirements for post-development stormwater management.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



SEAL

# STORMWATER BMP AS-BUILT CERTIFICATION

FOR EACH BMP – FILL OUT THE FOLLOWING

**NOTE:**

**MANUFACTURED FACILITY (Hydro-Dynamic Separator, Underground Chamber System, etc.)** requires a letter of certification from the manufacturer stating the device was installed according to minimum specifications and that the device is functioning as designed.

BMP Description (type, location, etc.): \_\_\_\_\_

Is the BMP located on the site according to the approved plans?  YES  NO

Is the BMP in need of maintenance (clogged inlets/outlets, sediment/trash/debris, etc.)?  YES  NO

Is the BMP encumbered by a permanent easement?  YES  NO

Deed Book: \_\_\_\_\_, Page Number: \_\_\_\_\_, Recording Date: \_\_\_\_\_

Is the BMP oriented within the easement as per the plans?  YES  NO

Is the BMP accessible for future maintenance activities?  YES  NO

	Design	As-built
First-Flush Retention Volume	_____ Cubic Feet	_____ Cubic Feet
First-Flush Water Elevation	_____ Feet	_____ Feet
Pond/Structure Top Elevation	_____ Feet	_____ Feet
Pond/Structure Bottom Elev.	_____ Feet	_____ Feet
Riser Crest Elevation	_____ Feet	_____ Feet
Riser Invert/Sump Elevation	_____ Feet	_____ Feet
Riser Material	_____	_____
Outlet Elevation	_____ Feet	_____ Feet
Outlet Diameter	_____ Inches	_____ Inches
Outlet Pipe Diameter	_____ Inches	_____ Inches
Outlet Pipe Length	_____ Feet	_____ Feet
Outlet Pipe Invert Elev. (In)	_____ Feet	_____ Feet
Outlet Pipe Invert Elev. (Out)	_____ Feet	_____ Feet
Outlet Pipe Material	_____	_____

Additional comments, if any:

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**NPDES Storm Water Construction  
Compliance Inspection Report  
(For Sites Covered Under CGP SCR10000)**

## Permittee Inspection Report

Primary

Secondary

<b>Project Name:</b> <b>Permit #:</b> <b>Permittee Name:</b> <b>Permittee Address:</b> <b>Inspection Date/Time:</b>	<b>Inspector name and title:</b> <b>Qualifications:</b> <b>Contact #:</b> <b>Last Inspection Date:</b> <b>Weather during inspection:</b>
---	--

### Section 1:

For each question below, mark the corresponding box: Yes, No, N/A. For all items marked "No", note Ref letter, and provide the Corrective action and Location of the deficiency, the original date noted, and the date it was corrected. For all items marked N/A, provide an explanation as to why this question is not applicable to your project.

NOTE: Ref letters may be used multiple times for different corrective actions and locations.

Ref	Storm Water Plans and Related Documents	Yes	No	N/A
<b>A</b>	Is coverage letter, NOI, approvals, certifications, and a copy of the NPDES Construction General Permit (CGP) on site? (Readily available electronic copy of CGP acceptable) 3.1.1.H.V.			
<b>B</b>	Is the OS-SWPPP available on site or is its location posted as required? 3.1.6.			
<b>C</b>	Is there a rain gauge on site (or appropriate alternative) and are results being logged as required? 3.1.1.H.V.h. & 4.2.D.			
<b>D</b>	Are previous inspection reports on site and being conducted once every calendar week? 3.1.1.H.H. & 4.2.B.			
<b>E</b>	Does the OS-SWPPP match the current site conditions and are all BMPs identified? 3.1.1.H.III.			
<b>F</b>	Have all areas of the site that are disturbed or used for storage of materials exposed to precipitation been inspected? 4.2.A.I.			
<b>G</b>	Is the construction sequence being followed? 3.1.1.E. & 3.2.3.			
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected	

<b>Stormwater Pollutant Controls</b>			
<b>H</b>	Have erosion and sediment controls that are identified in the OS-SWPPP been installed, maintained, and operating as designed? 3.1.1.E., 3.2.6., & 4.2.F		
<b>I</b>	Have stormwater controls that are identified in the OS-SWPPP been installed, maintained, and operating as designed? 4.2.F		
<b>J</b>	Do all BMPs provided operate as designed and prove to be adequate for the location they are installed? 4.2.F.		
<b>K</b>	Do all areas have the necessary BMPs to control pollutants? 4.2.F		
<b>L</b>	Are the BMPs required by the OS-SWPPP appropriate for the existing Site conditions? 3.2.6 & 4.2.F.		
<b>M</b>	Soil Stabilization: Implemented and maintained as required? 3.1.1.E.		
<b>N</b>	Vehicle Tracking: Installed and maintained as shown on the OS-SWPPP? 3.1.1.E.		
<b>O</b>	Have all stormwater conveyance systems been inspected for evidence of, or potential for, pollutants entering these systems? 4.2.A.II.		
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected

<b>Non-storm Water Pollutant Controls</b>			
<b>P</b>	Concrete, Stucco, Paint (etc) Washouts: Located, installed and maintained? 3.1.1.E. & 3.2.10.D		
<b>Q</b>	Solid & Hazardous Wastes: Are trash, debris and hazardous materials properly managed? 3.1.1.E., 3.2.5 & 3.2.10 E.		
<b>R</b>	Sanitary Waste: Are portable toilets properly located and maintained? 3.1.1.E. & 3.2.10.D.		
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected

**For any items listed in this section, a full description of the off site sedimentation is required. This includes, but may not be limited to: Location, estimated amount of sediment that has left the site, apparent cause of the sedimentation, and what corrective actions need to be taken to prevent this from recurring.**

Off Site Sedimentation			
<b>S</b>	Are sediment or other pollutants controlled from leaving the site? 3.1.1.E & 4.2.F.		
<b>T</b>	Have BMPs kept sediment and other pollutants out of Waters of the State and US? 4.2.F.		
<b>U</b>	Is tracking of sediment onto adjacent streets controlled? 4.2.A.V.		
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected

**Section 2:**

Complete the following sections as necessary to comply with the permit. If weather information is kept on a separate log, it is not necessary to place on inspection report. If there are no discharges during inspection, state "No Discharges" in this section. **ALL INSPECTION REPORTS ARE TO BE SIGNED BY INSPECTOR.**

Comments:
Weather information since last inspection including: date and time of event, duration, and amount of precipitation 4.2.D:
Description of discharges occurring during inspection 4.2.F:

Inspector Signature:
<i>I certify that the information contained in this report is true and accurate to the best of my ability. I understand that providing false information may result in loss of certification and/or penalties.</i>



# Town of Hilton Head Island

Engineering Division

One Town Center Court

Hilton Head Island, SC 29928

FOR OFFICIAL USE ONLY	
Date Received:	_____
Accepted by:	_____
App. #:DPR	_____
Meeting Date:	_____

## STORMWATER LAND DISTURBANCE NOTICE OF TERMINATION APPLICATION

Applicant	Property Owner
Name:	Name:
Phone:	Phone:
Mailing Address:	Mailing Address:
E-mail:	E-mail:

### Project Information

Project Name:	
Project Location Address:	
NPDES Coverage Number SCR10 _ _ _	State File Number _-_-_-_-_-
Tax Map Number(s): R_ _ _ - _ _ _ - _ _ _ - _ _ _ ; R_ _ _ - _ _ _ - _ _ _ - _ _ _	

Project Description:

**If a NOT has been submitted to DHEC and the construction site does not meet the criteria for termination, then the construction site remains subject to the provisions of the DHEC 2012 Construction General Permit**

### Minimum Requirements for Submittal:

1. Project Narrative and digital file describing reason for application and compliance with the criteria in Chapter 16-5 of the LMO.
2. Signed SCDHEC 2610 form.
3. As-Built for project

**Disclaimer:** *This application is for the termination of land disturbing activities that may be associated with other approved or permitted work. The completion of this application will be necessary to obtain from the Town of Hilton Head Island a C OF C.*

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.

Property Owner Signature:	Date:	
Applicant Signature:	Date:	

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX G:

PROCEDURES FOR INSPECTION OF POST-  
CONSTRUCTION STORMWATER BMPS





## Appendix G. BMP Maintenance Checklists

### *Infiltration/Filtration/Bioretention/Dry Swale Practices*

<b>Party Responsible for Maintenance:</b>		<b>Practice ID:</b>	
<b>Contact:</b>		<b>Location:</b>	
<b>Phone Number:</b>		<b>GPS Coordinates:</b>	
<b>E-mail:</b>		<b>Inspector(s):</b>	
<b>Mailing Address:</b>			
		<b>Date:</b>	<b>Time:</b>

<i>Key Questions</i>			
<b>Item</b>	<b>X</b>	<b>Comments</b>	
1. Type of practice (check all that apply)			
a. Bioretention	<input type="checkbox"/>		
b. Dry Swale	<input type="checkbox"/>		
d. Residential Rain Garden	<input type="checkbox"/>		
e. Infiltration Practice	<input type="checkbox"/>		
f. Filtration Practice	<input type="checkbox"/>		
2. For Bioretention			
a. Standard Design	<input type="checkbox"/>		
b. Enhanced Design	<input type="checkbox"/>		
3. Practice Location			
a. Open to Surface	<input type="checkbox"/>		
b. Underground	<input type="checkbox"/>		
4. Filtration Media			
a. No filtration media (e.g., stone reservoir only)	<input type="checkbox"/>		
b. Sand	<input type="checkbox"/>		
c. Bioretention Soil Mix	<input type="checkbox"/>		
d. Peat	<input type="checkbox"/>		
e. Other	<input type="checkbox"/>		
5. Hydraulic configuration			
a. On-line	<input type="checkbox"/>		
b. Off-line	<input type="checkbox"/>		
6. Type of pretreatment			
a. Separate pretreatment cell	<input type="checkbox"/>		
b. Sedimentation chamber/manhole	<input type="checkbox"/>		
c. Grass channel	<input type="checkbox"/>		
d. Grass filter strip	<input type="checkbox"/>		
e. Gravel or stone flow spreader	<input type="checkbox"/>		
f. Gravel diaphragm	<input type="checkbox"/>		
g. Other	<input type="checkbox"/>	Type of pretreatment:	
7. If designed for infiltration (i.e., no underdrain OR infiltration sump below underdrain):			
a. Soil boring logs and infiltration testing report provided	<input type="checkbox"/>		
b. Field-measured infiltration rate of at least 0.5 in/hr (preferred 1-4 in/hr)	<input type="checkbox"/>	Field-measured rate:	



***Infiltration/Filtration/Bioretenion/Dry Swale Practices***

<b>A. Contributing Drainage Area</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
Item						Comments				
1.	Excessive trash/debris	0	1	2	3	N/A				
2.	Bare/exposed soil	0	1	2	3	N/A				
3.	Evidence of erosion	0	1	2	3	N/A				
4.	Excessive landscape waste/yard clippings	0	1	2	3	N/A				
<b>B. Pretreatment</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
Item						Comments				
1.	Maintenance access to pretreatment facility	0	1	2	3	N/A				
2.	Excessive trash/debris/sediment	0	1	2	3	N/A				
3.	Evidence of standing water	0	1	2	3	N/A				
	a. Ponding									
	b. Noticeable odors									
	c. Water stains									
	d. Presence of algae or floating aquatic vegetation									
4.	Evidence of clogging	0	1	2	3	N/A				
5.	Dead vegetation/exposed soil	0	1	2	3	N/A				
6.	Evidence of erosion	0	1	2	3	N/A				
<b>C. Inlets</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
Item						Comments				
1.	Inlets provide stable conveyance into practice	0	1	2	3	N/A				
2.	Excessive trash/debris/sediment accumulation at inlet	0	1	2	3	N/A				
3.	Evidence of erosion at/around inlet	0	1	2	3	N/A				



**Infiltration/Filtration/Bioretention/Dry Swale Practices**

<b>D. Practice</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
<b>Item</b>						<b>Comments</b>				
1.	Maintenance access	0	1	2	3	N/A				
2.	Condition of structural components	0	1	2	3	N/A				
3.	Condition of hydraulic control components	0	1	2	3	N/A				
4.	Excessive trash/debris/sediment	0	1	2	3	N/A				
5.	Evidence of erosion	0	1	2	3	N/A				
6.	Evidence of oil/chemical accumulation	0	1	2	3	N/A				
7.	Evidence of standing water:	0	1	2	3	N/A				
	a. Ponding									
	b. Noticeable odors									
	c. Water stains									
	d. Presence of algae or floating aquatic vegetation									
8.	Underdrain system (if equipped)	0	1	2	3	N/A				
	a. Broken									
	b. Clogged									
9.	Vegetation	0	1	2	3	N/A				
	a. Plant composition consistent with approved plans									
	b. Presence of invasive species/weeds									
	c. Dead vegetation/exposed soil									
<b>E. Outlets</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
<b>Item</b>						<b>Comments</b>				
1.	Outlets provide stable conveyance out of practice	0	1	2	3	N/A				
2.	Excessive trash/debris/sediment accumulation at outlet	0	1	2	3	N/A				
3.	Evidence of erosion at/around outlet	0	1	2	3	N/A				
Inspected										
Not Inspected										





**Dry Detention Practices**

<b>Party Responsible for Maintenance:</b>		<b>Practice ID:</b>	
		<b>Location:</b>	
<b>Contact:</b>		<b>GPS Coordinates:</b>	
<b>Phone Number:</b>			
<b>E-mail:</b>		<b>Inspector(s):</b>	
<b>Mailing Address:</b>			
		<b>Date:</b>	<b>Time:</b>

**Key Questions**

Item	X	Comments
1. Type of detention practice		
a. Dry Pond		
b. Underground Detention Vault and/or Tank		
c. Other		Type:

**A. Contributing Drainage Area**  
 0 = Good condition. Well maintained, no action required.  
 1 = Moderate condition. Adequately maintained, routine maintenance needed.  
 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.  
 3 = Serious condition. Immediate need for repair or replacement.

Inspected	
Not Inspected	

Item	0	1	2	3	N/A	Comments
1. Excessive trash/debris						
2. Bare/exposed soil						
3. Evidence of erosion						
4. Excessive landscape waste/yard clippings						
5. Oils, greases, paints and other harmful substances disposed of in drainage area.						

**B. Forebay/Pretreatment**  
 0 = Good condition. Well maintained, no action required.  
 1 = Moderate condition. Adequately maintained, routine maintenance needed.  
 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.  
 3 = Serious condition. Immediate need for repair or replacement.

Inspected	
Not Inspected	

Item	0	1	2	3	N/A	Comments
1. Maintenance access to pretreatment facility						
2. Excessive trash/debris accumulation						
3. Excessive sediment accumulation						Sediment marker reading:
4. Evidence of clogging						
5. Dead vegetation/exposed soil						
6. Evidence of erosion						

**Dry Detention Practices**

<b>C. Inlets</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
	Inspected									
	Not Inspected									
<b>Item</b>		<b>Comments</b>								
1.	Inlets provide stable conveyance into	0	1	2	3	N/A				
2.	Excessive trash/debris/sediment accumulation at inlet	0	1	2	3	N/A				
3.	Evidence of erosion at/around inlet	0	1	2	3	N/A				
4.	Damaged pipes or components	0	1	2	3	N/A				
5.	Inflow hindered by soil height, build up of sediment and/or grass	0	1	2	3	N/A				
<b>D. Practice</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
	Inspected									
	Not Inspected									
<b>Item</b>		<b>Comments</b>								
1.	Maintenance access to practice	0	1	2	3	N/A				
2.	Sediment accumulation	0	1	2	3	N/A				
3.	Abnormally high or low water levels	0	1	2	3	N/A Cause:				
4.	Evidence of pollution/hotspot runoff	0	1	2	3	N/A Cause:				
5.	Berm(s)/embankment(s)	0	1	2	3	N/A				
	a. Cracking, bulging, or sloughing	0	1	2	3	N/A				
	b. Soft spots or sinkholes	0	1	2	3	N/A				
	c. Evidence of erosion/bare spots	0	1	2	3	N/A				
	d. Evidence of animal burrows	0	1	2	3	N/A				
	e. Presence of woody vegetation	0	1	2	3	N/A				
6.	Riser/outlet	0	1	2	3	N/A Type of riser:				
	a. Maintenance access to riser	0	1	2	3	N/A				
	b. Structural condition of riser	0	1	2	3	N/A				
	c. Condition of joints	0	1	2	3	N/A				
	d. Trash/debris accumulation	0	1	2	3	N/A				
	e. Woody growth within 5 ft. of outlet	0	1	2	3	N/A				
	f. Emergency spillway eroding or failing	0	1	2	3	N/A				
7.	Low flow orifice	0	1	2	3	N/A				
	a. Trash/debris accumulation	0	1	2	3	N/A				
	b. Adjustable control valve accessible and operational	0	1	2	3	N/A				
9.	Vegetation	0	1	2	3	N/A				
	a. Plant composition consistent with approved plans	0	1	2	3	N/A				
	b. Presence of invasive species/weeds	0	1	2	3	N/A				
	c. Dead vegetation/exposed soil	0	1	2	3	N/A				
	d. Reinforcement planting recommended									





**Dry Detention Practices**

<i>Photographs</i>									
	Photo ID			Description					
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

*Sketch of practice*  
(note problem areas)



**Stormwater Wet Pond/Wetland**

<b>Party Responsible for Maintenance:</b>		<b>Practice ID:</b>	
<b>Contact:</b>		<b>Location:</b>	
<b>Phone Number:</b>		<b>GPS Coordinates:</b>	
<b>E-mail:</b>		<b>Inspector(s):</b>	
<b>Mailing Address:</b>		<b>Date:</b>	<b>Time:</b>

**Key Questions**

Item	X	Comments
1. Type of stormwater practice (check all that apply)		
a. Stormwater wetland basin	<input type="checkbox"/>	
b. Stormwater multi-cell wetland or pond/wetland combination	<input type="checkbox"/>	
c. Subsurface gravel wetland	<input type="checkbox"/>	
d. Wet pond	<input type="checkbox"/>	
d. Other	<input type="checkbox"/>	Type:
2. Type of pretreatment facility (check all that apply)		<i>Pretreatment must be provided</i>
a. Sediment forebay	<input type="checkbox"/>	
b. Other	<input type="checkbox"/>	Type:

**A. Contributing Drainage Area**

0 = Good condition. Well maintained, no action required.  
 1 = Moderate condition. Adequately maintained, routine maintenance needed.  
 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.  
 3 = Serious condition. Immediate need for repair or replacement.

Inspected  
 Not Inspected

Item	0	1	2	3	N/A	Comments
1. Excessive trash/debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Bare/exposed soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Evidence of erosion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Excessive landscape waste/yard clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Oils, greases, paints and other harmful substances disposed of in drainage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Stormwater Wet Pond/Wetland**

<b>B. Pretreatment</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
Item		Comments								
1.	Maintenance access to pretreatment facility	0	1	2	3	N/A				
2.	Excessive trash/debris accumulation	0	1	2	3	N/A				
3.	Excessive sediment accumulation	0	1	2	3	N/A	Sediment marker reading:			
4.	Evidence of clogging	0	1	2	3	N/A				
5.	Dead vegetation/exposed soil	0	1	2	3	N/A				
6.	Evidence of erosion	0	1	2	3	N/A				
<b>C. Inlets</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
Item		Comments								
1.	Inlets provide stable conveyance into	0	1	2	3	N/A				
2.	Excessive trash/debris/sediment accumulation at inlet	0	1	2	3	N/A				
3.	Evidence of erosion at/around inlet	0	1	2	3	N/A				
4.	Damaged pipes or components	0	1	2	3	N/A				
5.	Inflow hindered by soil height, build up of sediment and/or grass	0	1	2	3	N/A				
6.	Asphalt/concrete crumbling at inlets	0	1	2	3	N/A				

**Stormwater Wet Pond/Wetland**

<b>D. Practice</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
<input type="checkbox"/> Inspected										
<input type="checkbox"/> Not Inspected										
<b>Item</b>						<b>Comments</b>				
1.	Maintenance access to practice	0	1	2	3	N/A				
2.	Sediment accumulation	0	1	2	3	N/A				
	Bathymetric study recommended	<input type="checkbox"/>								
3.	Abnormally high or low water levels	0	1	2	3	N/A Cause:				
4.	Evidence of pollution/hotspot runoff	0	1	2	3	N/A Cause:				
5.	Berm(s)/embankment(s)	0	1	2	3	N/A				
	a. Cracking, bulging, or sloughing	0	1	2	3	N/A				
	b. Soft spots or sinkholes	0	1	2	3	N/A				
	c. Evidence of erosion/bare spots	0	1	2	3	N/A				
	d. Evidence of animal burrows	0	1	2	3	N/A				
	e. Presence of woody vegetation	0	1	2	3	N/A				
6.	Riser/outlet	0	1	2	3	N/A Type of riser:				
	a. Maintenance access to riser	0	1	2	3	N/A				
	b. Structural condition of riser	0	1	2	3	N/A				
	c. Condition of joints	0	1	2	3	N/A				
	d. Trash/debris accumulation	0	1	2	3	N/A				
	e. Woody growth within 5 ft. of outlet	0	1	2	3	N/A				
	f. Emergency spillway eroding, or failing	0	1	2	3	N/A				
7.	Low flow orifice	0	1	2	3	N/A				
	a. Trash/debris accumulation	0	1	2	3	N/A				
	b. Adjustable control valve accessible and operational	0	1	2	3	N/A				
8.	Pond drain (underdrain) system (if applicable)	0	1	2	3	N/A				
	a. Broken	0	1	2	3	N/A				
	b. Clogged	0	1	2	3	N/A				
	c. Adjustable control valve accessible and operational	0	1	2	3	N/A				
9.	Vegetation	0	1	2	3	N/A				
	a. Plant composition consistent with approved plans	0	1	2	3	N/A				
	b. Presence of invasive species/weeds	0	1	2	3	N/A				
	c. Dead vegetation/exposed soil	0	1	2	3	N/A				
	d. Reinforcement planting recommended	<input type="checkbox"/>								





**Grass Swale**

<b>Party Responsible for Maintenance:</b>				<b>Practice ID:</b>			
<b>Contact:</b>				<b>Location:</b>			
<b>Phone Number:</b>				<b>GPS Coordinates:</b>			
<b>E-mail:</b>				<b>Inspector(s):</b>			
<b>Mailing Address:</b>				<b>Date:</b>			
				<b>Time:</b>			

**A. Contributing Drainage Area**  
 0 = Good condition. Well maintained, no action required.  
 1 = Moderate condition. Adequately maintained, routine maintenance needed.  
 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.  
 3 = Serious condition. Immediate need for repair or replacement.

