

March 10, 2025

RE: DRAFT 2025 MS4 Annual Report for Comment and Review

To Whom It May Concern:

Please find the DRAFT 2025 MS4 Annual Report for public comment and review in accordance with the facility's Municipal Separate Storm Sewer System (MS4) GP-0-24-001 General Permit. If there are any questions or concerns regarding this submission, please contact the facility's Stormwater Coordinator via email at ehs@ny-creates.org by March 31, 2025 at 4 pm.

MS4 Annual Report/Interim Progress Certification—2025

version 1.0

(Submission #: HQ9-C0PT-8Y3YA, version 1)

Details

Originally Started By Whitney Crowe

Alternate Identifier NYR20A569

Submission ID HQ9-C0PT-8Y3YA

Status Draft

Form Input

MS4 Operator Information

Municipality Name or Legal Entity Name

SUNY Polytechnic Institute

Permit ID #:

NYR20A569

MS4 Operator Type

Non-traditional

Non-Traditional

State

Traditional Non-Land Use or Non-Traditional

Traditional non-land use and non-traditional MS4 Operator requirements are found in Part VII of the MS4 General Permit.

Legal Municipal/Entity Mailing address

257 Fuller Road
 Albany, New York 12203
 Albany

Ranking Official

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Stormwater Program Coordinator

Coordinator Title	First and Last Name	Phone	Email
Stormwater Program Coordinator	Whitney Crowe	5189186771	wcrowe@ny-creates.org

Part IV

Was the information in this section completed as part of a coalition/group?

No

MS4 General Permit Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

SWMP Plan

Annually: Have the alternative implementation agreements in the SWMP Plan been updated? (Part IV.A.1.e.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

There are no alternative implementation agreements

Annually: Has the SWMP been updated? (Part IV.B.3.)

Yes

Mapping

Annually: Has the comprehensive system mapping been updated? (Part IV.D.)

Yes

What tools are used to satisfy the comprehensive system mapping requirements? (e.g. paper maps, GIS, web mappers, etc.)

Paper

Within three (3) years of the EDC: Has Phase I of the comprehensive mapping been completed? (Part IV.D.2.a.)

No

Please clarify the reason for selecting "No" for this item.

Our comprehensive system mapping is transitioning to an electronic platform.

Requirements within this part will be included by 3 years of EDC.

Within five (5) years of the EDC: Has Phase II of the comprehensive mapping been completed? (Part IV.D.2.b.)

Yes

Legal Authority

Within three (3) years of the EDC: For newly designated MS4 Operators, has adequate legal authority been developed and implemented? (Part IV.E.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part V

In Year 5: Has the SWMP Plan been evaluated? (Part V.C.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This will take place by year 5

Part VII

Which MCMs in this Part were completed as a coalition/group, if any?

NONE PROVIDED

Minimum Control Measure 1

Within three (3) years of the EDC: Have the focus areas been identified? (Part VII.A.1.a.)

Yes

What focus areas were identified?

Areas with construction activities

Residential, commercial, and industrial areas (mapped in accordance with Part IV.D.1.e.iii.)

Within three (3) years of the EDC: Have the target audience(s) and associated pollutant generating activities been identified? (Part VII.A.1.b.)

Yes

What target audience(s) and associated pollutant generating activities were identified?

Construction: Developers, contractors, and design professionals

MS4 Operator's municipal staff

Institutions: Managers, staff, and students

Industrial: Owners and staff

Residents

Within three (3) years of the EDC: Have the education and outreach topics been identified and how the education and outreach topics will reduce the potential for pollutants explained? (Part VII.A.1.c.)

Yes

What education and outreach topics were identified?

Site MS4 Permit implementation, illicit discharge detection and elimination, BMPs, MCMs, construction activity SWPPP as required

In Year 5: Has the method(s) used for distribution of educational messages been identified? (Part VII.A.2.a.)

Yes

What is the method(s) used for distribution of educational messages?

Electronic materials (e.g., websites, email listservs)

Workshops or focus groups

In Year 5: Has one educational message been delivered to each target audience(s) for each focus area based on the education and outreach topic(s)? (Part VII.A.2.b.)

