



TOWN OF BRUNSWICK

336 TOWN OFFICE RD, TROY, NY 12180

NYSDEC STORMWATER MAINTENANCE STAFF TRAINING CHECKLIST

Organization/Municipality: _____

Department: _____

Employee Name: _____

Job Title: _____

Trainer: _____ Training Date: _____

Next Refresher Due: _____

Applicable Permit: NYSDEC SPDES MS4 General Permit GP-0-24-001 Training Type: ☐ New Employee ☐ Refresher ☐ Procedure Update ☐ Corrective Training

1. Stormwater Program Awareness

Completed Training Topic

- ☐ Employee understands the purpose of the municipality's Stormwater Management Program (SWMP).
- ☐ Employee understands that municipal activities can introduce pollutants into the MS4 and receiving waters.
- ☐ Employee understands the municipality's stormwater pollution prevention/good housekeeping responsibilities.
- ☐ Employee knows which municipal activities are covered by the stormwater maintenance program.
- ☐ Employee knows where the current SWMP, municipal operations procedures, maps, and applicable BMPs are located.
- ☐ Employee understands that municipal operations must be conducted in accordance with the municipality's documented stormwater procedures.

NYSDEC identifies municipal operations to include street and bridge maintenance, winter road maintenance, MS4 maintenance, open-space maintenance, solid waste management, new construction/land disturbance, right-of-way maintenance, marine operations, and hydrologic habitat modification.



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2. Pollution Prevention & Good Housekeeping

Completed Training Topic

- ☐ Keep waste, debris, sediment, and other pollutants from entering catch basins or drainage systems.
- ☐ Properly store materials that could become stormwater pollutants.
- ☐ Understand proper handling of fuels, oils, chemicals, fertilizers, pesticides, and other regulated materials.
- ☐ Maintain dumpsters/containers to prevent leakage and stormwater exposure.
- ☐ Pick up trash and debris from municipal properties and rights-of-way.
- ☐ Understand spill prevention, response, containment, and reporting procedures.
- ☐ Know who to notify when a spill, illicit discharge, or other pollution problem is discovered.
- ☐ Understand that vehicle/equipment wash water cannot be discharged through the MS4 unless specifically authorized.

NYSDEC's MS4 permit requires BMPs addressing materials including chemicals, petroleum products, pesticides, fertilizers, waste/debris, fueling, vehicle maintenance, dumpsters, and exposed areas.



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3. Catch Basin Inspection & Maintenance

Completed Training Topic

- ☐ Employee can identify catch basins, storm drains, inlets, and associated drainage structures.
- ☐ Employee knows the municipality's criteria for determining when catch basin inspections are needed.
- ☐ Employee knows to consider construction areas, residential/commercial/industrial areas, recurring problems, and qualifying citizen complaints.
- ☐ Employee knows how to document the inspection date.
- ☐ Employee knows how to document trash/sediment/debris accumulation.
- ☐ Employee knows how to determine/document sump depth and structure depth.
- ☐ Employee knows when a catch basin requires cleaning.
- ☐ Employee understands proper handling and disposal of material removed from catch basins.
- ☐ Employee knows how to recognize potential illicit discharges during catch basin inspections.
- ☐ Employee knows the referral/follow-up procedure for suspected illicit discharges.

Under GP-0-24-001, catch basin inspection records must include the inspection date, approximate accumulation level, structure depth, sump depth, and clean-out date when applicable. Catch basins with accumulation **greater than 50% of sump depth must be cleaned within six months**; those with accumulation **less than 50% must be cleaned within one year**, subject to the permit's exceptions

4. Catch Basin Clean-Out Procedures

Completed Training Topic

- ☐ Verify work area safety before opening/servicing catch basin.
- ☐ Use appropriate PPE and traffic/work-zone controls.
- ☐ Prevent removed sediment/debris from re-entering the MS4.
- ☐ Prevent recovered water from re-entering the MS4 or surface waters.
- ☐ Properly contain, transport, and dispose of recovered material.
- ☐ Document clean-out date and maintenance performed.



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Completed Training Topic

- ☐ Report unusual odors, discoloration, oil sheen, sewage, chemicals, or other evidence of illicit discharge.

NYSDEC specifically requires material and water removed during catch basin cleaning to be managed so that it does not re-enter the MS4 or surface waters, and disposal must comply with applicable environmental laws and regulations.

5. Street, Road, Parking Lot & ROW Maintenance

Completed Training Topic

- ☐ Employee understands municipal sweeping/cleaning procedures.
- ☐ Employee knows applicable spring sweeping requirements.
- ☐ Employee understands additional sweeping requirements for business/commercial areas.
- ☐ Employee understands proper collection and disposal of sweepings.
- ☐ Road maintenance activities are staged to minimize pollutant discharge.
- ☐ Paving, marking, and sealing work is performed under appropriate dry conditions.
- ☐ Employee understands restrictions on roadside herbicide/pesticide use.
- ☐ Employee understands containment requirements for bridge maintenance debris, paint chips, dust, and cleaning products.

The permit requires applicable municipal roads, bridges, parking lots, and rights-of-way to be swept/cleaned at least every five years in spring, with annual April 1–October 31 sweeping for applicable business/commercial roads.