Inspected						
Not Inspected						
Item						Comments
1.	Excessive trash/debris	0	1	2	3	N/A
2.	Bare/exposed soil	0	1	2	3	N/A
3.	Evidence of erosion	0	1	2	3	N/A
4.	Excessive landscape waste/yard clippings	0	1	2	3	N/A
5.	Impervious area added	0	1	2	3	N/A

**B. Inflow Points**  
 0 = Good condition. Well maintained, no action required.  
 1 = Moderate condition. Adequately maintained, routine maintenance needed.  
 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.  
 3 = Serious condition. Immediate need for repair or replacement.

Inspected						
Not Inspected						
Item						Comments
1.	Inflow points (e.g. curb cuts, edge of pavement, pipes) provide stable conveyance into the channel	0	1	2	3	N/A
2.	Excessive trash/debris/sediment accumulation at inflow points	0	1	2	3	N/A
3.	Evidence of erosion at/around inflow points	0	1	2	3	N/A

**Grass Swale**

<b>C. Practice (Grass Swale)</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
<b>Item</b>							<b>Comments</b>			
1.	Swale remains vegetated; no concrete, rip-rap, or other lining has been added	0	1	2	3	N/A				
2.	Grade ensures positive flow	0	1	2	3	N/A				
3.	Evidence of erosion	0	1	2	3	N/A				
4.	Sediment accumulation	0	1	2	3	N/A				
5.	Excessive trash/debris accumulation	0	1	2	3	N/A				
6.	Evidence of oil/chemical accumulation	0	1	2	3	N/A				
7.	Vegetation condition	0	1	2	3	N/A				
	a. Mowing as needed to maintain 4"-6" grass height.	0	1	2	3	N/A				
	b. 90% turf cover in practice.	0	1	2	3	N/A				
8.	Check dams in place	0	1	2	3	N/A				
9.	Signs of erosion around or under check dams	0	1	2	3	N/A				

<b>D. Miscellaneous</b>										
0 = Good condition. Well maintained, no action required.										
1 = Moderate condition. Adequately maintained, routine maintenance needed.										
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.										
3 = Serious condition. Immediate need for repair or replacement.										
Inspected										
Not Inspected										
<b>Item</b>							<b>Comments</b>			
1.	Complaints from local residents	0	1	2	3	N/A				
2.	Mosquito breeding	0	1	2	3	N/A				
3.	Encroachments (e.g. filling, fences, obstructions, etc.)	0	1	2	3	N/A				

<b>Inspector's Summary:</b>										



State of South Carolina )  
)  
Town of Hilton Head Island)

**Permanent Stormwater Facility Maintenance  
and Responsibility Agreement**  
Tax Map No. \_\_\_\_\_

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, (hereinafter referred to as “Landowner”) and the Town of Hilton Head Island, political subdivision of the State of South Carolina (hereinafter referred to as “Town”).

It is agreed as follows:

**Landowner Responsible for Stormwater Facility:**

The South Carolina Stormwater Management and Sediment Reduction Act of 1991 (§48-14-10, et. seq.) and Regulation 72-308 provide that a Landowner shall adequately establish and maintain stormwater management/Best Management Practices (BMP) facilities upon making certain improvements to the Landowner’s property. This law applies to any individual, partnership, corporation or other entity, constructing a stormwater facility. It also applies to all subsequent owners of the property. The obligation applies to the maintenance of all pipes, equipment, and channels built to convey stormwater to a retention facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater on the property. (All fixtures and graded or excavated improvements for controlling stormwater are herein the “Facility”). Adequate maintenance is herein defined as keeping the Facility in good working condition so that the Facility is performing all of its design functions in accordance with the purposes for which it is designed.

**Maintenance Required:**

The Landowner, its successors and assigns, will perform the maintenance, repair, and replacement necessary to keep the Facility in good working order. In the event a maintenance schedule for the Facility (including sediment removal) is outlined on the approved plans, the schedule must be followed.

**Inspection Required:**

The Landowner, its successors and assigns, shall regularly and periodically inspect the Facility in its entirety. Records shall be kept to identify the dates and maintenance performed and shall be made available to the Town at the Town’s request. The purpose of the inspection is to assure safe and proper functioning of the Facility. The inspection shall cover all parts of the Facility including, but not limited to, berms, outlet structures, pond areas, and access roads. The Landowner’s failure to inspect shall be treated as a breach of this Agreement just as much as a failure to repair if repair is needed after inspection.

**Access Permitted:**

The Landowner grants permission to the Town, its authorized employees and agents, to enter upon the Property and to inspect the Facility whenever the Town deems necessary. The purpose of inspection is to follow-up on reported or observed deficiencies, to respond to citizen complaints, or to make an inspection if a significant time has passed after the last inspection. The Town shall provide the Landowner a copy of the inspection findings and a directive to commence with the repairs if necessary. In the case of multiple Landowners of a single property, notice to one shall suffice as notice to all.

**No Duty on the Town:**

This Agreement creates no affirmative duty on the Town to inspect, and it imposes no liability of any kind whatsoever on the Town for omissions in inspecting. The Landowner agrees to hold the Town harmless from any liability in the event the Facility fails to operate properly due to the Landowner's failure to abide by the terms of this Agreement.

**Landowner Covenants:**

The Landowner accepts responsibility for ownership and proper maintenance of the stormwater system, the Facility (pond, swales, etc.) on parcel # (R \_\_\_\_\_) located at \_\_\_\_\_, (see attached Site Map) Hilton Head Island, South Carolina, per the approved maintenance plan. The specific BMPs on the property are listed below:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Landowner will complete any necessary repairs and/or preventive maintenance procedures in a timely manner to ensure proper functioning as a stormwater management device(s).

Landowner understands that the maintenance plan may be amended or revised at any time by the Town in order to address changed conditions or to address conditions not being effectively met by the Facility. Following the Town's sending notice; Landowner will abide by any prescribed changes.

This covenant to maintain the Facility shall run with the land. Landowner will continue to own and maintain the Facility until the Town is notified in writing of a transfer in ownership and maintenance responsibility. The notification will include a date for the transfer of responsibility which will become effective upon the Town's receipt of a letter of acceptance from the new owner. Notwithstanding the provision for a letter of acceptance, any new Landowner shall be responsible for all duties and obligations created by this Permanent Stormwater Facility and Maintenance Responsibility Agreement upon it being executed and filed in the Register of Deeds Office for Beaufort County.

Landowner understands that failure to adhere to the signed Maintenance Agreement may result in fines of up to \$1,000.00 per day, per violation and /or the institution of a court action, or such other and additional penalties, fines, or assessments as shall be enacted and provided for by the general law of the state or by local regulation lawfully enacted.

(Signatures contained on the next page)

IN WITNESS our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
WITNESS 1

Land Owner Name: \_\_\_\_\_  
(Print)

\_\_\_\_\_  
WITNESS 2

Land Owner Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

STATE OF SOUTH CAROLINA    )  
  )  
TOWN OF HILTON HEAD ISLAND    )    ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by \_\_\_\_\_, (Landowner's name).

\_\_\_\_\_  
Notary Public for South Carolina  
My Commission Expires: \_\_\_\_\_

## **540 Drainage System Maintenance**

The Town of Hilton Head Island's 1991 Comprehensive Plan identified a Storm Water Drainage Policy that, "The Town should establish a comprehensive, island-wide storm water drainage plan and a program to ensure its implementation." The Capital Improvement Program for 1993-1994 funded an Island Wide Drainage Study to inventory the existing drainage infrastructure, to develop an island wide watershed delineation map and to prepare and schedule an infrastructure replacement plan. At the same time the Comprehensive Plan recognized that one of the principle causes of flooding was lack of a coordinated maintenance program for the community's existing drainage facilities. To remedy this, Thomas & Hutton, the consulting engineers retained for the Island Wide Drainage Study conducted an assessment of all portions of Hilton Head Island's storm water drainage system and recommended to the Town Engineer measures to correct the problems encountered. After the initial inspection the Town of Hilton Head Island has continued a program of inspection and maintenance once a year on the critical drainage ways as depicted on the drainage inspection map.

### **1. Responsibility**

The Town Engineer, in cooperation with the Floodplain Administrator, is responsible for the scheduling and administration of the initial inspection and all subsequent inspections. Inspections are conducted by Town Engineering staff. Should maintenance work be required, the Town Engineer or his assigns will notify in writing the correct State or County agency, private property owner or Property Owners Association responsible for performing the maintenance work. If the Town is responsible for maintenance, the request is added to an existing storm water maintenance project database, and the work is completed on a priority basis. The written notice will include a description of the problem and the recommended work to correct it and the time in which the work should be completed. The Town Engineer will initiate corrective maintenance procedures for portions of the Island's drainage system owned or controlled by the Town. The Town Engineer is to ensure that all work is performed in accordance with current design standards and the Town's Municipal Code.

The Town of Hilton Head Island Code Enforcement Officer is responsible for enforcing Section 17-6-111 of the Town of Hilton Head Island Municipal Code.

Private property owners are responsible for the maintenance of drainage facilities and for the removal of debris on their own property. Should they fail to maintain in accordance with reasonable health, safety and welfare standards so that there is adverse affect on drainage the Town has the right of entry to inspect and will serve written notice of the deficiencies to the owner according to Ordinance 16-5-506. If corrections are not made in thirty days, after proper hearings, the Town may enter and maintain the property. The costs will be assessed to the property owner. If not paid the costs shall become a tax lien on the property.

As part of the Town's NPDES MS4 permit, additional ordinances are being developed, one of which will provide much greater enforcement capabilities for having debris removed from private drainageways.

## 2. Area Covered

All critical drainageways within the Town of Hilton Head Island will be inspected as depicted on the drainage inspection map.

Specific critical facilities and choke points to be inspected include the following:

- Lawton Canal Pump Station
- Wexford Pump Station
- Shipyard Pump Station
- Jarvis Pump Station
- Shelter Cove Tide Gates
- Palmetto Dunes Tide Gates
- Main Street Crossing Weir/Gate

The Public Road Right of Ways to be inspected include, but are not necessarily limited to the following roads:

- US Highway 278 (William Hilton Parkway)
- Palmetto Bay Road
- Pope Avenue
- Mathews Drive
- Marshland Road
- Beach City Road
- Spanish Wells Road
- Gumtree Road
- Wild Horse Road
- Squire Pope Road
- North Forest Beach Drive
- South Forest Beach Drive

- Cordillo Parkway

The major drainage outfalls to be inspected include outfalls from the following watersheds:

- South Forest Beach / Lawton Outfall
- North Forest Beach / Shipyard / Wexford
- Palmetto Dunes / 2 @ Broad Creek
- Port Royal / Folly Field / the Atlantic Folly
- Port Royal / Ashmore / Mathews
- Mathews / Port Royal / Fish Haul Creek
- Palmetto Hall / Mitchellville Road
- Indigo Run / Marshland Road / Broad Creek
- Beach City / Dillon Road
- Wild Horse/ Gumtree
- Squire Pope
- Hilton Head Plantation / Main Street / Jarvis Creek
- Hilton Head Plantation / Skull Creek
- Hilton Head Plantation / Port Royal Sound
- Palmetto Bay / Point Comfort Creek
- Wexford / Arrow Road / Broad Creek
- Sea Pines / Baynard Cove
- Sea Pines / Braddock Cove
- Sea Pines / Calibogue Sound

### 3. Frequency of Inspection

Routine inspections will be conducted in each watershed once a year. Inspections are scheduled and completed before the hurricane season begins in June.

Critical facilities and choke points shall be inspected on a more frequent basis with a minimum of one inspection occurring monthly. Any deficiencies will be reported to the Town Engineer and Stormwater Manager for corrective action.

Before a hurricane, significant storm or flooding event, the Town Engineer or his assigns will inspect the pump stations at Lawton Canal, Shipyard, Wexford, and Jarvis Creek to determine that the pumps are functioning. The pumps will be started and the water levels will be lowered to prepare for the storm. Other control structures shall be manipulated as deemed necessary to lower water levels and thus increase storage and conveyance capacity. The remainder of the culverts and outfalls noted as critical drainage facilities on the Drainage Maintenance map will be checked to determine that they are flowing freely with no visible obstructions.

After a hurricane, significant storm, or flooding event, the Town Engineer or his assigns will begin inspecting at his discretion, all or any part of the Island's drainage system within 24 hours of safe access. The critical areas such as pump stations, outfalls and tide gates will be a priority. Drainage projects under construction and known floodprone areas will be inspected within 24 hours.

The Town's Stormwater Manager shall inspect the construction of all storm drainage projects funded by the Town's storm water utility. Any deficiencies will be reported to the Town Engineer for corrective action.

The Town Engineer, Assistant Town Engineer/Stormwater Manager, and Floodplain Administrator will investigate and act on any requests for drainage service brought to their attention. The Town Engineer or his assigns will visit the site of the complaint within 48 hours. An inspection report will be completed and all qualifying requests will be prioritized and added to the Town's storm water project list.

#### 4. Actions Taken

Typical maintenance problems that may be encountered include vegetation overgrowth, obstructions from natural or man made debris, erosion and sedimentation.

Vegetation growth that impedes the flow of water is the most common problem. This can be prevented by a routine maintenance program that trims overgrown bank vegetation, but leaves the root systems intact for bank stabilization. Keeping the banks trimmed along vegetated channels enhances their conveyance capacity.

Natural or man-made debris is generally random and can be difficult to prevent. If the inspection team cannot easily remove the obstruction when it is observed, staff will notify the proper agency, private owner, or the Town's contractor. Manual removal techniques will be recommended for small debris and litter. Larger dead trees, shopping carts, etc. typically require heavy equipment for removal. The Town Engineer will schedule a follow up inspection performed to check the completed work.

Erosion and sedimentation problems may be directly related to a lack of maintenance or poor soil stabilization. The Floodplain Administrator or his designee will notify the proper authority, a plan to address erosion and sedimentation will be recommended and a follow up inspection performed. Recommended maintenance includes annual trenching of roadside drainage ditches prone to deposition and soil stabilization at culverts with fabric or rock. If a structural deficiency exists the Town

Engineer will coordinate and schedule the work with the appropriate road owner or perform the work using storm water utility funds.

Capital flood control projects identified by modeling efforts or master plans shall also be funded by the Town's storm water utility. The Town Engineer will coordinate all work performed that may be designed and permitted by Town staff or consulting engineers and constructed via contracts procured in accordance with Town Code. The Town's Project Manager shall inspect the construction of all storm drainage projects to ensure compliance with approved plans and permits.

## 5. Inspections Records

All inspections will be recorded on the inspection checklist forms.

If a problem which may cause flooding is encountered during a routine inspection or reported to the Town Engineer, the responsible State or County agency or Property Owners Association will be notified by the Floodplain Administrator via certified mail within two working days. The notice will state the problem, what must be done to correct the problem and the time in which the corrections must take place (typically within one week unless otherwise stated by the Town Engineer). The inspection form will be updated once the maintenance has been completed.

If a problem is encountered during a routine inspection or reported to the Town Engineer which is not likely to cause immediate flooding, but could develop into a future cause of flooding, the responsible State or County agency or private property owner will be notified by the Floodplain Administrator via e-mail within five working days. The notice will state the problem, what must be done to correct the problem and the time in which the corrections must take place. The project will also be added to the maintenance project list for tracking and may be addressed by the Town if warranted.

The Inspections Records will be kept in the Town's GIS and on file with the Floodplain Administrator.



# MS4 Outfall Inspection Form

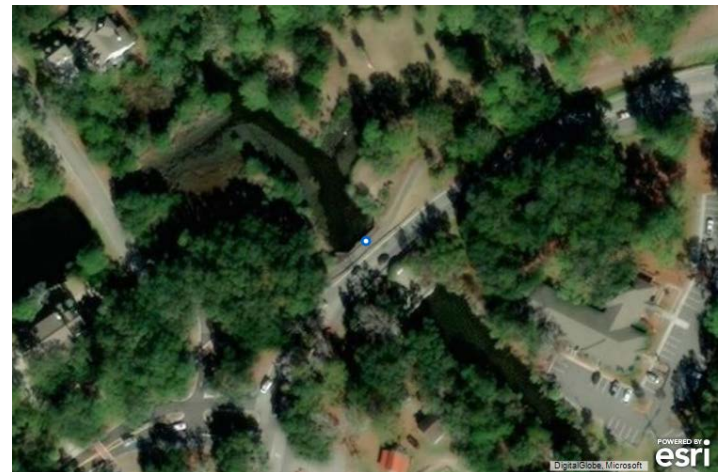
The Town of Hilton Head Island, South Carolina



ID	Fiscal Year	Description	Status	Progress
755	2020	FY20 MS4 Primary Outfall Inspections	In Progress	100.00%

## Task Information

Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
35705	MS4 Outfall Inspection	Gate 320066	10/1/2019		9/6/2019



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

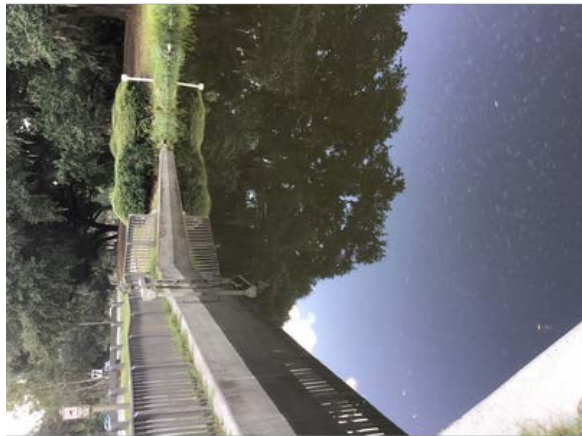
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35706	MS4 Outfall Inspection	Gate 320064	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

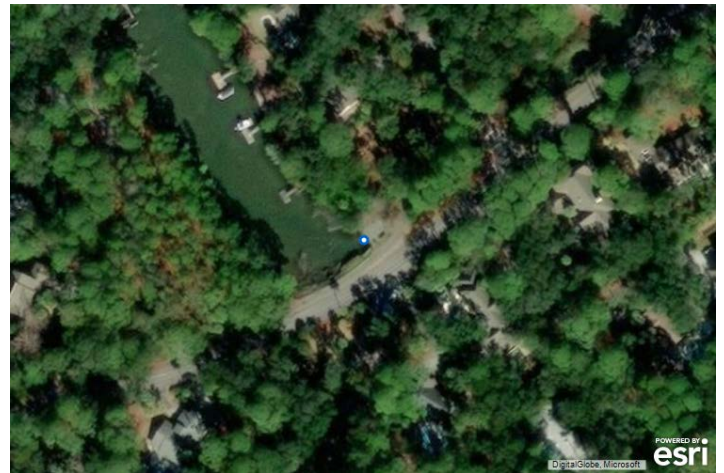
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35707 MS4 Outfall Inspection Gate 280311 9/27/2019