Yes

In Year 4 and Year 5: Have target audiences, focus areas, and/or education and outreach topics been updated? (Part VII.A.2.c.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 2

Annually: Has an opportunity for public involvement/participation in the development and implementation of the SWMP been provided? (Part VII.B.1.a.)

Yes

What was the opportunity for public involvement/participation in the SWMP?

Reporting concerns about activities or behaviors observed

Annually: Has the public been informed about the opportunity for their involvement in the development and implementation of the SWMP and how they can get involved? (Part VII.B.1.b.)

Yes

What is the method(s) used for distribution to inform the public of the opportunity for involvement?

Electronic materials (e.g., websites, email listservs)

Annually: Has an opportunity to review and comment on the publicly available SWMP Plan been provided? (Part VII.B.2.a.)

Yes

Annually: Has an opportunity to review and comment on the draft annual report been provided? (Part VII.B.2.b.i.)

Yes

What opportunity for review and comment on the draft annual report has been provided?

Posting of draft Annual Report on a public website

Annually: Have the comments received on the SWMP Plan been summarized? (Part VII.B.2.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Awaiting comments

Annually: Have the comments received on the draft annual report been summarized? (Part VII.B.2.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Awaiting comments

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 3

Within three (3) years of the EDC: Has an inventory of monitoring locations been developed? (Part VII.C.1.c.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The facility is currently working on this verification for the 3 year requirement

In Year 4 and Year 5: Has the monitoring location inventory been updated? (Part VII.C.1.c.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The facility is currently working on this verification for the 4 and 5 year requirement

Within three (3) years of the EDC: Have monitoring locations been prioritized? (Part VII.C.1.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

We are reviewing this item to comply with the 3 year requirement

In Year 4 and Year 5: Has the monitoring location prioritization been updated? (Part VII.C.1.d.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

We are reviewing this item to comply with the 4 and 5 year requirement

Within two (2) years of the EDC: Has a monitoring locations inspection and sampling program been developed and implemented? (Part VII.C.1.e.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

We are currently developing a sampling program to comply with 2 year requirements

In Year 5: Have all the monitoring locations been inspected? (Part VII.C.1.e.i.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 5: Has training on the MS4 Operator's monitoring locations inspection and sampling procedures been provided? (Part VII.C.1.e.ii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received monitoring locations inspection and sampling training been updated? (Part VII.C.1.e.iii.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

see above

In Year 3, Year 4, and Year 5: Have the monitoring locations inspection and sampling procedures been updated? (Part VII.C.1.e.iv.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

Within two (2) years of the EDC: Has an illicit discharge track down program been developed and implemented? (Part VII.C.2.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This has been established, but the facility is re-reviewing the program to comply with the 2 year requirement

In Year 5: Has training on the MS4 Operator's illicit discharge track down procedures prior to conducting illicit discharge track down been provided? (Part VII.C.2.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge track down procedures training been updated? (Part VII.C.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 3, Year 4, and Year 5: Have the illicit discharge track down procedures been reviewed and updated? (Part VII.C.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

Within two (2) years of the EDC: Has an illicit discharge elimination program been developed and implemented? (Part VII.C.3.)

Yes

In Year 5: Has training on the MS4 Operator's illicit discharge elimination procedures prior to conducting illicit discharge elimination been provided? (Part VII.C.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training been updated? (Part VII.C.3.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

In Year 3, Year 4, and Year 5: Have the illicit discharge elimination procedures been reviewed and updated? (Part VII.C.3.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Updating and will comply with year 3, 4, and 5 requirements

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 4

Within one (1) year of the EDC: Has a construction oversight program been developed and implemented? (Part VII.D.3)

Yes

In Year 5: Has training on the MS4 Operator's construction oversight procedures prior to conducting construction oversight been provided? (Part VII.D.3.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Training has been provided to stormwater coordinators and Emergency Response team core members. Updating training based on current construction projects.

In Year 2, Year 3, Year 4, and Year 5: Have the names, titles, and contact information for the individuals who have received construction oversight procedures training been updated? (Part VII.D.3.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the construction oversight procedures been reviewed and updated? (Part VII.D.3.e.)