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6. Winter Road Maintenance

Completed Training Topic

- ☐ Employee understands proper salt/sand storage requirements.
- ☐ Employee understands procedures for minimizing salt exposure to stormwater.
- ☐ Employee understands proper material loading/unloading practices.
- ☐ Employee understands calibration of salt/sand application equipment.
- ☐ Employee understands procedures for controlling application rates.
- ☐ Employee understands approved snow-storage/disposal practices.
- ☐ Employee understands procedures for preventing excess salt/sand from entering catch basins and surface waters.

GP-0-24-001 requires routine calibration of winter maintenance equipment to control salt/sand application rates and requires routine snow disposal activities to comply with NYSDEC's applicable snow-disposal guidance.

7. Spill & Illicit Discharge Recognition

Completed Training Topic

- ☐ Employee can recognize an illicit discharge.
- ☐ Employee can recognize oil sheen, unusual color, odor, foam, sewage, chemicals, or other pollution indicators.
- ☐ Employee knows the immediate actions required when pollution is discovered.
- ☐ Employee knows the municipality's spill response procedure.
- ☐ Employee knows when to notify the supervisor/Stormwater Program Coordinator.
- ☐ Employee knows how to document the location, time, source, and nature of the problem.
- ☐ Employee understands when additional agencies/emergency services must be contacted.



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8. Stormwater Management Practices (SMPs)

For staff responsible for post-construction stormwater facilities:

Completed Training Topic

- ☐ Employee can identify the municipality's stormwater management practices.
- ☐ Employee understands the purpose/function of each assigned SMP.
- ☐ Employee knows the applicable inspection frequency.
- ☐ Employee knows routine maintenance requirements.
- ☐ Employee can identify erosion, sediment accumulation, clogging, standing water, structural damage, invasive vegetation, or other deficiencies.
- ☐ Employee knows how to document deficiencies with photographs and inspection records.
- ☐ Employee knows the corrective-action process.
- ☐ Employee knows when work must be referred to the Stormwater Program Coordinator, engineer, or other qualified professional.

NYSDEC identifies post-construction SMP inspection and maintenance as a specific component of MCM 5 and provides a Stormwater Management Practices Inspection Checklist and Maintenance Guidance for Stormwater Management Practices.



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9. Corrective Actions

Completed Training Topic

- ☐ Employee understands how to report a stormwater deficiency.
- ☐ Employee knows how to initiate immediate corrective measures when appropriate.
- ☐ Employee understands the difference between an environmental/public-health threat and a routine deficiency.
- ☐ Employee knows the required escalation procedure.
- ☐ Employee understands documentation requirements for corrective actions.
- ☐ Employee understands that corrective actions must be tracked through completion.

10. Documentation & Recordkeeping

Completed Training Topic

- ☐ Employee knows which inspection/maintenance forms must be completed.
- ☐ Employee knows required photographs/documentation procedures.
- ☐ Employee knows where completed records are stored.
- ☐ Employee understands the importance of accurate dates and locations.
- ☐ Employee understands that maintenance activities must be documented for the SWMP.
- ☐ Employee understands how to report incomplete or missing records.



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11. Practical Demonstration

Employee must demonstrate the following, where applicable:

Demonstration	Pass	Needs Retraining
Identify a catch basin and drainage area	☐	☐
Perform/document a catch basin inspection	☐	☐
Determine approximate sump accumulation	☐	☐
Identify potential illicit discharge indicators	☐	☐
Properly document a stormwater maintenance deficiency	☐	☐
Demonstrate proper material containment	☐	☐
Demonstrate proper spill response notification	☐	☐
Identify appropriate BMPs for assigned work	☐	☐
Explain winter salt/sand BMPs	☐	☐
Explain corrective-action reporting procedure	☐	☐



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12. NYSDEC Training Frequency / Compliance Check

Supervisor/Stormwater Program Coordinator shall verify:

- ☐ New employees received municipal operations training before performing covered municipal operations.
- ☐ Existing employees receive municipal operations training before performing the procedures and at least once every five years thereafter.
- ☐ Employees receive training on procedure updates before performing the updated procedures.
- ☐ Training records include employee name, title, and contact information.
- ☐ Training records are updated annually.
- ☐ Municipal operations procedures are reviewed and updated annually by April 1.
- ☐ Completion of the annual review is documented in the SWMP Plan. Department of Environmental Conservation

Employee Certification

I certify that I have received training on the municipality's stormwater maintenance and pollution-prevention procedures applicable to my job duties. I understand my responsibility to prevent pollutants from entering the MS4 and to report stormwater deficiencies, spills, and potential illicit discharges.

Employee Signature: _____ **Date:** _____

Trainer Signature: _____ **Date:** _____

Stormwater Program Coordinator: _____ **Date:** _____

this as the municipality's official compliance document. NYSDEC's MS4 Toolbox provides the permit and compliance resources. Department of Environmental Conservation+1

[NYSDEC MS4 Toolbox](#) [NYSDEC Construction Stormwater Toolbox — Maintenance Guidance & Inspection Checklist](#)