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
					Open		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35708	MS4 Outfall Inspection	Gate 320063	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

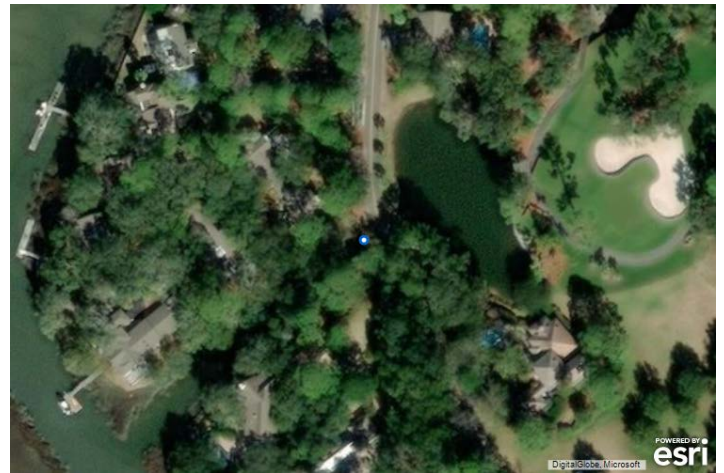
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35709	MS4 Outfall Inspection	Gate 280272	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

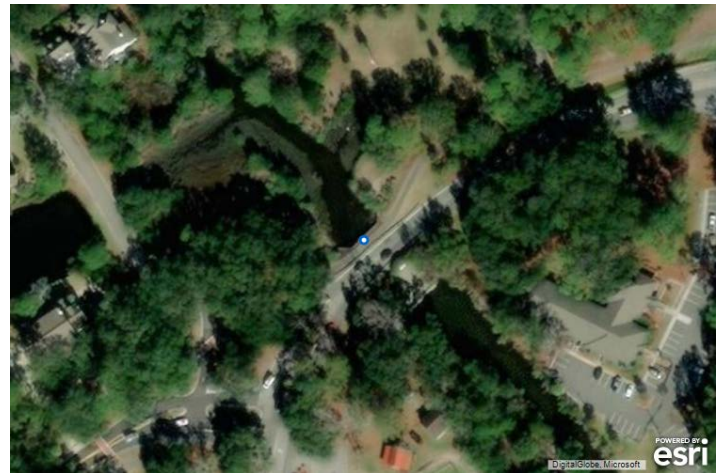
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35710	MS4 Outfall Inspection	Gate 320065	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35711	MS4 Outfall Inspection	Gate 320067	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

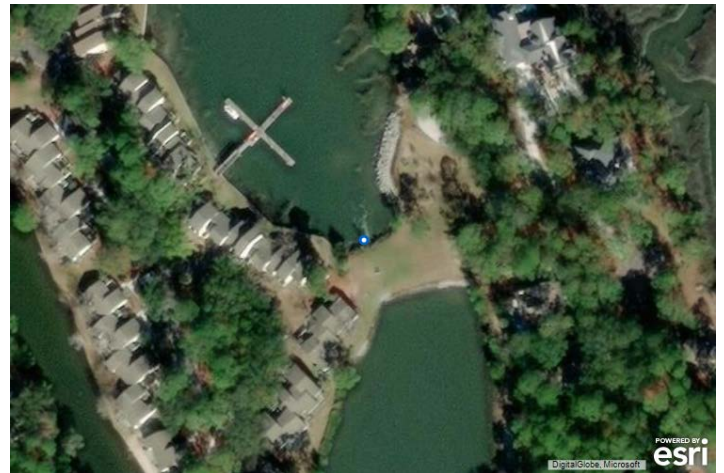
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35712	MS4 Outfall Inspection	Pipe End 290155	9/27/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

normal water flow from up stream lagoon with tide going out



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35713	MS4 Outfall Inspection	Pipe End 290517	9/27/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

riser on pipe allow flow from upstream lagoon

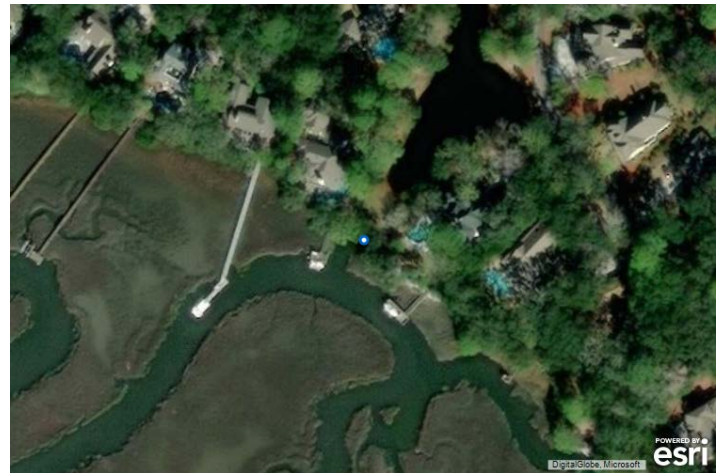
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35714	MS4 Outfall Inspection	Pipe End 250274	10/1/2019		9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

see pictures, possibly a crab pot was drug to lagoon and dumped. sheen on snall portion of water. swimming pool dischared into lagoon.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35731	MS4 Outfall Inspection	Pipe End 310301	10/28/2019		10/27/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

water quality looks good but there is the presence of duckweed.



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Notes	Last Rain Event
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35732	MS4 Outfall Inspection	Pipe End 30107	9/26/2019			
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

low tide when inspected, so flapgate was closed.

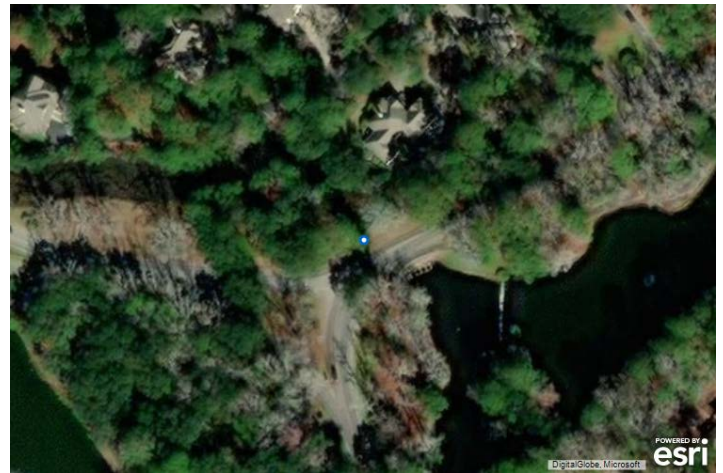
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35733	MS4 Outfall Inspection	Pipe End 3601804	9/26/2019		
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

No pollutants found.

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Notes	Last Rain Event
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35734	MS4 Outfall Inspection	Pipe End 300208				
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition	Last Rain Event
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35735	MS4 Outfall Inspection	Pipe End 300208			
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

water quality good.



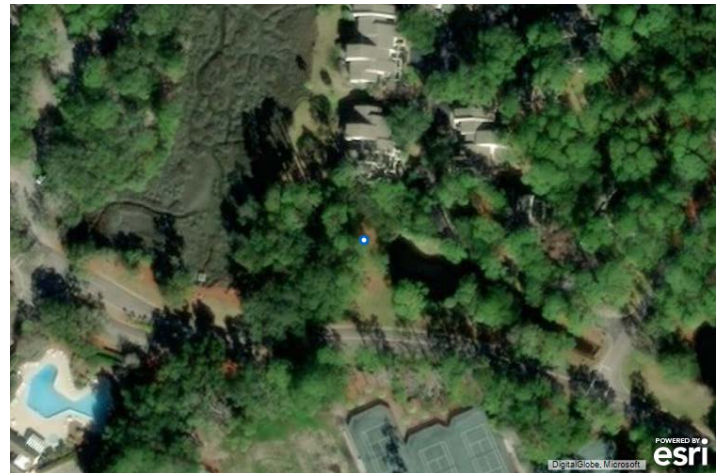
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35741	MS4 Outfall Inspection	Non-Asset	10/1/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

some woody material in water.



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35747	MS4 Outfall Inspection	Gate 310049		Please briefly note any operational issues	
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
35748	MS4 Outfall Inspection	Riser 310050	10/1/2019	NA or couldn't see at high tide	9/6/2019



Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

some woody material in water

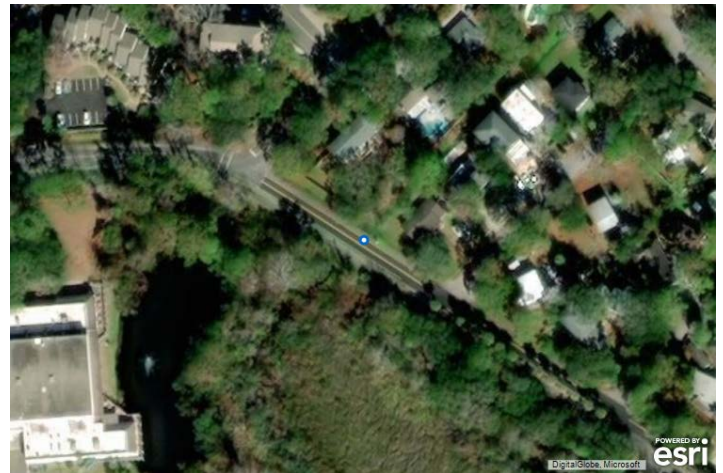
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35749	MS4 Outfall Inspection	Pipe End 310301	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

Some trash present.



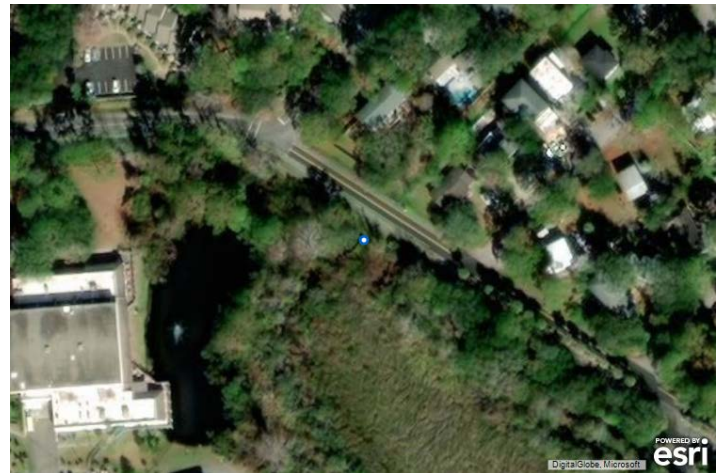
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35750	MS4 Outfall Inspection	Pipe End 310302	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

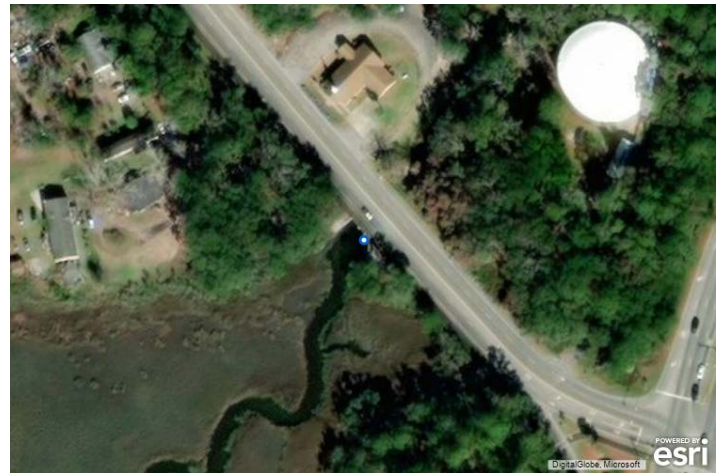
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35751	MS4 Outfall Inspection	Gate 110255	10/4/2019	Please briefly note any operational issues	9/6/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

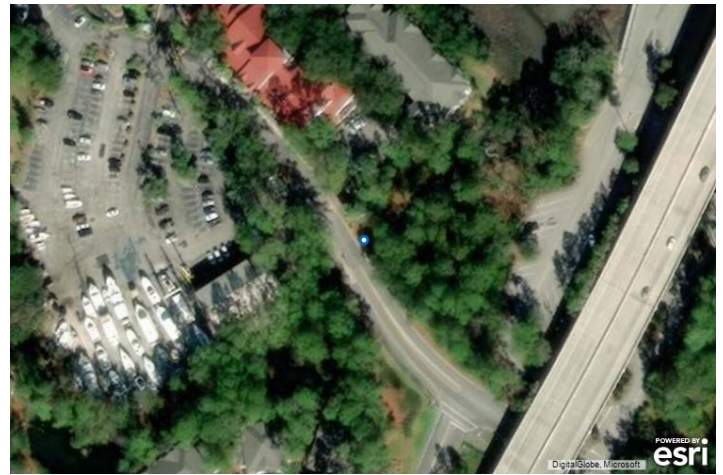
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35753	MS4 Outfall Inspection	Pipe End 100032	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

Some trash present in water way.



# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35754	MS4 Outfall Inspection	Pipe End 160773	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

inspection done at low tide.

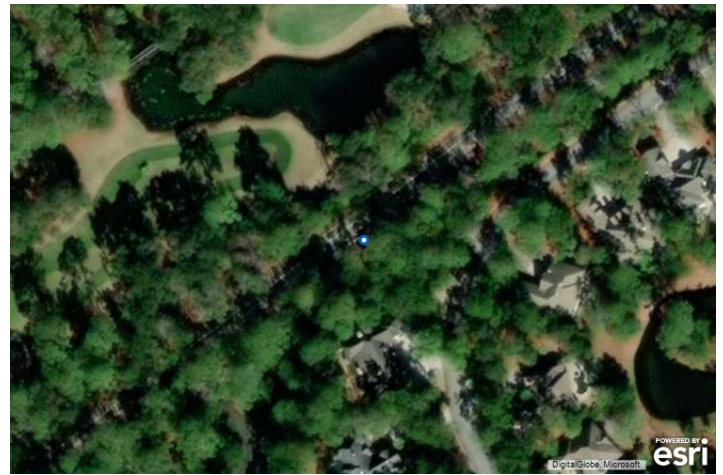
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35755	MS4 Outfall Inspection	Pipe End 160255	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details



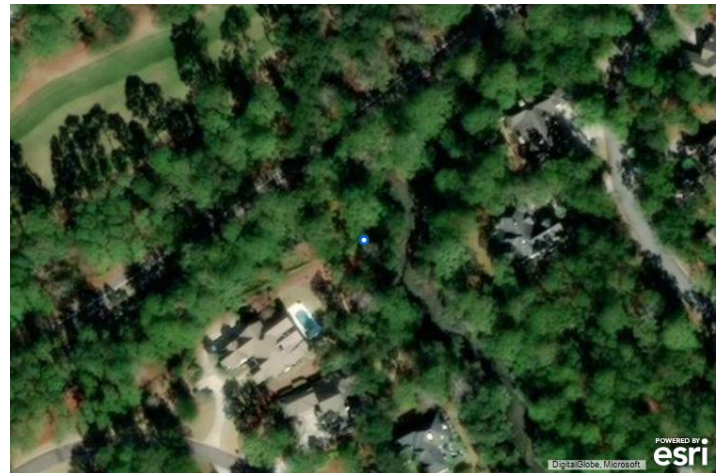
# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35756	MS4 Outfall Inspection	Pipe End 160662	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Details

# MS4 Outfall Inspection Form

The Town of Hilton Head Island, South Carolina



Task ID	Activity	Asset	Inspection Date	Structure Operational Condition Notes	Last Rain Event
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35757	MS4 Outfall Inspection	Gate 110254	10/18/2019	Please briefly note any operational issues	10/16/2019
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Veg. Debris	Flooding Present	Inf. Failure	Convey Blocker	IDDE	Tidal	Trash	Sedimentation	Erosion	Flapgate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Outfall Characteristics

## MS4 Dry Weather Screening

RWB	Outfall Height	Outfall Width	Outfall Size	Material	Outfall Type	Invert Elev	Further Action Needed	Obstru	Pollutants in Upland Area	Unusual Color	Unusual Odor	Flow Present
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Details

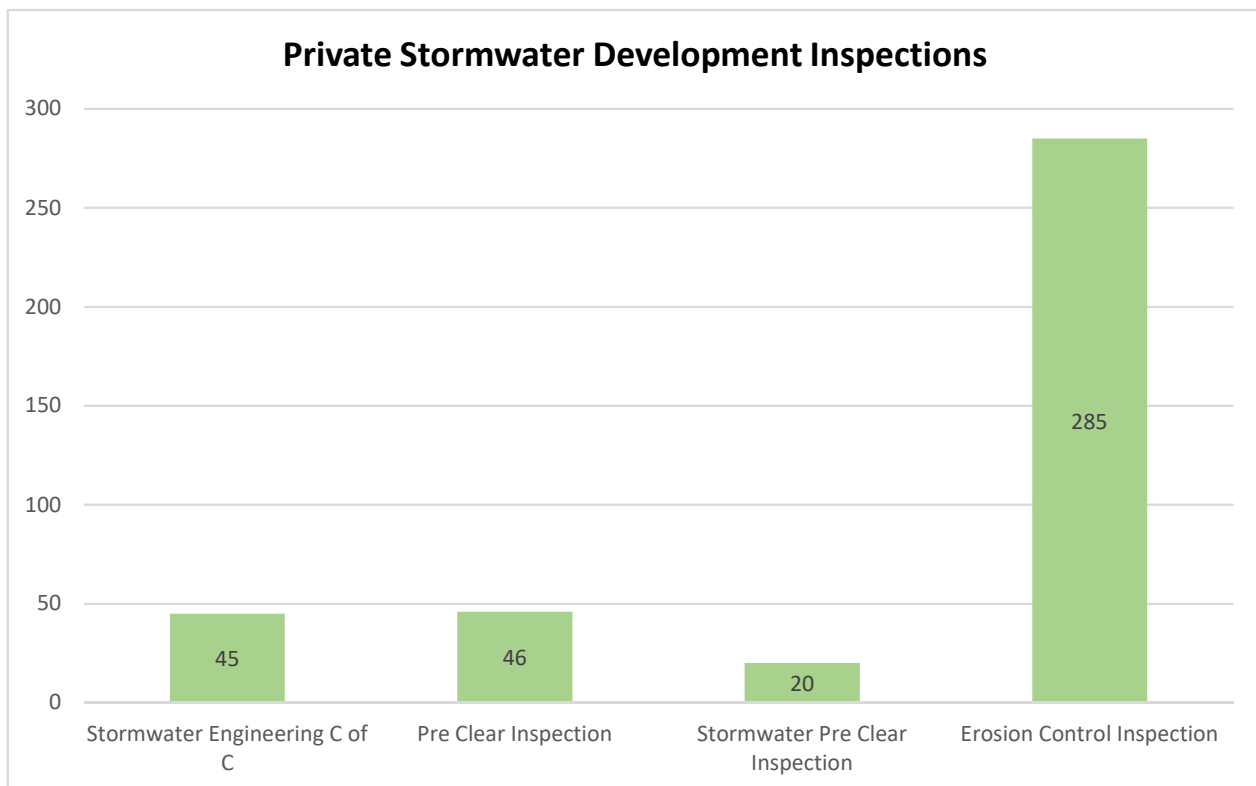
water seems clear and flap gates were closed at the time of this inspection.