Yes

Annually: Has the inventory of construction sites been updated? (Part VII.D.4.b.)

Yes

How many construction sites are on the inventory?

1

Within one (1) year of the EDC: Have construction sites been prioritized? (Part VII.D.5.a.)

Yes

How many high priority construction sites are on the inventory?

1

In Year 2, Year 3, Year 4, and Year 5: Has the construction site prioritization been updated? (Part VII.D.5.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Will occur in year 2, 3, 4, and 5

Within three (3) years of the EDC: Have the individuals responsible for reviewing SWPPPs for acceptance received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals? (Part VII.D.6.a.i.)

No

Please clarify the reason for selecting "No" or "N/A" for this item.

Coordinators will go through this training in 2025.

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs been updated? (Part VII.D.6.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

See above

Are pre-construction meetings conducted prior to the commencement of construction activity? (Part VII.D.7.)

Yes

Within three (3) years of the EDC: Have the individuals responsible for construction site inspections received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting construction site inspections? (Part VII.D.8.a.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

We currently utilize CME for all construction site inspections. NY CREATES stormwater coordinators will complete the training in 2025.

Annually: Have all sites with construction activity identified in the inventory been inspected during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention? (Part VII.D.8.c.)

Yes

Annually: Have the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections been updated? (Part VII.D.8.d.)

Yes

Are final construction site inspections conducted? (Part VII.D.9.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Construction site is still open. Inspections currently occur 1 per week or after rainfall event.

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 5

Annually: Has the inventory of post-construction SMPs been updated? (Part VII.E.2.c.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Construction site still open

How many post-construction SMPs are on the inventory?

0

Within five (5) years of the EDC: Have the required components been included in the post-construction SMP inventory? (Part VII.E.2.d.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This will be included in year 5

Within one (1) year of the EDC: Has a post-construction SMP inspection and maintenance program been developed and implemented? (Part VII.E.4.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Construction site is still active

Has each post-construction SMP identified in the inventory been inspected at the required frequency? (Part VII.E.4.a.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

Construction site is still active

In Year 5: Has training on the MS4 Operator's post-construction SMP inspection and maintenance procedures prior to conducting post-construction SMP inspection and maintenance been provided? (Part VII.E.4.b.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This will be addressed in year 5

Annually: Have names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training updated? (Part VII.E.4.c.)

Yes

In Year 2, Year 3, Year 4, and Year 5: Have the post-construction SMP inspection and maintenance procedures been reviewed and updated? (Part VII.E.4.d.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Minimum Control Measure 6

Within three (3) years of the EDC: Have best management practices (BMPs) been incorporated into the municipal facility program and municipal operations program? (Part VII.F.1.)

Yes

Within three (3) years of the EDC: Has a municipal facility program been developed and implemented? (Part VII.F.2.a.)

Yes

Which BMPs have been incorporated into the municipal facility program?

Minimize Exposure

Spill Prevention and Response Procedures

Manage Vegetated Areas and Open Space on Municipal Property

Waste, Garbage, and Floatable Debris

Follow a Preventive Maintenance Program

Erosion and Sediment Controls

Salt Storage Piles or Pile Containing Salt

Alternative Implementation Options

In Year 5: Has training on the MS4 Operator's municipal facility procedures prior to conducting municipal facility procedures been provided? (Part VII.F.2.a.ii.)

Yes

How many individuals were trained on the MS4 Operator's municipal facility procedures?

75

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal facility procedures training been updated? (Part VII.F.2.a.iii.)

Yes

In Year 4 and Year 5: Have the municipal facility procedures been updated? (Part VII.F.2.a.iv.)

Yes

Within two (2) years of the EDC: Has a municipal facility inventory been developed? (Part VII.F.2.b.i.)

Yes

How many municipal facilities are on the inventory?

1

In Year 3, Year 4, and Year 5: Has the municipal facility inventory been updated? (Part VII.F.2.b.ii.)

Yes

Within three (3) years of the EDC: Have the municipal facilities been prioritized? (Part VII.F.2.c.i.)