2019 NPDES Annual Report

2019 Energov Stormwater / Engineering Inspection totals 12/1/18-10/1/19

Inspection Type	Totals
Stormwater Engineering C of C	45
Pre Clear Inspection	46
Stormwater Pre Clear Inspection	20
Erosion Control Inspection	285
Grand Total	396

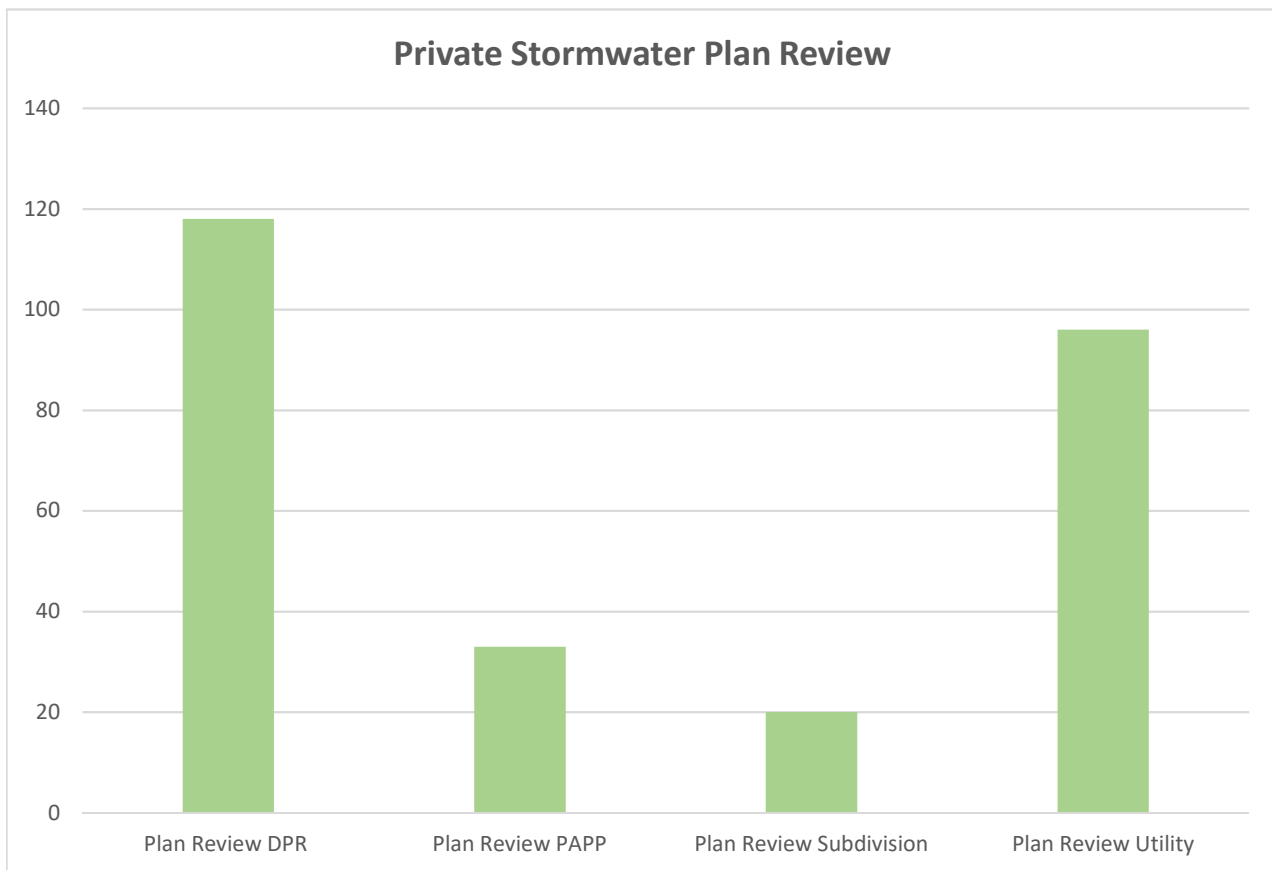




2019 NPDES Annual Report

2019 Energov Stormwater / Engineering Plan Review totals 12/1/18-10/1/19

Review Type	Totals
Plan Review DPR	118
Plan Review PAPP	33
Plan Review Subdivision	20
Plan Review Utility	96
Grand Total	267



# COMPLETE INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (12/02/2018 TO 10/01/2019)

Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
Stormwater Final C.O.C	023815-2018	Passed	Brian Eber	DPR-001618-2017	68 S South Sea Pines Drive Hilton Head, SC 29928	12/06/2018	12/06/2018	12/06/2018	12/06/2018	R550 017 000 1107 0000
	022748-2018	Passed	Brian Eber	DPR-001750-2017	45 South Port Royal Drive Hilton Head, SC 29928	12/11/2018	12/11/2018	12/11/2018	12/11/2018	R510 009 000 0921 0000
	023293-2018	Failed	Brian Eber	DPR-000092-2016	47 Shelter Cove Lane Hilton Head, SC 29928	11/28/2018	11/30/2018	12/11/2018	12/11/2018	R520 012 00C 0007 0000
	024174-2018	Passed	Brian Eber	DPR-000092-2016	47 Shelter Cove Lane Hilton Head, SC 29928	12/12/2018	12/12/2018	12/12/2018	12/12/2018	R520 012 00C 0007 0000
	024843-2018	Failed	Brian Eber	DPR-000515-2016	18 Wilborn Road , Ps35 Hilton Head, SC 29926	12/19/2018	12/19/2018	12/19/2018	12/19/2018	R510 007 000 0227 0000
	024643-2018	Passed	Brian Eber	DPR-000008-2018	10 Clubhouse Drive , Clubh Hilton Head, SC 29928	12/18/2018	12/18/2018	12/20/2018	12/20/2018	R510 009 000 0277 0000
	025038-2018	Failed	Brian Eber	DPR-000873-2018	21 Lagoon Road , Pool Hilton Head, SC 29928	12/20/2018	12/20/2018	12/20/2018	12/20/2018	R552 015 000 0009 0000
	000166-2019	Passed	Brian Eber	DPR-000515-2016	18 Wilborn Road , Ps35 Hilton Head, SC 29926	01/03/2019	01/03/2019	01/03/2019	01/03/2019	R510 007 000 0227 0000
	000582-2019	Passed	Brian Eber	DPR-002113-2018		01/10/2019	01/10/2019	01/10/2019	01/10/2019	R550 017 000 0113 0000
	000961-2019	Passed	Brian Eber	DPR-002071-2018	10 Hunter Road Hilton Head, SC 29926	01/15/2019	01/15/2019	01/15/2019	01/15/2019	R510 008 000 0185 0000
	001033-2019	Passed	Brian Eber	LDP-001243-2018	115 Carolina Isles Drive Hilton Head, SC 29926	01/15/2019	01/15/2019	01/15/2019	01/15/2019	R510 007 000 0866 0000
	001802-2019	Passed	Brian Eber	DPR-000873-2018	21 Lagoon Road , Pool Hilton Head, SC 29928	01/29/2019	01/29/2019	01/29/2019	01/29/2019	R552 015 000 0009 0000
	003395-2019	Passed	Brian Eber	DPR-002305-2018	45 Shelter Cove Lane Hilton Head, SC 29928	02/13/2019	02/13/2019	02/13/2019	02/13/2019	R520 012 00C 0002 0000
	003735-2019	Passed	Brian Eber	DPR-001789-2017	24 Shelter Cove Lane Hilton Head, SC 29928	02/18/2019	02/18/2019	02/18/2019	02/18/2019	R520 012 00B 0084 0000
	004512-2019	Passed	Brian Eber	DPR-001007-2018	39 Baynard Park Road Hilton Head, SC 29928	02/26/2019	02/26/2019	02/27/2019	02/27/2019	R550 017 000 0197 0000
	004427-2019	Failed	Brian Eber	DPR-000317-2015	41 South Forest Beach Drive , 251 Hilton Head, SC 29928	02/28/2019	02/28/2019	02/28/2019	02/28/2019	R553 018 000 068B 0000
	003966-2019	Passed	Brian Eber	DPR-001035-2018	1 Queens Way Hilton Head, SC 29928	02/20/2019	02/20/2019	03/05/2019	03/05/2019	R520 016 00B 0144 0000
	004728-2019	Passed	Brian Eber	DPR-001590-2018		03/01/2019	03/01/2019	03/08/2019	03/08/2019	

Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
	004959-2019	Passed	Brian Eber	DPR-000317-2015	41 South Forest Beach Drive , 251 Hilton Head, SC 29928	03/08/2019	03/08/2019	03/08/2019	03/08/2019	R553 018 000 068B 0000
	005696-2019	Passed	Brian Eber	DPR-002716-2017	10 Surf Watch Way , Fpool Hilton Head, SC 29928	03/15/2019	03/15/2019	03/15/2019	03/15/2019	R511 008 000 0218 0000
	007425-2019	Passed	Brian Eber	DPR030031	66 Pope Avenue	04/05/2019	04/05/2019	04/05/2019	04/05/2019	R5530180000065 0000
	009091-2019	Failed	Brian Eber	DPR-002546-2017	18 New Orleans Road Hilton Head, SC 29928	04/26/2019	04/26/2019	04/26/2019	04/26/2019	R552 015 00C 0076 0000
	009374-2019	Passed	Brian Eber	DPR-002546-2017	18 New Orleans Road Hilton Head, SC 29928	05/01/2019	05/01/2019	05/01/2019	05/01/2019	R552 015 00C 0076 0000
	010850-2019	Passed	Brian Eber	DPR-002822-2018	1 Park Lane , A Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R550 015 00C 0236 0000
	011082-2019	Passed	Brian Eber	DPR-000651-2016	10 Park Lane Hilton Head, SC 29928	05/28/2019	05/28/2019	05/28/2019	05/29/2019	R550 015 00C 0242 0000
	010572-2019	Passed	Brian Eber	DPR-001946-2018	30 Governors Road , Gclub Hilton Head, SC 29928	06/06/2019	06/06/2019	06/07/2019	06/07/2019	R550 014 000 0888 0000
	011407-2019	Passed	Brian Eber	DPR-000301-2019	27 Old Wild Horse Road Hilton Head, SC 29926	05/31/2019	05/31/2019	06/07/2019	06/07/2019	R511 007 000 0043 0000
	013312-2019	Passed	Brian Eber	DPR-001026-2016	90 Pope Avenue Hilton Head, SC 29928	06/28/2019	06/28/2019	06/28/2019	06/28/2019	R553 018 000 0256 0000
	013748-2019	Passed	Brian Eber	DPR-002630-2018	10 Shipyard Drive Hilton Head, SC 29928	07/09/2019	07/09/2019	07/09/2019	07/09/2019	R550 015 000 0343 0000
	014347-2019	Passed	Brian Eber	DPR-002514-2018	5 Grasslawn Avenue Hilton Head, SC 29928	07/16/2019	07/16/2019	07/16/2019	07/16/2019	R510 009 000 1015 0000
	015221-2019	Passed	Brian Eber	DPR-001209-2018	1 Executive Park Road Hilton Head, SC 29928	07/29/2019	07/29/2019	07/29/2019	07/29/2019	R552 015 000 0081 0000
	000401-2019	Passed	Brian Eber	DPR-001566-2017	1 Woodward Avenue , Churc Hilton Head, SC 29928	01/08/2019	01/08/2019	08/02/2019	08/02/2019	R550 018 000 0002 0000
	016006-2019	Passed	Brian Eber	DPR-002204-2016	81 Pope Avenue , 1 Hilton Head, SC 29928	08/13/2019	08/13/2019	08/13/2019	08/13/2019	R552 018 000 0010 0000
	015747-2019	Passed	Brian Eber	SUB-002748-2017	60 Alex Patterson Road Hilton Head, SC 29926			08/29/2019	08/29/2019	R510 008 000 008T 0000
	017271-2019	Passed	Brian Eber	DPR-001772-2018	40 Fort Howell Drive Hilton Head, SC 29926	09/11/2019	09/11/2019	09/11/2019	09/11/2019	R510 004 00J 0103 0000
	017636-2019	Failed	Brian Eber	DPR-000912-2016	65 Shelter Cove Lane Hilton Head, SC 29928	09/17/2019	09/17/2019	09/17/2019	09/17/2019	R520 012 00C 0007 0000
	016269-2019	Passed	Cary Schumacher	DPR-001053-2019	54 Yorkshire Drive Hilton Head, SC 29928	09/19/2019	09/19/2019	09/20/2019	09/20/2019	R550 015 00D 0239 0000



Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
	018303-2019	Failed	Brian Eber	DPR-002514-2018	5 Grasslawn Avenue Hilton Head, SC 29928	09/30/2019	09/30/2019	09/27/2019	09/27/2019	R510 009 000 1015 0000
<b>TOTAL INSPECTIONS FOR STORMWATER FINAL C.O.C:</b>										<b>38</b>
Stormwater Monthly	000204-2019	Passed	Brian Eber	DPR-000515-2016	20 Wilborn Road Hilton Head, SC 29926	01/03/2019	01/03/2019	01/03/2019	01/03/2019	R510 007 000 0227 0000
	000203-2019	Passed	Brian Eber	LDP-001714-2017	1 Woodward Avenue , Churc Hilton Head, SC 29928	01/04/2019	01/04/2019	01/04/2019	01/04/2019	R550 018 000 0002 0000
	000211-2019	Passed	Brian Eber	DPR-002009-2018	175 Greenwood Drive Hilton Head, SC 29928	01/04/2019	01/04/2019	01/04/2019	01/04/2019	R550 014 000 814C 0000
	002291-2019	Passed	Brian Eber	DPR-000912-2016		01/30/2019	01/30/2019	01/30/2019	01/30/2019	
	002293-2019	Passed	Brian Eber	NAT-000504-2018		01/30/2019	01/30/2019	01/31/2019	01/31/2019	
	004713-2019	Failed	Brian Eber	SUB-001759-2016		02/26/2019	02/26/2019	02/26/2019	02/26/2019	
	004582-2019	Failed	Brian Eber	SUB-001759-2016		02/26/2019	02/26/2019	02/27/2019	02/27/2019	
	006698-2019	Failed	Brian Eber	SUB-001759-2016		03/27/2019	03/27/2019	03/27/2019	03/27/2019	
	006701-2019	Failed	Brian Eber	DPR-001330-2016	120 Beach City Road Hilton Head, SC 29926	03/27/2019	03/27/2019	03/27/2019	03/27/2019	R510 008 000 0085 0000
	006801-2019	Failed	Alexis Cook	SUB050002	53 Sandcastle Court Hilton Head, SC 29928	03/28/2019	03/28/2019	03/28/2019	03/28/2019	R511 009 000 1122 0000
	008141-2019	Failed	Brian Eber	DPR-001209-2018	1 Executive Park Road Hilton Head, SC 29928	04/16/2019	04/16/2019	04/16/2019	04/16/2019	R552 015 000 0081 0000
	008148-2019	Failed	Cary Schumacher	SUB-001759-2016	23 Marshland Road Hilton Head, SC 29926	04/17/2019	04/17/2019	04/17/2019	04/17/2019	R510 008 000 008D 0000
	008150-2019	Failed	Cary Schumacher	DPR-002514-2018	5 Grasslawn Avenue , 9338 Hilton Head, SC 29928	04/17/2019	04/17/2019	04/17/2019	04/17/2019	R510 009 000 1083 0000
	008151-2019	Failed	Cary Schumacher	DPR-002398-2018	55 Barcelona Drive , 250 Hilton Head, SC 29928	04/17/2019	04/17/2019	04/17/2019	04/17/2019	R550 015 000 318C 0324
	010693-2019	Failed	Cary Schumacher	SUB-001759-2016	23 Marshland Road Hilton Head, SC 29926	05/21/2019	05/21/2019	05/21/2019	05/21/2019	R510 008 000 008D 0000
	010694-2019	Failed	Cary Schumacher	DPR-000912-2016	65 Shelter Cove Lane Hilton Head, SC 29928	05/21/2019	05/21/2019	05/21/2019	05/21/2019	R520 012 00C 0008 0000
	010919-2019	Passed	Cary Schumacher	DPR-000501-2019	80 Wexford Club Drive Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R550 015 00D 0239 0000
	010922-2019	Passed	Cary Schumacher	DPR-002398-2018	50 Barcelona Drive Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	
	010923-2019	Passed	Cary Schumacher	DPR-001026-2016	90 Pope Avenue Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R553 018 000 0256 0000

Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
	010924-2019	Passed	Cary Schumacher	DPR-002204-2016	81 Pope Avenue , A Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R552 018 000 0319 0000
	010925-2019	Passed	Cary Schumacher	DPR-000651-2016	10 Park Lane Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R550 015 00C 0242 0000
	010926-2019	Passed	Cary Schumacher	DPR-000850-2014	66 Pope Avenue Hilton Head, SC 29928	05/22/2019	05/22/2019	05/22/2019	05/22/2019	
	010927-2019	Passed	Cary Schumacher	DPR-002116-2016	4 Tansyleaf Drive Hilton Head, SC 29926	05/22/2019	05/22/2019	05/22/2019	05/22/2019	R510 010 000 0726 0000
	014428-2019	Passed	Cary Schumacher	DPR-002590-2017	115 Union Cemetery Road Hilton Head, SC 29928	07/17/2019	07/17/2019	07/17/2019	07/17/2019	
	016021-2019	Failed	Brian Eber	DPR-001026-2016		08/13/2019	08/13/2019	08/13/2019	08/13/2019	
	018090-2019	Passed	Cary Schumacher	SUB-002253-2017	618 Spanish Wells Road Hilton Head, SC 29926	09/24/2019	09/24/2019	09/24/2019	09/24/2019	R510 010 000 0011 0000
<b>TOTAL INSPECTIONS FOR STORMWATER MONTHLY:</b>										<b>26</b>
Stormwater Pre-Clear	024306-2018	Passed	Brian Eber	DPR-000135-2018	11 Port Tack Hilton Head, SC 29928	12/12/2018	12/12/2018	12/12/2018	12/12/2018	R520 012 00A 0589 0000
	000824-2019	Passed	Shari Mendrick	DPR-001772-2018	40 Fort Howell Drive Hilton Head, SC 29926	01/11/2019	01/11/2019	01/11/2019	01/11/2019	R510 004 00J 0103 0000
	002761-2019	Passed	Brian Eber	DPR-002401-2018	51 S South Forest Beach Drive , Central Facilities Hilton Head, SC 29928	02/05/2019	02/05/2019	02/05/2019	02/05/2019	R550 018 000 0272 0000
	002754-2019	Passed	Brian Eber	SUB-001965-2018	11 Woodpecker Lane Hilton Head, SC 29926	02/08/2019	02/08/2019	02/11/2019	02/11/2019	R510 003 000 030A 0000
	003248-2019	Passed	Brian Eber	DPR-002398-2018	55 Barcelona Drive Hilton Head, SC 29928	02/12/2019	02/12/2019	02/13/2019	02/13/2019	R550 015 000 0325 0000
	004457-2019	Passed	Brian Eber	SUB-000675-2018	140 Fish Haul Road Hilton Head, SC 29926	02/28/2019	02/28/2019	02/27/2019	02/27/2019	R510 004 000 0374 0000
	005267-2019	Passed	Brian Eber	DPR-002634-2018	4501 Meeting Street Hilton Head, SC 29926	03/11/2019	03/11/2019	03/08/2019	03/11/2019	R510 004 00H 0302 0000
	005404-2019	Passed	Brian Eber	DPR-000501-2019	80 Wexford Club Drive Hilton Head, SC 29928	03/11/2019	03/11/2019	03/11/2019	03/11/2019	R550 015 00D 0239 0000
	005692-2019	Passed	Brian Eber	DPR-002514-2018	5 Grasslawn Avenue Hilton Head, SC 29928	03/14/2019	03/14/2019	03/14/2019	03/14/2019	R510 009 000 1015 0000
	005956-2019	Failed	Brian Eber	DPR-002568-2018	3 Burkes Beach Rd Hilton Head, SC 29928	03/18/2019	03/18/2019	03/19/2019	03/19/2019	R511 008 000 0025 0000
	006165-2019	Passed	Brian Eber	DPR-002590-2017	115 Union Cemetery Road , Jgar Hilton Head, SC 29926	03/20/2019	03/20/2019	03/21/2019	03/21/2019	R510 009 000 0004 0000
	006083-2019	Failed	Brian Eber	DPR-002568-2018	3 Burkes Beach Rd Hilton Head, SC 29928	03/19/2019	03/19/2019	03/22/2019	03/22/2019	R511 008 000 0025 0000



Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
	007121-2019	Passed	Brian Eber	SUB-000590-2019	58 Wright Place Hilton Head, SC 29926	04/02/2019	04/02/2019	04/04/2019	04/04/2019	R510 007 000 0516 0000
	007725-2019	Passed	Brian Eber	DPR-000047-2016	44 Long Cove Drive , Offic Hilton Head, SC 29928	04/09/2019	04/09/2019	04/15/2019	04/15/2019	R550 011 00A 0231 0000
	007728-2019	Passed	Brian Eber	DPR-001001-2018	399 Long Cove Drive Hilton Head, SC 29928	04/09/2019	04/09/2019	04/15/2019	04/15/2019	R550 011 00A 0355 0000
	007840-2019	Failed	Brian Eber	DPR-000301-2019	27 Old Wild Horse Road Hilton Head, SC 29926	04/10/2019	04/10/2019	04/15/2019	04/15/2019	R511 007 000 0043 0000
	008171-2019	Passed	Brian Eber	DPR-000301-2019	27 Old Wild Horse Road Hilton Head, SC 29926	04/16/2019	04/16/2019	04/16/2019	04/16/2019	R511 007 000 0043 0000
	008160-2019	Passed	Brian Eber	DPR-001001-2018	399 Long Cove Drive Hilton Head, SC 29928	04/17/2019	04/17/2019	04/19/2019	04/19/2019	R550 011 00A 0355 0000
	008206-2019	Passed	Brian Eber	SUB-002253-2017	618 Spanish Wells Road Hilton Head, SC 29926	04/18/2019	04/18/2019	04/19/2019	04/19/2019	R510 010 000 0011 0000
	008436-2019	Passed	Brian Eber	DPR-002568-2018	3 Burkes Beach Rd Hilton Head, SC 29928	04/19/2019	04/19/2019	04/19/2019	04/19/2019	R511 008 000 0025 0000
	009393-2019	Passed	Brian Eber	DPR-000309-2019	70 Shelter Cove Lane Hilton Head, SC 29928	05/01/2019	05/01/2019	05/01/2019	05/01/2019	R520 012 00C 0005 0000
	009744-2019	Passed	Brian Eber	DPR-002055-2018	416 William Hilton Parkway Hilton Head, SC 29926	05/08/2019	05/08/2019	05/08/2019	05/08/2019	R511 008 000 0248 0000
	009892-2019	Passed	Brian Eber	DPR-002630-2018	10 Shipyard Drive Hilton Head, SC 29928	05/09/2019	05/09/2019	05/09/2019	05/09/2019	R550 015 000 0343 0000
	011324-2019	Passed	Brian Eber	DPR-001053-2019	54 Yorkshire Drive Hilton Head, SC 29928	06/05/2019	06/05/2019	06/05/2019	06/05/2019	R550 015 00D 0239 0000
	012055-2019	Passed	Cary Schumacher	DPR-001026-2016		06/10/2019	06/10/2019	06/10/2019	06/10/2019	
	013792-2019	Failed	Cary Schumacher	DPR-002730-2018		07/09/2019	07/09/2019	07/09/2019	07/09/2019	R550 017 000 1238 0000
	013952-2019	Passed	Brian Eber	SUB-001079-2018	66 Mitchelville Road Hilton Head, SC 29926	07/10/2019	07/10/2019	07/15/2019	07/15/2019	R510 005 000 0004 0000
	013999-2019	Passed	Cary Schumacher	DPR-002730-2018	9 Lighthouse Road , Pool Hilton Head, SC 29928	07/11/2019	07/16/2019	07/16/2019	07/16/2019	R550 017 000 1238 0000
	015667-2019	Passed	Brian Eber	BLDC-003017-2019	20 Wilborn Road Hilton Head, SC 29926	08/05/2019	08/05/2019	08/05/2019	08/05/2019	R510 007 000 0227 0000
	017188-2019	Passed	Brian Eber	DPR-000711-2019	10 Surf Watch Way , Offic Hilton Head, SC 29928	09/11/2019	09/11/2019	09/11/2019	09/11/2019	R511 008 000 0218 0000
	017291-2019	Passed	Brian Eber	DPR-001444-2019	45 Leamington Lane Hilton Head, SC 29928	09/11/2019	09/11/2019	09/11/2019	09/11/2019	R520 012 000 0568 0000

Inspection Type	Inspection Number	Inspection Status	Inspector	Case Number	Address	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Parcel
	017379-2019	Passed	Brian Eber	DPR-001337-2019	87 North Sea Pines Drive , Rr Hilton Head, SC 29928	09/12/2019	09/12/2019	09/12/2019	09/12/2019	R550 017 00A 001A 0000
	018327-2019	Passed	Brian Eber	DPR-001071-2019		09/27/2019	09/27/2019	09/27/2019	09/27/2019	R550 017 000 1229 0000
<b>TOTAL INSPECTIONS FOR STORMWATER PRE-CLEAR:</b>										<b>33</b>
<b>GRAND TOTAL OF INSPECTIONS:</b>										<b>97</b>

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

www.hiltonheadislandsc.gov

John J. McCann  
Mayor

Date: June 26, 2019

William D. Harkins  
Mayor ProTem

## Wet Stormwater Retention Facilities Inspection, Maintenance, and Responsibilities

\_\_\_\_\_  
Council Members

David Ames  
Tamara Becker  
Marc A. Grant  
Thomas W. Lennox  
Glenn Stanford

Facility Name/Address: \_\_\_\_\_

Annual Inspection Date: \_\_\_\_\_

Reporting Date (1 month after inspection): \_\_\_\_\_

\_\_\_\_\_  
Stephen G. Riley  
Town Manager

- First Review your approved maintenance plan and the maintenance and responsibility agreement
- Understand your inspection reporting responsibilities to the Town of Hilton Head Island and SCDHEC.
- Decide who you are going to employ to conduct the inspections
- Inspect the facility semi-annually and after a large rainfall events
- Clear debris from all inlet and outlet structures monthly
- Control unplanned woody growth/vegetation on side slopes of facility monthly or as needed
- Harvest decaying vegetation annually
- Remove unplanned vegetation growth semi-annually
- Inspect for damage to control structures annually
- Inspect sediment accumulation in the facility and forebay annually
- Inspect for operational inlet and outlet structures annually
- Repair embankment, side slopes, undercutting or eroded areas as needed and annually

Incl.

As-Built Plans

Maintenance Agreement

Sample Inspection Form

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

www.hiltonheadislandsc.gov

John J. McCann  
Mayor

Date: June 26, 2019

William D. Harkins  
Mayor ProTem

## Underground Detention Facilities Inspection and Maintenance

\_\_\_\_\_  
Council Members

David Ames  
Tamara Becker  
Marc A. Grant  
Thomas W. Lennox  
Glenn Stanford

Facility Name/Address: \_\_\_\_\_

Annual Inspection Date: \_\_\_\_\_

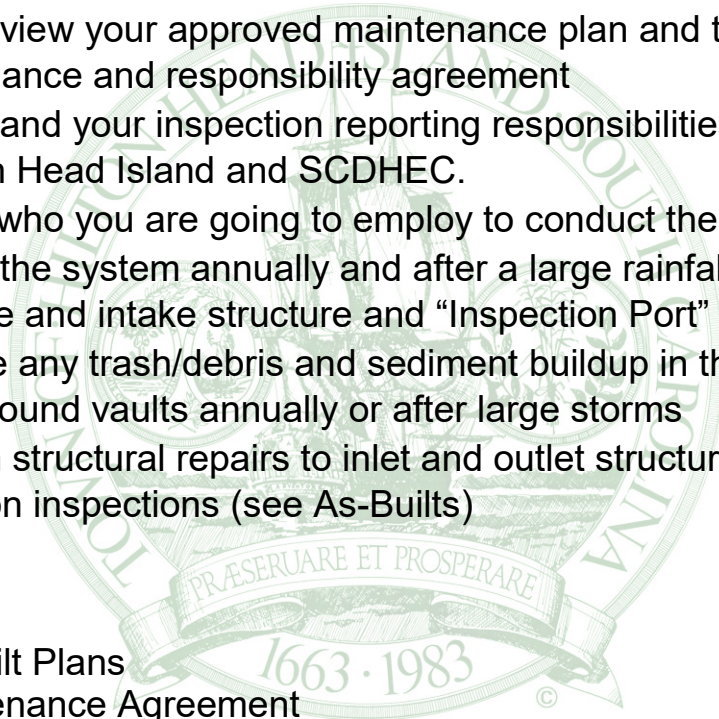
Reporting Date (1 month after inspection): \_\_\_\_\_

\_\_\_\_\_  
Stephen G. Riley  
Town Manager

- First Review your approved maintenance plan and the maintenance and responsibility agreement
- Understand your inspection reporting responsibilities to the Town of Hilton Head Island and SCDHEC.
- Decide who you are going to employ to conduct the inspections
- Inspect the system annually and after a large rainfall at the outlet structure and intake structure and "Inspection Port" (see As-Builts)
- Remove any trash/debris and sediment buildup in the underground vaults annually or after large storms
- Perform structural repairs to inlet and outlet structures as needed based on inspections (see As-Builts)

Incl.

As-Built Plans  
Maintenance Agreement  
Sample Inspection Form



TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX H:

HIGH PRIORITY MUNICIPAL FACILITIES



## **High Priority Municipal Facilities Review**

Town of Hilton Head Island

Last Updated: January 2017

## INTRODUCTION

This document contains guidelines that Town stormwater and engineering staff should use when reviewing High Priority Municipal Facilities. Town staff has search for (NPL,CERCLIS,RCRA,Landfills) and found no sites listed on Hilton Head Island.

## APPLICABLE PROJECTS

As of December 1, 2017, there are no known High Risk municipal facilities or sites on Hilton Head Island. The Town of Hilton Head will continue to assess risk annually. Attached is a hard copy of Municipal Facilities.

# Hilton Head Island Stormwater Department

## Inspection Report



<b>Inspection Type: FACILITIES</b> <b>Inspector: Cary Schumacher</b> <b>Inspection Results:</b>		<b>Date:</b> <b>Inspection ID:</b> <b>Inspector</b> <b>Comments:</b>
<b>Owner: Town of Hilton Head Island</b>		<b>Property Information:</b> <b>PIN:</b> _____ <b>ADDRESS:</b> _____ <b>DISTRICT:</b> _____
Chemicals stored outside covered? Secondary Containment? Evidence of leaks?		Oil/water separator on site and being maintained?
Visually inspect septic tank and drain field. If septic tank on site, when was it cleaned last?		Oil storage tank present.
Visually inspect grounds for evidence of spills.		Facility has oil storage in tanks/drums/dumpster/housing secondary containment.
Spill Cleanup materials on site?		Area around the tank/drum/dumpster/housing secondary containment clean and free of debris.
NO unmarked containers on site.		Tank/Drum/Dumpster/Housing Concrete Pad has NO staining.
All trash and debris picked up and properly disposed.		Tank/Drum/Dumpster/Housing secondary containment have NO cracks.
Evidence of leaking around dumpsters?		Tank/Drum/Dumpster/Housing secondary containment NOT damaged or stained.
NO evidence of illicit discharges in ditches or storm drain.		NO spilled material outside the tank/drum/dumpster/housing secondary containment.
Oil/Fuel storage tank on site deteriorated? Deterioration leads to leaks. Soil staining? From transfer or leak?		Holding tanks onsite have been cleaned out, are not leaking.



SWPPP implemented. Copy of SWPPP onsite.		Other:
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Notes:

*Inspector Signature:* \_\_\_\_\_



## Town Property- Review of Facilities- Dec 2018

- 1 Town Hall- 1 Town Center Court
- 2 Sheriff Center-58 Shelter Cove Lane
- 3 Senior Center-70 Shelter Cove Lane
- 4 Facilities management Building -12A Gateway Circle
- 5 HH Fire & Rescue Headquarter-40 Summit Drive
- 6 HHI Fire and Rescue Training Center-75 Dillon Road
- 7 Islanders Beach Park-94 Folly Field Road
- 8 Shelter Cove/Veterans Memorial-39 Shelter Cove Lane
- 9 Jarvis Creek Park-50 Jarvis Creek Road
- 10 Crossings Park-54 Haig Point Circle
- 11 Bristol Sport Park-4 Helmsman Way
- 12 Driessens Beach Park-64 Bradley Beach Road
- 13 Folly Field Beach Park-55 Starfish Drive
- 14 Fish Haul Creek Park-10 Fish Hall Creek
- 15 Mitchellville Beach Park-124 Mitchelville Road
- 16 Barker Field Expansion-70 Baygall Road
- 17 Green's Shell Park-99 Squire Pope Road
- 18 Compass Rose Park-4 St. Augustine Place
- 19 Alder Lane-2 Woodward Avenue
- 20 Chaplin Community Park-11 Case Net Drive
- 21 Burkes Beach Access-60 Burkes Beach Road
- 22 Xericape Garden-1 Town Center Court
- 23 Rowing and Sailing Center-137 Squire Pope Road
- 24 Mitchellville Beach Park-124 Mitchelville Road
- 25 Coligny Beach Park-1 Coligny Circle
- 26 Maintenance Staging-139 Arrow Road
- 27 Maintenance Staging-111 Leg O Mutton
- 28 Maintenance Staging-145 Mathews Drive

### Fire Stations:

- 1 Fire Station 1: 70 Cordillo Parkway
- 2 Fire Station 2: 65 Lighthouse Road
- 3 Fire Station 3: 534 William Hilton Parkway
- 4 Fire Station 4: 400 Squire Pope Road
- 5 Fire Station 5: 20 Whooping Crane Way
- 6 Fire Station 6: 12 Dalmation Way
- 7 Fire Station 7: 1001 Marshland Road

## National Priorities List (NPL) Sites

South Carolina ( 25 sites )							
Site Name	City	Site EPA ID	Listing Date	Site Score	Federal Facility Indicator	Additional Information	Site Location
Aqua-Tech Environmental Inc. (Groce Laboratories)	Greer	SCD058754789	12/16/1994	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (13 pp, 100 K)</a>	<a href="#">Site Location</a>
Barite Hill/Nevada Goldfields	McCormick	SCN000407714	04/09/2009	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (10 pp, 173 K)</a>	<a href="#">Site Location</a>
Beaunit Corp. (Circular Knit & Dye)	Fountain Inn	SCD000447268	02/21/1990	32.44	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 326 K)</a>	<a href="#">Site Location</a>
Brewer Gold Mine	Jefferson	SCD987577913	04/27/2005	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (8 pp, 206 K)</a>	<a href="#">Site Location</a>
Carolawn, Inc.	Fort Lawn	SCD980558316	09/08/1983	32.04	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (36 pp, 441 K)</a>	<a href="#">Site Location</a>
Elmore Waste Disposal	Greer	SCD980839542	03/31/1989	31.45	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 376 K)</a>	<a href="#">Site Location</a>
Helena Chemical Co. Landfill	Fairfax	SCD058753971	02/21/1990	33.89	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 326 K)</a>	<a href="#">Site Location</a>
Kalama Specialty Chemicals	Beaufort	SCD094995503	09/21/1984	57.9	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 177 K)</a>	<a href="#">Site Location</a>
Koppers Co., Inc. (Charleston Plant)	Charleston	SCD980310239	12/16/1994	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (13 pp, 100 K)</a>	<a href="#">Site Location</a>
Leonard Chemical Co., Inc.	Rock Hill	SCD991279324	09/21/1984	47.1	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 177 K)</a>	<a href="#">Site Location</a>
Lexington County Landfill Area	Cayce	SCD980558043	10/04/1989	37.93	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (19 pp, 302 K)</a>	<a href="#">Site Location</a>
Macalloy Corporation	North Charleston	SCD003360476	02/04/2000	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (8 pp, 271 K)</a>	<a href="#">Site Location</a>
Medley Farm Drum Dump	Gaffney	SCD980558142	03/31/1989	31.58	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 376 K)</a>	<a href="#">Site Location</a>
Palmetto Wood Preserving	Dixiana	SCD003362217	09/21/1984	38.43	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 177 K)</a>	<a href="#">Site Location</a>
Para-Chem Southern, Inc.	Simpsonville	SCD002601656	08/30/1990	32.94	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 293 K)</a>	<a href="#">Site Location</a>
Parris Island Marine Corps Recruit Depot	Parris Island	SC6170022762	12/16/1994	50	Yes	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (13 pp, 100 K)</a>	<a href="#">Site Location</a>
Rock Hill Chemical Co.	Rock Hill	SCD980844005	02/21/1990	40.29	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 326 K)</a>	<a href="#">Site Location</a>
Sangamo Weston, Inc./Twelve-Mile Creek/Lake Hartwell PCB Contamination	Pickens	SCD003354412	02/21/1990	37.63	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 326 K)</a>	<a href="#">Site Location</a>
Savannah River Site (USDOE)	Aiken	SC1890008989	11/21/1989	47.7	Yes	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (10 pp, 125 K)</a>	<a href="#">Site Location</a>
SCRDI Bluff Road	Columbia	SCD000622787	09/08/1983		No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (36 pp, 441 K)</a>	<a href="#">Site Location</a>
SCRDI Dixiana	Cayce	SCD980711394	09/08/1983	40.7	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (36 pp, 441 K)</a>	<a href="#">Site Location</a>
Shuron Inc.	Barnwell	SCD003357589	12/23/1996	68.26	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 323 K)</a>	<a href="#">Site Location</a>
Townsend Saw Chain Co.	Pontiac	SCD980558050	02/21/1990	35.94	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (21 pp, 326 K)</a>	<a href="#">Site Location</a>
US Finishing/Cone Mills	Greenville	SCD003358744	09/16/2011	50	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (10 pp, 184 K)</a>	<a href="#">Site Location</a>
Wamchem, Inc.	Burton	SCD037405362	09/21/1984	47.7	No	<a href="#">Site Listing Narrative</a> <a href="#">Site Progress Profile</a> <a href="#">Federal Register Notice (PDF) (22 pp, 177 K)</a>	<a href="#">Site Location</a>



# LIST OF REPORTED RCRA SITES IN THE UNITED STATES

THE NATIONAL BIENNIAL RCRA  
HAZARDOUS WASTE REPORT  
(BASED ON 2001 DATA)



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## INTRODUCTION

The United States Environmental Protection Agency (EPA), in partnership with the States<sup>1</sup>, biennially collects information regarding the generation, management, and final disposition of hazardous wastes regulated under the Resource Conservation and Recovery Act of 1976 (RCRA), as amended. The purpose of *The National Biennial RCRA Hazardous Waste Report (Based on 2001 Data)* is to communicate the initial findings of EPA's 2001 hazardous waste reporting data collection efforts to the public, government agencies, and the regulated community. The Report consists of three volumes of data:

- The **National Analysis** data presents a detailed look at waste-handling practices in the States, and largest facilities nationally, including (1) the quantity of waste generated, managed, shipped and received, and interstate shipments and receipts and (2) the number of generators and managing facilities,
- The **State Detail Analysis** data is a detailed look at each State's waste handling practices, including overall totals for generation, management, shipments and receipts, as well as totals for the largest fifty facilities, and
- The **List of Reported RCRA Sites** identifies every hazardous waste facility in the United States that submitted a hazardous waste report in 2001.

## RCRA HAZARDOUS WASTE

Throughout this Report, the term RCRA hazardous waste refers to solid waste assigned a Federal Hazardous Waste Code and regulated by RCRA. Some States elect to regulate wastes not regulated by EPA; these wastes are assigned State Hazardous Waste Codes. For this Report EPA asked States to exclude data for waste with only State Hazardous Waste Codes (the waste description does not include any Federal Hazardous Waste Code). The reader can find more detailed explanations in the *RCRA Orientation Manual* (<http://www.epa.gov/epaoswer/general/orientat/>) and in the Code of Federal Regulations in 40 CFR Parts 260 and 261. Please refer to Appendix D of this Report for a complete list of EPA Hazardous Waste Codes used by the regulated community for their 2001 Biennial Report submissions. Details about the information submitted by the regulated community can be found in the *2001 Hazardous Waste Report Instructions and Forms* (See "Final Forms" at <http://www.epa.gov/oswfiles/rcrainfo/brc.htm>).

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<sup>1</sup>The term "State" includes the District of Columbia, Puerto Rico, Guam, the Navajo Nation, the Trust Territories, and the Virgin Islands, in addition to the 50 United States.

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## **RCRA HAZARDOUS WASTE GENERATION**

RCRA hazardous waste generation information is obtained from data reported by RCRA large quantity generators (LQGs). A generator is defined as a Federal large quantity generator if:

- the generator generated in any single month 1,000 kg (2,200 pounds or 1.1 tons) or more of RCRA hazardous waste; or
- the generator generated in any single month, or accumulated at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or
- the generator generated, or accumulated at any time, more than 100 kg (220 pounds) of spill cleanup material contaminated with RCRA acute hazardous waste.

All facilities that were LQGs in 2001 are required to provide EPA with 2001 waste generation and management information. It is important to note that the generators identified in this Report have been included based on the most current information made available to EPA by the States. However, the generator counts may include some generators that, when determining whether they were LQGs, used a lower State-defined threshold for LQGs, counted wastes regulated only by their States, or counted wastes exempt from Federal regulation. Hazardous waste received from off site for storage/bulking and subsequently transferred off site for treatment or disposal is excluded from generation quantities in this Report.

## **RCRA HAZARDOUS WASTE MANAGEMENT**

RCRA hazardous waste management information is obtained from data reported by facilities which treated, stored, or disposed of RCRA hazardous wastes on site during 2001. Only wastes that were treated or disposed of in 2001 are included in the management quantities in this Report. Hazardous waste that are stored, bulked and/or transferred off site with no prior treatment/recovery, fuel blending, or disposal at the site, are excluded from the management quantities in this Report.

## **RCRA HAZARDOUS WASTE SHIPMENTS AND RECEIPTS**

RCRA hazardous waste shipment information is obtained from data reported by both RCRA LQGs and facilities which treated, stored, or disposed of RCRA hazardous wastes on site during 2001. RCRA hazardous waste receipt information is obtained from data reported by facilities which treated, stored, or disposed of RCRA hazardous wastes on site during 2001. All reported shipments identified by the State, or implementing EPA office, for inclusion in the National Biennial Report are included in the waste shipment quantities in this Report, even if the waste was shipped to a transfer facility. In some instances, waste is transferred within a physical location that has more than one EPA Identification Number. These waste transfers are treated as shipments.