Yes

How many high priority municipal facilities are on the inventory?

0

In Year 4 and Year 5: Has the municipal facility prioritization been updated? (Part VII.F.2.c.iii.)

Yes

Within five (5) years of the EDC: Has a municipal facility specific SWPPP for each high priority municipal facility been developed? (Part VII.F.2.d.i.)

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

We are not considered a high priority site

In Year 5: Has all wet weather visual monitoring of the monitoring locations at all high priority municipal facilities been conducted? (Part VII.F.2.d.ii.a))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The site is not considered to be high priority

In Year 5: Has a comprehensive site assessment for each high priority municipal facility been completed? (Part VII.F.2.d.ii.c))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

The site is not considered to be high priority

In Year 5: Has a comprehensive site assessment for each low priority municipal facility been completed? (Part VII.F.2.e.ii.c))

N/A

Please clarify the reason for selecting "No" or "N/A" for this item.

This will be addressed in year 5

Within three (3) years of the EDC: Has a municipal operations program been developed? (Part VII.F.3.a.)

Yes

Which BMPs have been incorporated into the municipal operations program?

Minimize Exposure

Spill Prevention and Response Procedures

Manage Vegetated Areas and Open Space on Municipal Property

Waste, Garbage, and Floatable Debris

Follow a Preventive Maintenance Program

Erosion and Sediment Controls

Salt Storage Piles or Pile Containing Salt

Alternative Implementation Options

In Year 5: Has training on the MS4 Operator's municipal operations procedures prior to conducting municipal operations been provided? (Part VII.F.3.a.ii.)

Yes

How many individuals were trained on the MS4 Operator's municipal operations procedures?

75

In Year 4 and Year 5: Have the names, titles, and contact information for the individuals who have received municipal operations procedures training been updated? (Part VII.F.3.a.iii.)

Yes

In Year 4 and Year 5: Have the municipal operations procedures been reviewed and updated? (Part VII.F.3.a.iv.)

Yes

Within three (3) years of the EDC: Have catch basins in need of inspection been identified? (Part VII.F.3.c.i.)

Yes

Within three (3) years of the EDC: Has catch basin inspection information been inventoried? (Part VII.F.3.c.ii.)

Yes

How many catch basins have been inspected?

114

How many catch basins that were inspected had a sump >50% full of trash, sediment, and debris?

0

In Year 5: Have all streets, bridges, parking lots, and right of ways been swept? (Part VII.F.3.d.i.a))

Yes

Annually: Have all streets in business districts and commercial areas been swept (Part VII.F.3.d.i.b))

Yes

Within five (5) years of the EDC: Have roads, bridges, parking lots, and right of way maintenance specific BMPs been implemented? (Part VII.F.3.d.ii.)

Yes

Within five (5) years of the EDC: Have winter road maintenance specific BMPs been implemented? (Part VII.F.3.d.iii.)

Yes

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part VIII

Does the MS4 Operator discharge to an impaired water listed in Appendix C of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Part IX

Does the MS4 Operator discharge to a TMDL listed in Table 3 of GP-0-24-001?

No

Please enter any comments related to the questions in this section below:

NONE PROVIDED

Interim Progress Status

Interim Progress Resources

Use the following webpages for more information on the permit and fact sheet:

[MS4 Permit Webpage](#)

[MS4 Toolbox](#)

Have you reviewed compliance items due within two years of EDC?

Yes

Have you reviewed compliance items due within three years of EDC?

Yes

Have you reviewed compliance items due within four years of EDC?

Yes

Have you reviewed compliance items due within five years of EDC?

Yes

Have you reviewed compliance items which need to be completed routinely (annually, every five (5) years, etc.)?

Yes

Please enter any comments related to the questions in this section.

NONE PROVIDED

Certification

The ranking elected official or Principal Executive Officer for the MS4 Operator will be signing the form.

No

Attach completed certification form.

NONE PROVIDED

Comment

NONE PROVIDED

[Duly Authorized Form](#)

Attach completed duly authorized form or written authorization.

NONE PROVIDED

Comment

NONE PROVIDED