RCRA hazardous waste interstate shipment quantities include wastes generated in one State and shipped to a receiver in a different State, excluding shipments to a foreign country. Interstate shipments are calculated from information provided by waste shippers. RCRA hazardous waste interstate receipts include all wastes received by a State which differs from the State of origin, excluding foreign imports. RCRA hazardous waste interstate receipts are calculated from information provided by facilities that received the wastes.

## **THE DATA PRESENTED IN THIS NATIONAL BIENNIAL REPORT**

Beginning with the 2001 biennial reporting cycle, EPA changed the reporting requirements for RCRA hazardous wastes. EPA would like to caution all readers of this Report that the changes to these reporting requirements will make cursory comparisons of the 2001 National Biennial RCRA Hazardous Waste Report data to earlier National Biennial Report data misleading.

Prior to the 2001 National Biennial Report, EPA excluded wastes with wastewater characteristics and wastes described with only State Hazardous Waste Codes. Beginning with 2001 National Biennial Report, it has become the individual States', or implementing EPA offices', responsibility to properly identify data that is to be included in or excluded from the National Biennial Report.

For this 2001 National Biennial RCRA Hazardous Waste Report, EPA has included all data that were identified by the State or implementing EPA office for inclusion in the Report with the following two (2) exceptions:

- 1) hazardous waste received from off site for storage/bulking and subsequently transferred off site for treatment or disposal is excluded from generation quantities; and

2) hazardous waste that is stored, bulked, and/or transferred off site with no prior treatment/recovery, fuel blending, or disposal at the site is excluded from management quantities.

In addition, previous National Biennial Reports have only included management and receipts from permitted treatment, storage and disposal facilities. The 2001 National Biennial Report includes management and receipts data from both permitted treatment, storage and disposal facilities and generators that are not required to be permitted (e.g., those that recycle solvent hazardous waste generated on-site).

### **CONFIDENTIAL BUSINESS INFORMATION**

A business may, if it desires, assert a claim of business confidentiality (CBI) covering all or a part of the information furnished to EPA in their 2001 Hazardous Waste Report. The Agency will treat information covered by such a claim in accordance with the procedures set forth in 40 CFR Part 2, Subpart B. For the 2001 National Biennial Report, a portion of the data for one facility was submitted to EPA by the State of Utah with a claim of business confidentiality. Accordingly, the CBI portion of the data submitted by Ensign-Bickford Company in Spanish Fork, Utah (UTD041310962) has been omitted from this Report to ensure the confidentiality of their data.

## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCD980602841	3M - GREENVILLE PACKAGING SYSTEMS PLANT	GREENVILLE	31	0
SCD073704975	3M COMPANY-SPECIALTY FILM DIVISION	GREENVILLE	9	0
SCD980804074	3M LAURENS	LAURENS	22	0
SCD980500052	3V INC	GEORGETOWN	3,656	1,536
SCD003360393	ABCO INDUSTRIES LTD	ROEBUCK	96	0
SCD987571619	ACCURATE PLATING INC	GAFFNEY	5	0
SCD059612721	ACTARIS METERING SYSTEMS	GREENWOOD	2	0
SCD980803431	ADF CORP OF SC	COLUMBIA	9	0
SCD003285020	ADVANCED GLASSFIBER YARNS LLC	AIKEN	7	0
SC0000193631	AEC SENECA	SENECA	81	75
SCD051014637	AIR PRODUCTS POLYMERS LP LANGLEY PLT	LANGLEY	233	0
SCD043384072	ALBEMARLE CORP ORANGEBURG PLT	ORANGEBURG	4,098	3,540
SCD981754518	ALCOA FUJIKURA LTD	DUNCAN	28	0
SCR000000109	ALFRED H KNIGHT NORTH AMERICA LTD	SPARTANBURG	22	0
SCD003348190	ALPHA ASSOCIATES INC	NORTH CHARLESTON	6	0
SCD097366165	ALUMAX OF SC	GOOSE CREEK	2,014	0
SCD030090989	AMERADA HESS CHARLESTON NORTH TERMINAL	N CHARLESTON	3	0
SCD987585262	AMERICAN QUALITY FINISHING CORP	GREER	17	0
SCR000007062	ARMOR CHASSIS LLC	RIDGELAND	9	0
SCD056811367	ARTEVA SPECIALTIES SPARTANBURG PLANT	SPARTANBURG	9	0
SCD062697735	ASHLAND DISRIBUTION	GREENVILLE	15	0
SCD980839823	ASHLAND DISTRIBUTION CO	COLUMBIA	3	0
SCR000003806	ATOTECH USA INC ROCK HILL	ROCK HILL	234	0
SCD980803787	AVERY DENNISON SPD	CLINTON	65	0
SCD062626106	AVONDALE MILLS INC	GRANITEVILLE	143	0
SCD980803241	AVX CORPORATION CONWAY PLANT	CONWAY	81	0
SCD062690557	AVX CORPORATION-MYRTLE BEACH	MYRTLE BEACH	843	0
SCD982128191	B&B PLATING SOUTH INC	BELTON	17	0
SCD077990638	BASF CORP - WHITESTONE	SPARTANBURG	15	0
SCD052944295	BASF CORP-CLEMSON PLT	CENTRAL	1	0
SCD048373468	BAYER CORP BUSHY PARK PLANT	GOOSE CREEK	77	0
SCD078057031	BAYER CORP WELLFORD PLANT	WELLFORD	569	0
SCD987597663	BEAZER EAST INC	CHARLESTON	11	0
SCD982164055	BENETEAU USA INC	MARION	39	3
SCD987584703	BIC CONSUMER PRODUCTS MANUFACTURING	GAFFNEY	14	0
SCD987595402	BIC CONSUMER PRODUCTS MANUFACTURING	FOUNTAIN INN	35	0
SCD003349065	BLACKMAN UHLER CHEMICAL DIV OF SYNALLOY	SPARTANBURG	13	0
SC0000110288	BMW MANUFACTURING CORP	GREER	121	0
SCD045634235	BOB JONES UNIVERSITY INC	GREENVILLE	12	0
SCD980843486	BOMMER INDUSTRIES INC - GAFFNEY	GAFFNEY	18	0
SCD003370525	BRENNTAG SOUTHEAST INC	CHARLESTON	12	0
SCD039135744	CAPSUGEL	GREENWOOD	11	0
SCD987588639	CARBIDE ALLOYS INC	COLUMBIA	17	0
SCD000770263	CAROLINA CIRCUITS	GREENVILLE	192	0
SC0000037986	CAROLINA FILTERS INC	SUMTER	30	0
SCD003351996	CAROLINA PLATING WORKS INC	GREENVILLE	210	0
SCD067006320	CARSONITE INTERNATIONAL	VARNVILLE	14	0
SCD987566437	CASCO IMPREGNATED PAPERS AMERICA CO	BLYTHEWOOD	78	0
SCR000006270	CATERPILLAR INC PRECISION PARTS PROD GR	SUMTER	138	0
SCD003159928	CELANESE ACETATE LLC	ROCK HILL	51	0
SCD987566023	CERAMTEC NA	LAURENS	2	0
SCD987566528	CHAMPION AEROSPACE INC	LIBERTY	31	0
SCR000003434	CHARLESTON MARINE CONTAINERS INC	CHARLESTON	16	0
SC0170022560	CHARLESTON NAVAL COMPLEX	CHARLESTON	3	0
SCD114411986	CHARTER TERMINAL COMPANY	NORTH AUGUSTA	15	0
SCR000006403	CHROME DEPOSIT CORP	HUGER	15	0
SCR000073783	CIRCLE ENVIRONMENTAL COLUMBIA	COLUMBIA	40	0
SCD062559331	CLARIANT LSM AMERICA INC	ROCKHILL	558	1

**Note: Please refer to the introduction for an explanation of this list.**

## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCD042627448	CLARIANT LSM AMERICA INC ELGIN	ELGIN	1,533	0
SCD042629816	CLEMSON UNIVERSITY	CLEMSON	51	0
SCR000073833	COATEX LLC	CHESTER	125	0
SCD058745894	COGNIS CORP	MAULDIN	16	0
SCD005320544	COGSDILL TOOL PRODUCTS INC	LUGOFF	7	0
SCD000623231	COLONIAL PIPELINE CO (SPART DEL FAC)	SPARTANBURG	1	0
SCD982144701	COLOR CONVERTING IND	BOILING SPRINGS	42	0
SCD055207195	COMPX NATIONAL	MAULDIN	61	0
SCD059616482	CONBRACO IND INC (APOLLO BALL VALUE DIV)	PAGELAND	61	0
SCD059918862	CONBRACO INDUSTRIES	CONWAY	2	0
SCR000006155	CONBRACO INDUSTRIES INC	PAGELAND	3,480	0
SCD047555453	CONSOLIDATED METAL PRODUCTS	COLUMBIA	507	0
SCD067012070	COOPER TOOLS INC SUMTER OPERATIONS	SUMTER	99	0
SCD082227141	COOPERTOOLS INC CHERAW SC OPERATION	CHERAW	34	0
SCR000005629	CORE MOLDING TECHNOLOGIES INC	GAFFNEY	10	0
SCR000000018	CORNELL DUBILIER MARKETING INC	LIBERTY	0	0
SCD084707298	CR BARD INC	MONCKS CORNER	63	0
SCR000762120	CRENLO INC	FLORENCE	4	0
SCD043980002	CROWN CENTRAL PETROLEUM CORPORATION	STARTANBURG	0	0
SCD083415125	CROWN CORK & SEAL (CHERAW)	CHERAW	1	0
SCD003344959	CROWN CORK & SEAL CO INC (SPARTANBURG)	SPARTANBURG	110	0
SCD000417097	CROWN METRO INC	GREENVILLE	46	4
SCD047554753	CRYOVAC SIMPSONVILLE	SIMPSONVILLE	30	0
SCD062702196	CUMMINS ENGINE COMPANY (CHAR MGMT SERV)	CHARLESTON	228	0
SCD003361714	CYTEC CARBON FIBERS LLC GREENVILLE SC	PIEDMONT	118	0
SCD982162992	DECOLAM INC	ORANGEBURG	6	0
SCD078061124	DELAVAN FUEL METERING PRODUCTS OPERATION	BAMBERG	37	0
SCR000002253	DETYENS SHIPYARDS	N CHARLESTON	65	0
SCD003350782	DETYENS SHIPYARDS INC	MT PLEASANT	5	0
SCD053336194	DIAMANT BOART INC	COLUMBIA	3	0
SC1890008989	DOE/WSRC SAVANNAH RIVER SITE	JACKSON	638	0
SCD045634326	DUCANE COMPANY	BLACKVILLE	21	0
SCD070619796	DUKE POWER CO (CATAWBA NUCLEAR STATION)	YORK	2	0
SCD043979822	DUKE POWER COMPANY (OCONEE NUCLEAR STA)	SENECA	2	0
SCD003350550	DUNLOP SLAZENGER MANUFACTURING LLC	WESTMINSTER	100	0
SCD057554909	EAGLE AVIATION INCORPORATED	WEST COLUMBIA	15	0
SCD069314367	EEEA INC	MAULDIN	6	0
SCR000005728	EFCO CORP	BARNWELL	515	0
SCD990755514	EFP PRODUCTS	YORK	24	0
SCD003344363	EI DUPONT DE NEMOURS & CO (MAY PLANT LUG)	LUGOFF	4	0
SCD000505842	EI DUPONT DE NEMOURS & CO INC (OAKLEY)	MONCKS CORNER	6	0
SCD041388554	ENERSYS INC	SUMTER	441	0
SCD981866007	ENGELHARD CORPORATION	SENECA	144	0
SCR000000034	ENGELHARD SURFACE TECHNOLOGIES	DUNCAN	5	0
SCD003355393	ENGINEERED PROD DIV GOWER CORP (GREENVIL)	GREENVILLE	6	0
SCD005574967	ESAB WELDING & CUTTING PRODUCTS	FLORENCE	18	0
SCD003340692	EXOPACK LLC	SPARTANBURG	90	0
SCD000825323	EXXON MOBIL LUBRICANTS & PETROLEUM SPEC	CHARLESTON	0	0
SCD987574159	FASHION TECHNOLOGIES INC PLANT 1	GAFFNEY	18	0
SCD069335826	FEDERAL MOGUL	SUMMERTON	179	0
SCD036137248	FEDERAL PACIFIC ELECTRIC	EDGEFIELD	2	0
SCD083418491	FERMPRO MANUFACTURING LP	KINGSTREE	81	0
SCR000006692	FINNCHEM USA INC	EASTOVER	379	0
SCD991279399	FN MANUFACTURING INC	COLUMBIA	104	0
SCD987571551	FUJI PHOTO FILM INC	GREENWOOD	2,110	0
SCD083421982	GARLOCK HELICOFLEX	COLUMBIA	7	0
SCD001368075	GASTON COPPER RECYCLING CORP	GASTON	408	0
SCD082229493	THE GATES RUBBER CO MONCKS CORNER PLT	MONCKS CORNER	11	0

**Note: Please refer to the introduction for an explanation of this list.**

## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCD049126097	GE (GREENVILLE) GAS TURBINES LLC	GREENVILLE	86	0
SCD067002147	GE MEDICAL SYSTEMS	FLORENCE	8	0
SCD991277716	GEORGETOWN STEEL CORP	GEORGETOWN	12,919	0
SCD003351699	GIANT CEMENT COMPANY	HARLEYVILLE	2,338	128,305
SC0000029843	GOODRICH CORP TURBINE COMPONENT SERV	HODGES	78	0
SCD144841004	GREAT AMERICAN TANK WASH	GREENVILLE	27	0
SCD055914436	GREENFIELD INDUSTRIES CLEMSON	CLEMSON	171	0
SCD002267490	GREENVILLE PROPERTIES LLC	GREENVILLE	35	0
SCD981920374	GREENWOOD PLATING INC	GREENWOOD	221	0
SCD982136459	GUARDIAN INDUSTRIES	RICHBURG	4	0
SCD070365051	HAARMANN & REIMER CORP	GOOSE CREEK	905	0
SCD980840193	HALOCARBON PRODUCTS CORPORATION	NORTH AUGUSTA	62	0
SC0000080812	HANCOCK MOTOR COMPANY	COLUMBIA	4	0
SCD982077943	HARRELL INDUSTRIES INC	ROCK HILL	12	0
SCD981759343	HI TEC PLATING INC	SENECA	11	0
SCD987582632	HITACHI ELECTRONIC DEVICES USA	GREENVILLE	975	0
SCD003368891	HOLCIM US INC ENERGIS LLC	HOLLY HILL	35	86,975
SCD982103178	HONEYWELL INTERNATIONAL INC	SPARTANBURG	134	0
SCD987566817	HONEYWELL INTERNATIONAL INC	CONWAY	11	0
SCD065053217	HSL INC	EASLEY	172	0
SCR000074427	HUECK ENGRAVING USA INC	YORK	260	0
SCD065060683	HYDRO ALUMINUM NORTH AMERICA	BELTON	87	0
SCD049128598	INA USA CORP PLANT I	CHERAW	71	16
SCD042633008	INA USA CORP PLANT IV	SPARTANBURG	8	0
SCD981014780	INCHEM CORPORATION	ROCK HILL	1,124	0
SCR000006114	INDUSTRIAL GALVANIZERS COLUMBIA	WEST COLUMBIA	237	0
SCD987570751	INTELICOAT TECHNOLOGIES LLC	SPARTANBURG	90	0
SCD987566981	INTERLAKE MATERIAL HANDLING DIV	SUMTER	31	0
SCD003344843	INTERTAPE POLYMER GROUP	COLUMBIA	98	0
SCR000004168	IRIX MANUFACTURING INC	GREENVILLE	103	0
SCR000006429	IRIX PHARMACEUTICALS INC	FLORENCE	251	0
SCD980602239	ISOLA LAMINATE SYSTEMS CORP	PENDELTON	248	0
SCR000003798	ISOLA LAMINATE SYSTEMS CORP	RIDGEWAY	130	0
SCD003201035	IVAX INDUSTRIES INC (TEXTILE PRODUCTS)	ROCK HILL	2	0
SCD982102998	JACOBS APPLIED TECHNOLOGY	GOOSE CREEK	4	0
SCD003343456	JOHN DEERE CONSUMER PRODUCTS	GREER	172	0
SCD069326171	JOHN DEERE CONSUMER PRODUCTS	PONTIAC	57	0
SCD987571155	KAISER ALUMINUM GREENWOOD FORGE	GREENWOOD	132	0
SCD000003558	KEMET ELECTRONICS CORP - BUILDING 1	SIMPSONVILLE	507	0
SCD980841944	KEMET ELECTRONICS CORP - FOUNTAIN INN	FOUNTAIN INN	276	0
SCD980841886	KEMET ELECTRONICS CORP - MAULDIN PLT	SIMPSONVILLE	104	5
SCD174281543	KENNECOTT RIDGEWAY MINING CO	RIDGEWAY	0	0
SCD042971069	KIMBERLY-CLARK CORP - BEECH ISLAND MILL	BEECH ISLAND	8	0
SCR000007245	KINGS ELECTRONICS CO INC	ROCK HILL	12	0
SCR000074955	KISWIRE INC	NEWBERRY	102	0
SCD044939833	KLI ENTERPRISES INC	BLYTHEWOOD	23	0
SCD982167983	KLINE IRON & STEEL CO INC	WEST COLUMBIA	10	0
SCD982168049	KLINE IRON & STEEL CO INC	COLUMBIA	25	0
SCD981745276	KNOLL PHARMACEUTICAL CO	KINGSTREE	3	0
SCD003339603	KOHLER CO	SPARTANBURG	8	0
SCD003353026	KOPPERS INDUSTRIES INC	FLORENCE	188	0
SCD003348463	KORN INDUSTRIES INC	SUMTER	19	0
SCR000073593	KOYO CORP	BLYTHEWOOD	0	0
SCD073723868	KOYO CORP OF USA	ORANGEBURG	0	0
SCR000000117	KUNJA KNITTING MILL	MULLINS	14	0
SCD056236664	LEGENDS AIRCRAFT REFURBISHING INC	AIKEN	68	0
SCD055207617	LOBECO PRODUCTS INC	LOBECO	591	0
SCD048372023	LOCKHEED MARTIN AERONAUTICAL SYSTEMS	CHARLESTON	4	0

Note: Please refer to the introduction for an explanation of this list.

## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCD980845804	LOCKHEED MARTIN AIRCRAFT CTR	GREENVILLE	235	0
SCD073729857	LS STARRETT EVANS RULE DIV	N CHARLESTON	50	0
SCD098247836	MACK MOLDING COMPANY	INMAN	5	0
SCD982102147	MACK TRUCKS INC	WINNSBORO	208	0
SCD000735894	MARATHON ASHLAND PETROLEUM	BELTON	9	0
SCD085857753	MARK IV AUTOMOTIVE DAYCO FLUID HANDLING	EASLEY	0	0
SCD006335103	MARLEY ENGINEERED PRODUCTS	BENNETTSVILLE	3	0
SCD982126146	MCKECHNIE PLASTIC COMPONENTS	EASLEY	22	0
SCD980603658	MCKECHNIE VEHICLE COMPONENTS	NEWBERRY	12	2
SCD069316271	MEDICAL UNIVERSITY OF SC PHYSICAL PLANT	CHARLESTON	32	0
SCD003361805	METAL TRADES INC	YONGES ISLAND	10	0
SCR000003533	METAL TRADES INC COOPER RIVER FAC	N CHARLESTON	3	0
SCD982111981	METOKOTE CORPORATION	SUMTER	30	0
SCD065052011	MICHELIN TIRE CORP MFG DIV	GREENVILLE	13	0
SCD078060043	MILLIKEN & CO ROGER MILLIKEN CTR	SPARTANBURG	0	0
SCD003357449	MILLIKEN & COMPANY-ABBEVILLE PLANT	ABBEVILLE	7	0
SCD987566213	MILLIKEN CHEMICAL CYPRESS PLANT	BLACKSBURG	4	0
SCD069314045	MILLIKEN CHEMICAL-DEWEY PLANT	INMAN	29	0
SCD097631691	MITSUBISHI POLYESTER FILM LLC	GREER	11	0
SC0000630525	MORTON CUSTOM PLASTICS	ST MATTHEWS	17	0
SCD003339975	MORTON INTERNATIONAL INC	TAYLORS	115	0
SCD086862950	NATION FORD CHEMICAL CO	FORT MILL	457	0
SCD987570512	NATIONAL ELECTRICAL CARBON PRODUCTS	GREENVILLE	48	0
SCD003351814	NEVAMAR CO HAMPTON FACILITY	HAMPTON	277	0
SCD091318832	NICCA USA INC	FOUNTAIN INN	4	0
SCR000006700	NIPPON CARBIDE IND USA INC	GREENVILLE	33	0
SCD003363074	NORTH SAFETY PRODUCTS	CLOVER	14	0
SCD000825729	NORTH SAFETY PRODUCTS BUTYL 2 PLT	N CHARLESTON	7	0
SCD003339207	NORTH SAFETY PRODUCTS INC	CHARLESTON	29	0
SCD044940369	NUCOR STEEL & NUCOR COLD FINISH	DARLINGTON	14,637	0
SCR000002006	NUCOR STEEL BERKELEY COUNTY	HUGER	38,071	0
SCD987579943	OAK MITSUI PARTNERHSHIP	CAMDEN	641	0
SCD987587870	OAKWOOD PRODUCTS	WEST COLUMBIA	61	0
SCD987594991	OMNI RAILHEAD	SUMTER	282	0
SCD003164662	OMNOVA SOLUTIONS INC	CHESTER	50	0
SCD982172181	ONDEO NALLO CO	GREER	91	0
SCD981479710	ORTEC INCORPORATED	EASLEY	256	0
SCD987571742	OSMOSE INC	ROCK HILL	0	0
SCD003353760	OWEN ELECTRIC STEEL COMPANY	CAYCE	7,803	0
SC0000193623	OWEN JOIST CORP EASTOVER SHOP	EASTOVER	2	0
SCD003339298	OWEN JOIST CORPORATION	CAYCE	9	0
SCD003349982	OWENS CORNING ANDERSON	ANDERSON	4	0
SCD003341799	OWT INDUSTRIES INC	PICKENS	6	0
SCD069186310	PACTIV CORP	BEECH ISLAND	11	0
SCR000004846	PADDOCK POOL EQUIPMENT CO INC	ROCK HILL	3	0
SCD987570520	PALMETTO IMAGING TECHNOLOGY LLC	WINNSBORO	21	0
SCD002601656	PARA-CHEM SOUTHERN INC	SIMPSONVILLE	172	0
SCR000000752	PAXAR CORP	ROCK HILL	24	0
SCD055586283	PERFOTEX INCORPORATED	CHESTER	6	0
SCD044442333	PETRO CHEM SC	ROCK HILL	9	0
SCD061523098	PHELPS DODGE HIGH PERFORMANCE CONDUCTORS	INMAN	46	0
SCD070371885	PHIBRO TECH INC	SUMTER	2	244
SCD054586847	PIEDMONT DIELECTRICS CORP	WOODRUFF	13	0
SCD981468853	PIRELLI COMMUNICATIONS CABLES & SYSTEMS	LEXINGTON	42	0
SCD094991429	PIRELLI POWER CABLES & SYSTEMS	ABBEVILLE	14	0
SCD091318204	PLASTECH WINNSBORO PLANT	WINNSBORO	181	0
SCR000000505	PLASTIC OMNIUM AUTO EXTERIORS	ANDERSON	309	0
SCD982085813	POSSEHL CONNECTOR SERVICES SC INC	ROCK HILL	41	0

Note: Please refer to the introduction for an explanation of this list.

## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCD987584885	POWELL MANUFACTURING CO INC	BENNETTSVILLE	14	0
SCD982126732	PPM CRANES INC	CONWAY	10	0
SCD000742783	PROGRESS LIGHTING	COWPENS	61	0
SCD007919483	PULLIAM MOTOR COMPANY	COLUMBIA	0	0
SCD000603530	QUALA SYSTEMS INC	ROCK HILL	7	0
SCD987595527	QUALASYSTEMS	FAIRFOREST	1	0
SCD987595774	QUALASYSTEMS	N CHARLESTON	10	0
SCD982131260	QUALITY PLATING INC	SPARTANBURG	41	0
SCR000074310	QUALITY TERMINALS INC	CHESTER	14	0
SCR000005165	RAUCH INDUSTRIES	CHESTER	0	0
SCD062706767	REEVES BROTHERS PBG USA	SPARTANBURG	218	80
SCD073710634	RELIABLE ELECTRIC COMPANY	ST STEPHEN	1	0
SCD030110217	REXAM BEVERAGE CAN CO	BISHOPVILLE	2	0
SCD003358389	RHODIA INC	CHARLESTON	873	0
SCD024844094	ROBERT BOSCH CORP	SUMTER	751	0
SCD981475320	ROBERT BOSCH CORP AUTOMOTIVE GROUP	ANDERSON	15	0
SCD065055766	ROBERT BOSCH CORPORATION	CHARLESTON HEIGHTS	11	0
SCD987597820	ROCHE CAROLINA INC	FLORENCE	3,687	0
SCD061528188	ROLL TECHNOLOGY INC	GREENVILLE	71	0
SCD003341849	ROY METAL FINISHING CO INC	CONESTEE	162	0
SCD000613224	RR DONNELLEY & SONS COMPANY	SPARTANBURG	92	0
SCR000074112	SACO LOWELL INC DEACTIVATED	EASLEY	0	0
SCD070375985	SAFETY KLEEN (PINWOOD), INC	PINWOOD	13,819	0
SCD981031040	SAFETY KLEEN SYSTEMS INC GREER	GREER	864	0
SCD077995488	SAFETY KLEEN SYSTEMS INC LEXINGTON	LEXINGTON	3,174	0
SCR000000919	SAI AUTOMOTIVE USA INC	FOUNTAIN INN	0	0
SCD033546839	SAINT GOBAIN ABRASIVE INC	TRAVELERS REST	6	0
SCD017273533	SANTEE COOPER CROSS STATION	PINEVILLE	4	0
SCR000762021	SCDOT EXIT 101 KERSHAW	KERSHAW	14	0
SCR000075721	SCDOT EXIT 72	COLUMBIA	14	0
SCR000761379	SCDOT EXIT 97	COLUMBIA	5	0
SCD982126591	SCDOT FAIRFIELD MAINTENANCE	WINNSBORO	3	0
SCR000761056	SCDOT HORRY DEACTIVATED	HORRY	21	0
SCR000762013	SCDOT I20 EXIT 108 LEE	LEE	5	0
SCD982126658	SCDOT LANCASTER MAINTENANCE	LANCASTER	7	0
SCR000761429	SCDOT PLUMBERS RD	COLUMBIA	10	0
SCR000075895	SCDOT TRUCK STOP DORCHESTER DEACTIVATED	DORCHESTER	26	0
SCD069311579	SCE&G VC SUMMER NUCLEAR STATION	JENKINSVILLE	2	0
SCD003344496	SCHLUMBERGER SEMA INC	WEST UNION	29	0
SCR000007021	SCHWEIZERHALL MANUFACTURING CO DEACTIVA	GREENVILLE	15	0
SCD982085136	SENTURY REAGENTS INC	ROCK HILL	99	0
SCD006540983	SHAKESPEARE CORP	NEWBERRY	30	0
SCR000001032	SHELIAS COLLECTIBLES	CHARLESTON	5	0
SCD001863711	SHERWIN-WILLIAMS COMPANY	GREENVILLE	3	0
SCD078065117	SIEMENS ENERGY & AUTOMATION INC	ROEBUCK	33	0
SCD069324747	SIP	SPARTANBURG	5	0
SCD000608331	SOLIANT LLC	LANCASTER	130	0
SCR000005140	SORBENT RECYCLERS INC DBA CIRCLE ENVIRON	LANCASTER	24	0
SCD982106932	SOUTH ATLANTIC GALVANIZING	TRAVELERS REST	533	0
SCD036275626	SOUTHEASTERN CHEMICALS & SOLVENTS CO	SUMTER	0	35,204
SCD982174450	SOUTHERN AUTOMOTIVES INC	GREENVILLE	0	0
SCD003349164	SOUTHERN ENGRAVERS GRAVURE INC	LYMAN	0	0
SCD987595675	SOUTHERN WATER TREATMENT CO	GREENVILLE	334	0
SCD049690001	SOUTHERN WOOD PIEDMONT COMPANY	SPARTANBURG	178	0
SCD987572492	STANDARD CORPORATION	LUGOFF	21	0
SCD093878064	STANDARD MOTOR PRODUCTS	GREENVILLE	27	0
SCD067012781	STANLEY TOOLS	CHERAW	46	0
SCR000007294	STEVENS AVIATION INC GYH	GREENVILLE	32	0

Note: Please refer to the introduction for an explanation of this list.



## SOUTH CAROLINA

## REPORTED RCRA SITES

EPA ID	Site Name	Location City	RCRA Tons Generated	RCRA Tons Managed
SCR000075242	STRICK CORP ABBEVILLE	ABBEVILLE	10	0
SCR000007070	STUEKEN LLC	FOUNTAIN INN	3	0
SCR000003848	SUMTER COATINGS INC	SUMTER	356	0
SCD002038545	T&S BRASS & BRONZE WORKS INC	TRAVELERS REST	22	0
SCD987591179	TAKATA INC (CHERAW OPERATIONS)	CHERAW	60	0
SCD084706761	TCM MANUFACTURING USA INC	W COLUMBIA	8	0
SCD003345683	TORRINGTON COMPANY	CLINTON	15	1,488
SCD041387796	TORRINGTON COMPANY-TYGER RIVER PLANT	UNION	0	0
SCD052949641	TRANTER INC	EDGEFIELD	33	0
SCD055910749	TYCO ELECTRONICS CORP	INMAN	7	0
SCD980845218	TYCO ELECTRONICS CORP	GAFFNEY	25	0
SCD987595451	UCB CHEMICALS CORP	NORTH AUGUSTA	140	0
SCD008941619	UNIVAR USA INC	SPARTANBURG	63	0
SCD041387846	UNIVERSITY OF S C-HEALTH & SAFETY PROG	COLUMBIA	16	0
SCD045606910	US ENGINE VALVE COMPANY	WESTMINSTER	95	0
SC6170022762	US MARINE CORPS-RECRUIT DEPOT	PARRIS ISLAND	13	0
SC3570024460	USAF-CHARLESTON AIR FORCE BASE	CHARLESTON AFB	33	0
SC7570024466	USAF-SHAW AIR FORCE BASE	SHAW AFB	16	0
SC3210020449	USATC & FORT JACKSON	FORT JACKSON	4	0
SC1750216169	USMC AIR STATION	BEAUFORT	24	0
SC8170022620	USN-CHARLESTON NAVAL WEAPONS STATION	GOOSE CREEK	50	0
SCR000074054	VALENITE INC 2	WALHALA	15	0
SCD981017080	VERMONT AMERICAN CORP-FOUNTAIN INN DIV	FOUNTAIN INN	3	5
SCD041387762	VORIDIAN DIV OF EASTMAN CHEM CO	WEST COLUMBIA	178	0
SCR000761270	VULCAN CONSTRUCTION MATERIALS LP	PACOLET	6	0
SCD987591450	VULCRAFT DIV OF NUCOR CORP	FLORENCE	385	0
SCD086376472	VYTECH INDUSTRIES INC	ANDERSON	53	0
SCD987566791	WARE SHOALS INDUSTRIES INC	WARE SHOALS	36	0
SCD982116204	WESTINGHOUSE AIR BRAKE COMPANY	COLUMBIA	17	0
SCD047559331	WESTINGHOUSE ELECTRIC CORPORATION	COLUMBIA	37	0
SCD003358322	WESTVACO CORP PACKAGING RESOURCES GROUP	NORTH CHARLESTON	1,135	1,129
SCD088632732	WILSON SPORTING GOODS	FOUNTAIN INN	30	0
SCD987584042	WOFFORD COLLEGE	SPARTANBURG	0	0
SCD990704470	WOLVERINE BRASS INC/TRW INC	CONWAY	51	0
SCD056813231	YORKSHIRE AMERICAS INC	GREENVILLE	5	0
SCR000006619	YORKSHIRE AMERICAS INC	GREENVILLE	1	0
SCD003159753	ZENITH ENGRAVING CO INC	CHESTER	44	8

**Note: Please refer to the introduction for an explanation of this list.**

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX I:

CORRESPONDENCE WITH DHEC

**Eber, Brian**

---

**From:** Hicks, Shannon <Hickss@dhec.sc.gov>  
**Sent:** Wednesday, June 14, 2017 6:07-PM  
**To:** Hicks, Shannon  
**Cc:** Geer, Richard; Hauser, Matthew; Dandy, L. Devay; Winkler, Pamela D.; Clarke, Shawn; Joyner, Curtis; Larson, Eric; Baker, Rebecca; kjones@townofbluffton.com; Baugher, William; Eber, Brian; Berry, Russell; Brower, Sarah R.; Carter, Lindsey L.; Cornett, Penny; Frazier, Nia D.; jeffn@hiltonheadislandsc.gov; Stewart, Jill C.  
**Subject:** 2017 Beaufort Area Reviewing Entities

Beginning July 1, 2017, three Beaufort area MS4 programs will begin implementation of the Construction Site Runoff Control and Post-Construction Stormwater Management Minimum Control Measures (MCMs) required in their permits. These MCMs require that each MS4 develop, implement, and enforce a program to reduce pollutants in stormwater runoff from land-disturbing activities. Each program must include provisions for the review of Stormwater Pollution Prevention Plans (SWPPPs) for construction activities occurring within their jurisdiction. Beginning July 1, 2017, SWPPPs and applications for construction activities must be submitted to the MS4s and receive approval from them prior to DHEC's issuance of coverage under the NPDES Construction General Permit. Requests for NPDES Construction permit coverage and Coastal Zone Consistency (CZC) Certification can be submitted to DHEC concurrently with application to the MS4 should this be necessary to expedite permitting times. A general flow chart for this process is available via the following link <http://www.scdhec.gov/Environment/docs/NPDES-CZCTransMS4Areas.pdf>

In order to provide an exact cutoff and avoid passing projects to the MS4s in the middle of review, the Department has made the decision to handle the technical review of all administratively complete application packages received on or before **June 30, 2017**. Projects not meeting this deadline will require modification to reflect the appropriate MS4 jurisdiction on the Notice of Intent (NOI) application, and updated fees before the review process can commence.

Following are necessary submittal items for NPDES Construction permit coverage for projects located in MS4 areas beginning July 1, 2017:

- 1.e Notice of Intent (NOI) or DHEC-approved equivalent application
- 2.e \$125 NPDES permit fee
- 3.e Coastal Zone Consistency (CZC) application submittal package
- 4.e MS4 approval letter and final MS4 approved application

The review process will commence upon receipt of the NOI by DHEC. Once the above information is received and the CZC has been issued for the project, the Department has 7 business days from the receipt of a complete NOI to send a letter authorizing coverage, denying coverage, requesting additional information, or advising you that DHEC has decided to also review your SWPPP.

The schedule for implementation for each of these MS4s is:

MS4	Date
Beaufort County (Unincorporated Areas)	July 1, 2017
Town of Bluffton	July 1, 2017
Town of Hilton Head Island	July 1, 2017

Addresses and contact information for all MS4 programs can be found by visiting:

<http://www.scdhec.gov/Environment/WaterQuality/Stormwater/WheretToApply/>

While our website is in the process of being updated, following is MS4 Contact Information:

MS4	Date
Beaufort County (Unincorporated Areas)	Beaufort County Stormwater Management 100 Ribaut Road Beaufort, SC 29902 (843) 255-2805
Beaufort County (Incorporated Areas not listed)	DHEC-Bureau of Water Coastal Stormwater Permitting 1362 McMillan Ave, Suite 400 Charleston, SC 29405 (843) 953-0200
Town of Bluffton	(Mailing Address) Town of Bluffton c/o Customer Service P.O. Box 386 Bluffton, SC 29910 (Physical Address) Town of Bluffton 20 Bridge Street Bluffton, SC 29910 (843) 706-4500
Town of Hilton Head Island	Town of Hilton Head Island One Town Center Court Hilton Head Island, SC 29928 (843) 341-4600

Please pass this information along to your staff and/or co-workers. Also, please contact me with any questions.

**Shannon Hicks, P.E.**  
Manager, Coastal Stormwater Permitting  
**S.C. Dept. of Health & Environmental Control**  
Office: (843) 953-0240  
Connect: [www.scdhec.gov](http://www.scdhec.gov) [Facebook](#) [Twitter](#)



# MS4 AREAS

NPDES NOI, \$125 fee, & CZC Submittal to BOW-C

BOW-C performs administrative review and processing

BOW-C receives OCRM CZC determination

Project determined consistent by OCRM?

YES

BOW-C issues NPDES permit coverage upon receipt of MS4 approval

BOW-C denies NPDES permit coverage

BOW-C elects to perform tech. review

BOW-C routes CZC Submittal Package to OCRM

OCRM performs administrative review for public notice

OCRM places project on public notice once admin. complete

OCRM performs CZC review

OCRM makes CZC determination

OCRM provides CZC determination to BOW-C

BOW-C issues NPDES permit coverage once tech. complete



NO







DHEC > [Permits, L...](#) > [Water Qual...](#) > [Stormwater...](#) > **Where To Apply**

## Where to Apply

In the coming months, six newly-permitted MS4 programs will begin implementation of the Construction Site Runoff Control and Post-Construction Stormwater Management Minimum Control Measures (MCMs) required in their permits. These MCMs require that each MS4 develop, implement, and enforce a program to reduce pollutants in stormwater runoff from land-disturbing activities. Each program must include provisions for the review of Stormwater Pollution Prevention Plans (SWPPPs) for construction activities occurring within their jurisdiction. On the dates noted below, SWPPPs and applications for construction activities must be submitted to the MS4s and receive approval from them prior to DHEC’s issuance of coverage under the NPDES Construction General Permit. For projects located in Beaufort County, requests for NPDES Construction permit coverage and Coastal Zone Consistency (CZC) Certification can be submitted to DHEC concurrently with application to the MS4 should this be necessary to expedite permitting times.

A general flow chart for this process is available via the following link <http://www.scdhec.gov/Environment/docs/NPDES-CZCTransMS4Areas.pdf>.

The schedule for implementation for each of these MS4s is:

MS4	Date
Beaufort County (Unincorporated Areas)*	July 1, 2017
Town of Bluffton*	July 1, 2017
Town of Hilton Head Island*	July 1, 2017
City of Clemson	September 1, 2017
Clemson University	September 1, 2017

Lancaster County (North of SC 5 and extending east to North Carolina state line)	December 31, 2017
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Addresses and contact information for all MS4 programs can be found by visiting: <http://www.scdhec.gov/Environment/WaterQuality/Stormwater/WherettoApply/>

\* CZC Determinations are required for projects located within these jurisdictions.

**Click a county on the map to download the contact information**



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## Eber, Brian

---

**From:** Hicks, Shannon <Hickss@dhec.sc.gov>  
**Sent:** Tuesday, June 13, 2017 3:44 PM  
**To:** kjones@townofbluffton.com; Baugher, William; Baker, Rebecca; Larson, Eric; Eber, Brian  
**Subject:** Example MS4 Approval Letter  
**Attachments:** Mod 1 Conditional MS4 approval.pdf

All-

Thanks so much for your time today. Please see attached example MS4 approval letter.

**Shannon Hicks, P.E.**  
Manager, Coastal Stormwater Permitting  
**S.C. Dept. of Health & Environmental Control**  
Office: (843) 953-0240  
Connect: [www.scdhec.gov](http://www.scdhec.gov) [Facebook](#) [Twitter](#)



November 18, 2016

Joey Woody, PE  
Davis & Floyd  
3229 W Montague Avenue  
North Charleston, SC 29418

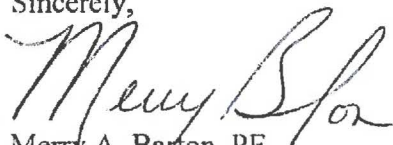
Re: Ingleside/Comcast SCEG Gas Line Extension  
TMS # 393-00  
MS4 #2016-91  
Conditional MS4 approval – Mod #1

Dear Joey,

A review of the above referenced project has been completed and determined that compliance with the City's Stormwater Management Ordinance and Program has been met. This letter serves as notification of the MS4 approval of the proposed stormwater system and erosion control plan for this project from the Public Works Department. Our approval is being forwarded to DHEC as part of the NPDES permit approval process. Once we have received the NPDES permit for this project, we will issue the final approval letter with the encroachment permit and stamped plans.

No land disturbance is to occur until final approval has been issued. If we can be of further service, please let us know.

Sincerely,



Merry A. Barton, PE  
Staff Engineer

CC: Pamela Winkler, DHEC Bureau of Water (via email)  
Shannon Hicks, DHEC Bureau of Water (via email)

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928

(843) 341-4600 Fax (843) 842-7728

www.hiltonheadislandsc.gov

David Bennett  
Mayor

July 1, 2017

Kim W. Likins  
Mayor ProTem

ABC Design Firm  
PO Box XXXXX  
Hilton Head Island, SC 29928

Council Members

David Ames  
Marc A. Grant  
William D. Harkins  
Thomas W. Lennox  
John J. McCann

RE: DPR, MS4 # -XXXX-2017  
Conditional MS4 approval – Mod#1

Dear Ms. X,

Stephen G. Riley  
Town Manager

A review of the above referenced project has been completed and determined that compliance with the Town's Land Management Ordinance Erosion and Sediment control has been satisfied. This letter serves as notification of the MS4 approval of the proposed stormwater system and erosion control plan for this project.

Your project is disturbing X acres and is X,XXX feet hydraulically from XXXXXX. Our approval is being forwarded to DHEC as part of the National Pollution Discharge Elimination System (NPDES) permit approval process. This is the first step in obtaining a Development Review Permit (DRP) from the Town of Hilton Head Island. You will still need to submit to DHEC a Notice of Intent (NOI) for this work, and we will need to have a copy of the NOI before we can issue you the DPR.

Reminder, no land disturbance is to occur until final approval has been issued and all pre-clear inspections and approvals have been obtained. If you have any questions regarding the work or these documents, please feel free to contact me at (843) 341-4773 or send an e-mail to [briane@hiltonheadislandsc.gov](mailto:briane@hiltonheadislandsc.gov).

Kindest Regards,

Brian Eber, CFM  
NPDES Coordinator  
Town of Hilton Head Island  
1 Town Center Court  
Hilton Head Island, SC 29928

cc. Pamela Winkler, DHEC Bureau of Water (via email)  
Shannon Hicks, DHEC Bureau of Water (via email)

TOWN OF HILTON HEAD ISLAND  
STORMWATER MANAGEMENT PLAN

APPENDIX J:

EMPLOYEE TRAINING MATERIALS

# List of Employees Required to Attend Annual Stormwater Training

## Administration / Legal Division

	Staff Attorney	341-4633
Conant, Wendy	Code Enforcement Officer	341-4643
	Code Enforcement Officer	341-4642

## Community Development Department

### Comprehensive Planning Division

Krebs, Sally	Sustainable Practices Coordinator	341-4690
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### Developmental Review & Zoning Division

Browder, Rocky	Environmental Planner	341-4682
Missy Luick	Senior Planner - DRZ	341-4697
Farrar, Shea	Landscape Associate	341-4676
Darnell, Chris	Urban Designer	341-4665
Dixon, Nicole	Development Review Administrator	341-4607

### Inspections / Compliance Division

Adams, Wayne	Commercial Combination Inspector	341-4659
Cook, Doug	Commercial Combination Inspector	341-4679
Surrett, Yo	Commercial Combination Inspector	341-4664
Pierce, Tony	Chief Building Inspector	341-4661
Mendrick, Shari	Floodplain Administrator	341-4687
Sodemann, Scott	Plans Examiner	341-4651
Mulligan, Tony	Codes Inspector	341-4657
DeLuca, Howard	Codes Inspector	341-4661
Yates, Chris	Building Official	341-4675

## Fire Rescue Department

### Bureau of Fire Prevention

Fister, Joheida	Fire Marshal	682-5140
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### Fire Rescue Administration

Blankenship, Chris	Deputy Fire Chief - Operations	682-5155
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### Fire Rescue Maintenance

Tison, Keith	Mechanic Supervisor	682-5115
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Tilley, Mark	Mechanic	682-5115
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Gogo, Jesse	Mechanic	682-5115
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## Public Projects & Facilities Department

### Engineering Division

Buckalew, Jeff	Town Engineer	341-4772
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Cook, James	Engineering Project Manager	341-4778
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Lyle, Jennifer	Assistant Town Engineer	341-4779
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Netzinger, Jeff	Assistant Town Engineer/Storm Water Manager	341-4775
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Cook, Alexis	Storm Water Engineer	341-4685
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Eber, Brian	Storm Water NPDES Coordinator	341-4773
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Ladd, Erik	Storm Water Operations and Maintenance	341-4774
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Schumacher, Cary	Storm Water Inspector	341-4706
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Uyesugi, Kelli	Storm Water Construction Administrator	341-4602
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### Facilities Management Division

Barron, James	Facilities Technician	342-4583
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Derian, Alice	Assistant Facilities Manager	342-4582
Corlis, Mike	Facilities Technician	342-4586
DeLoach, David	Facilities Technician	342-4586
DeLoach, Jeremiah	Facilities Technician	342-4586
Dominguez, Javier	Facilities Technician	342-4586
MacDonald, Daniel	Facilities Technician	342-4585
Phillips, Daniel	Facilities Technician	342-4585
Rhoades, Pam	Facilities Business Coordinator	342-4585
Tschupp, Mary Ellen	Facilities Business Assistant	342-4587
Visokay, Michael	Facilities Maintenance Supervisor	342-4587

DRAFT





The seal of the Town of Hilton Head Island, South Carolina, is a circular emblem. It features a central illustration of a three-masted sailing ship on the water. The ship is flanked by two smaller circular medallions, each depicting a different scene. The outer ring of the seal contains the text "TOWN OF HILTON HEAD ISLAND" at the top and "SOUTH CAROLINA" at the bottom. A banner at the bottom of the seal reads "PRESERVARE ET PROSPERARE" and "1663 · 1983".

# Town of Hilton Head Island Staff Storm Water Training

Brian Eber MS4 Coordinator

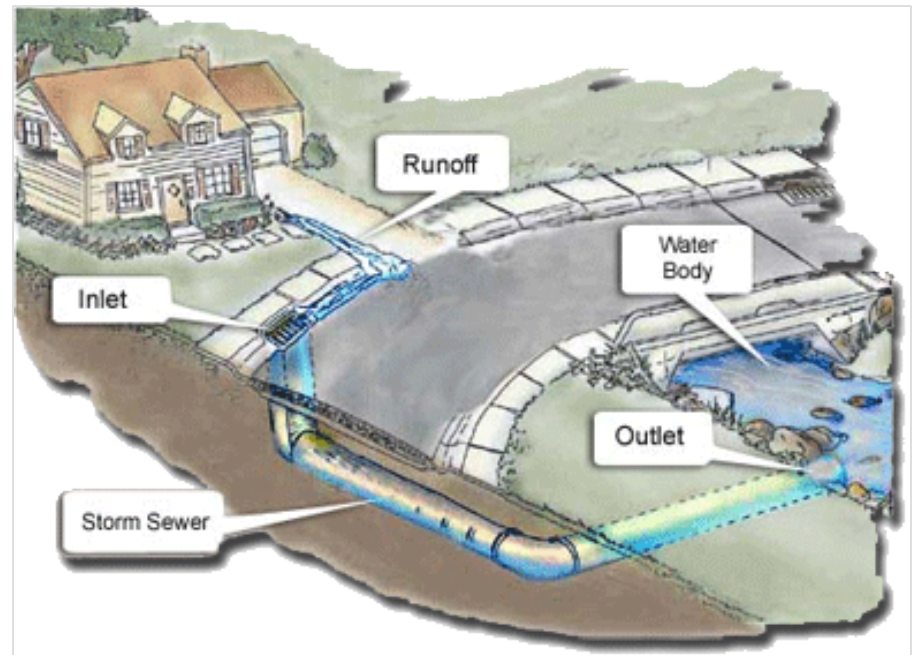
# Training Overview

- Section 1: Stormwater Program Overview
- Section 2: Illicit Discharge Detection and Elimination
- Section 3: Good Housekeeping: Pollution Prevention for Municipal Operations

# Section 1: Stormwater Overview

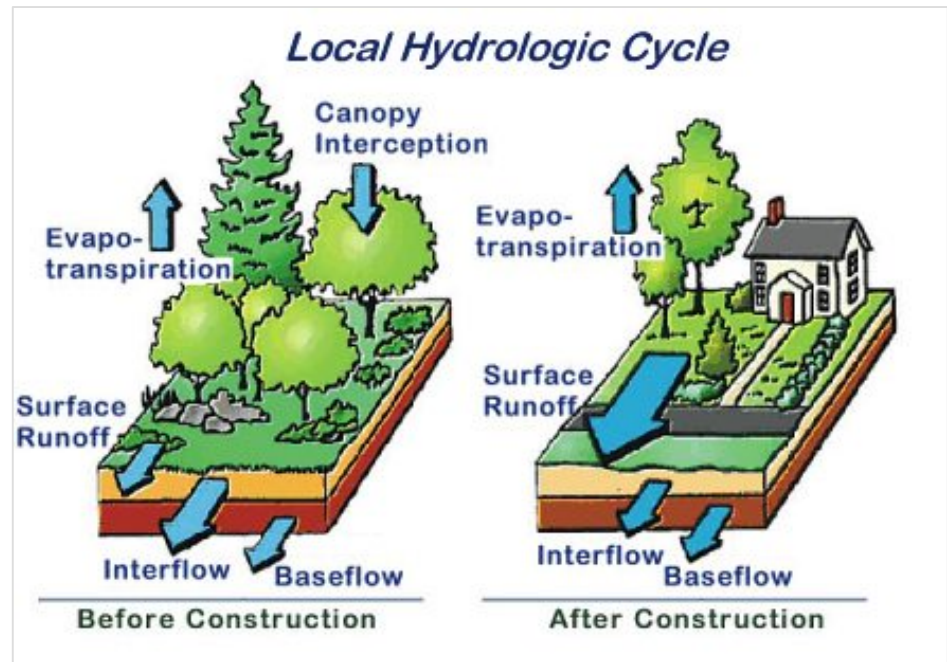
# What is Stormwater?

- Stormwater is water from that originates during rain (or snow) events. It can infiltrate into soils, evaporate back into the atmosphere, or runoff over land and end up in streams and other waterbodies.



# The Need for Stormwater Management

- Development increases impervious surfaces and alters the natural hydrologic cycle – resulting in less infiltration and more surface runoff.
- Collection systems (i.e. underground pipes) are installed to deal with increased runoff and prevent flooding. Water in these systems does not go through a treatment facility before entering streams, lakes, etc.





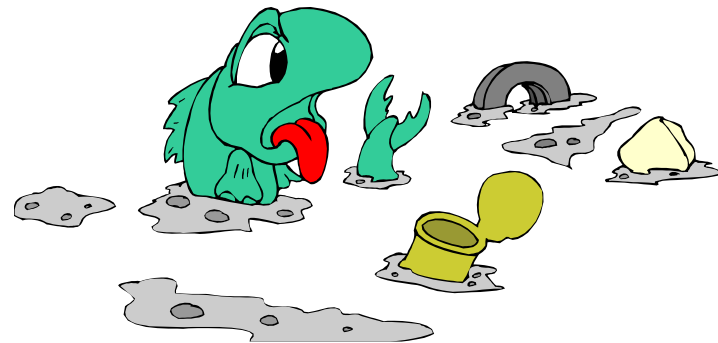
# Stormwater Pollution

- Stormwater runoff picks up pollutants from the ground and transports them to waterbodies.
- “First Flush” – the idea that the initial runoff during a storm event carries the highest concentrations of pollutants.



# Why care about water quality?

- Human Health
  - Drinking water
  - Shellfish consumption
  - Recreational activities
- Aquatic Life & Environment
  - Habitat
  - Biodiversity
- Economic Uses
- Aesthetics



# Pollutant Effects

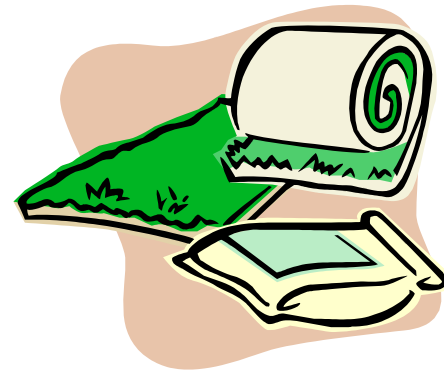
- Bacteria (fecal coliform, E. Coli, etc.)
  - FC = Indicator of potential pathogens
  - Health hazards from shellfish consumption
  - Health hazards from recreational contact
  - Environmental: Reduced DO, excess chlorine from treatment
  - Sources: septic systems, warm-blooded animals, agricultural practices





# Pollutant Effects, ctd.

- Nutrients (phosphorus and nitrogen)
  - Algae blooms, duckweed, etc.
  - Increased turbidity, lower DO levels → fish kills
  - Decreased biodiversity
  - Health problems (nitrates/nitrites in drinking water)
  - Phosphorus (freshwater), Nitrogen (saltwater)
  - Sources: natural, sewage, fertilizers, detergents



# Pollutant Effects, ctd.

- Surfactants (Soaps, detergents, etc.)
  - Some types are toxic to a variety of aquatic life
  - Decrease surface tension of water, allowing other chemicals, like pesticides and phenols, to be more readily absorbed by aquatic life
  - Can bioaccumulate
  - Phosphates in detergents can lead to algal blooms



# Pollutant Effects, ctd.

- Heavy Metals (lead, copper, mercury, arsenic, cadmium, etc.)
  - Toxic effects: birth defects, autoimmune disorders, organ/nervous system damage, toxic to aquatic life
  - Effects can be acute or can bioaccumulate
  - Sources: industrial emissions, plumbing, rooftops, roads, herbicide treatments, improper disposal
- Other pollutants: PCBs, hydrocarbons, litter, pesticides, phenols, chlorine, plastics

# NPDES MS4 Program

- Federal government has determined that stormwater runoff is a significant cause of water quality impairments
- National Pollutant Discharge Elimination System (implementation of Clean Water Act requirements)
- MS4 = Municipal Separate Storm Sewer System
- NPDES Phase 2: small communities
- 6 minimum control measures
- Town became permitted Phase 2 MS4 Dec 2015

# NPDES Minimum Control Measures

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post-Construction Runoff Control
- Good Housekeeping and Pollution Prevention for Municipal Operations

# Section 2: Illicit Discharge Detection and Elimination

# What is an Illicit Discharge?

- Any discharge into a storm sewer system that is not composed entirely of rain water (EPA)
- THHI Municipal Code Section 14-1-214(a):  
*It is unlawful for any person to throw, drain, run, or otherwise discharge to any component of the town's municipal separate storm sewer system or to the waters of the state, including streets, highways, right-of-ways, or to cause, permit or suffer to be thrown, drain, run, or allow to seep or otherwise discharge into such system, any organic or inorganic matter that shall cause or tend to cause pollution or blockages to such waters, as provided for in this chapter.*

# Illicit/Illegal Connections

- Municipal Code Section 14-1-215 also prohibits connections of pipes or other conveyances that discharge anything except stormwater to the drainage system.
- Also prohibits continued use of such connections, even if they were allowed at the time of construction
- Law requires illicit connections to be disconnected and redirected.



# Examples of Illicit Discharges

- Paint, cleaners, other chemicals
- Oil, gas, other car fluids
- Overflowing sanitary sewers
- Leaking septic tanks or drainfields
- Chlorinated water from pools
- Litter, including landscape debris

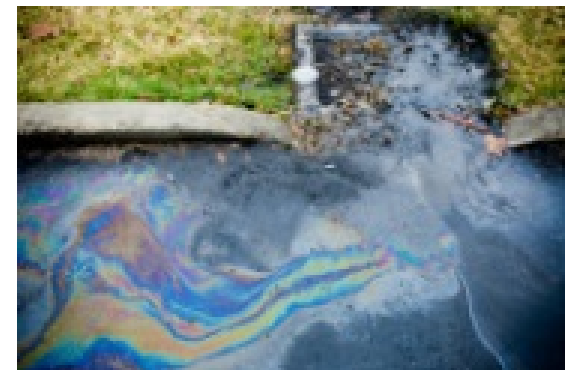


# Illicit Discharge Exceptions

- Examples of exceptions to illicit discharge laws:
  - landscape irrigation
  - air conditioning condensation
  - **dechlorinated** pool water
  - uncontaminated pumped ground water
  - individual residential car washing
  - discharges from firefighting activities
- Full list of exceptions available in Municipal Code Section 14-1-214(c).

# How to ID an Illicit Discharge

- A change in the appearance of a waterbody
  - Water is cloudy, discolored, has oily/soapy sheen
  - Foul or chemical odor
  - Excessive algae growth
  - Dead fish or other organisms
- Pipes draining onto ground or into waterbody
  - Pipes 6 inches or less in diameter
  - Flowing during dry weather



# What to do if you observe an illicit discharge

- Make note of location, time of day, and any observable characteristics (e.g., color, odor)
- Notify someone in the Stormwater Division
  - Brian Eber– (843) 341-4773,  
[briane@hiltonheadislandsc.gov](mailto:briane@hiltonheadislandsc.gov)
  - Cary Schumacher– (843) 341-4706,  
[carys@hiltonheadislandsc.gov](mailto:carys@hiltonheadislandsc.gov)
- Stormwater will investigate discharge, attempt to locate source, and notify Code Enforcement and/or DHEC if needed.

# Section 3: Good Housekeeping: Pollution Prevention for Municipal Operations

# NPDES Permit Requirements for Good Housekeeping

- Inventory of municipally owned/operated facilities and structural stormwater controls
- Assess all facilities for pollutant discharge potential
- Conduct yearly inspections of “high priority facilities”
- Implement maintenance program for drainage system
- Develop pollution prevention measures for O&M activities
- Train employees
- Require contractors to comply with all adopted measures

# Topics

- Materials Storage and Spill Prevention/Cleanup
- Parks and Grounds Maintenance
- Fleet Maintenance
- Streets & Drainage Maintenance

# Materials Storage & Handling

- Read and follow label or SDS instructions. Be aware of any hazardous materials.
- Store materials in original containers. If not, clearly label replacement containers.
- Make sure containers closed and sealed, inspect regularly
- Indoor storage is ideal. If outdoor is necessary, store under roof on impervious surface away from storm drain



# Spill Cleanup

- Report large spills or spills of hazardous materials to supervisor or stormwater division personnel.
- Follow cleanup instructions on SDS
- Contain the spill as soon as possible
  - Drip pans
  - Drain mats to prevent spill from entering storm drain

# Spill Cleanup

- Liquid Spills:
  - Use absorbent materials or mop up
  - DO NOT HOSE INTO A STORM DRAIN
  - Remove absorbent materials and dispose of properly
- Dry Spills:
  - Cover a powder spill with sheeting until cleanup can occur
  - DO NOT HOSE INTO A STORM DRAIN
  - If usable, place back into properly marked container
  - Follow disposal procedures if unusable

# Parks and Grounds Maintenance

- Limit fertilizer and pesticide/herbicide usage to only when necessary
- Avoid over-watering to prevent excess runoff
- Coordinate watering with rain events
- Do not blow grass clippings and leaves into storm drains
- Do not apply pesticides/fertilizers directly adjacent to surface waters, wetlands, or drains
- Follow all instructions on pesticide/herbicide labels. Obtain applicator licenses when required.
- Don't apply pesticide/herbicides during windy conditions or when rain is expected
- Report any suspected problems

# Fleet Maintenance

- Conduct all vehicle and equipment maintenance at designated locations, preferably inside or under a covered area.
- Inspect for leaks on regular basis
- Park damaged, leaking vehicles under a covered area if possible
- Keep maintenance areas clean
- Promptly dispose of fluids from maintenance activities
- Don't hose down outside work areas into storm drains
- Keep spill cleanup equipment on site
- Wash vehicles and equipment in designated facilities

# Streets Maintenance

- Don't allow materials/slurry from pavement repair to enter storm drains
- Designate concrete truck washout locations
- Cover stockpiled materials to prevent runoff during rain
- Sweep up and properly dispose of leftover materials properly
- Clean equipment in designated areas & prevent wash water from entering surface waters, wetlands or drains
- Don't apply paint when rain is likely or during high winds. Properly dispose of paint according to type (oil vs latex)
- Protect storm inlets during street sweeping/cleanup activities

# Drainage Maintenance

- Inlet cleaning: dispose of trash and debris in sanitary landfill. Report any suspected dumping or pollution problems
- If sediments removed during inlet or ditch maintenance appear contaminated with oils, etc. follow appropriate
- Do not jet sediments in pipes further downstream/into lagoons without some sort of end treatment on pipes.
- Install proper erosion controls during ditch maintenance activities and around stockpiles

# Contact Info

- Brian Eber
  - E-mail: [briane@hiltonheadislandsc.gov](mailto:briane@hiltonheadislandsc.gov)
  - Phone: 843-341-4773
- Sally Krebs
  - E-mail: [sallyk@hiltonheadislandsc.gov](mailto:sallyk@hiltonheadislandsc.gov)
  - Phone: 843-341-4690