

Minimum Measure #6: Good Housekeeping Task Description and Cost Breakdown

Task Specific Multipliers		
Permits needing annual clean up	50	
Number of Curb Miles	20	
Number of Outfalls	25	
Number of Facilities	5	
Number of BMPs	5	
Number of facilities requiring BMPs	2	3
Consultant Rate	\$120	

Rented Truck					
	Cost		Hours		
	Low	High	Low	High	
Annual	\$13,100	\$26,900	63	128	
One-Time	\$21,500	\$31,800	96	160	
Intermittent	\$0	\$7,800	0	65	
Total*	\$86,800	\$169,000	411	800	
*Without Intermittent Costs					

Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	Rural													
				One Time Costs				Annual/Ongoing Costs					Total Costs/Hours				
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period		
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High	
Develop Facility O&M Procedures																	
One-time		Develop an inventory of all permittee owned facilities within the following categories: parks & open space, buildings & facilities, vehicles & equipment.	2.3.7 a ii	12	12							5	\$1,440	\$1,440	12	12	
One-time		Develop or update written O&M procedures for listed municipal facilities.	2.3.7 a i	24	24							5	\$2,880	\$2,880	24	24	
Annual		Review inventory annually and update as necessary.	2.3.7 a ii					8	8			5	\$4,800	\$4,800	40	40	

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	One Time Costs				Annual/Ongoing Costs					Total Costs/Hours			
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period	
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High
Develop Infrastructure O&M Procedures																
		Catch Basin Cleaning														
One-time - updated as needed		Develop a written optimization plan detailing procedures and schedule for cleaning and maintaining catch basins to ensure no catch basin is more than 50% full. Include inspection and maintenance prioritization.	2.3.7 a iii b	16	24							5	\$1,920	\$2,880	16	24
Annual		Clean catch basins (rented truck)	2.3.7 a iii b							\$2,500	\$5,000	5	\$12,500	\$25,000	0	0
One-Time		Clean catch basins (purchased truck).	2.3.7 a iii b									5	\$0	\$0	0	0
Intermittent		If more than 50% full during two routine cleanings, investigate the cause for excessive sediment loading.	2.3.7 a iii b					0	5			5	\$0	\$3,000	0	25
Intermittent		Describe actions taken to assess and abate catch basins that are more than 50% full during two consecutive cleanings.	2.3.7 a iii b					0	8			5	\$0	\$4,800	0	40
One-time	x	Document in first annual report the plan for optimizing catch basin cleaning, inspections or scheduling.	2.3.7 a iii b	8	16							5	\$960	\$1,920	8	16
Annual		Maintain a log of catch basins cleaned or inspected.	2.3.7 a iii b					8	16			5	\$4,800	\$9,600	40	80
Annual	x	In each annual report list the total number of catch basins, number inspected and/or cleaned, and the volume or mass of material removed from each catch basin draining to water quality limited waters and the total volume or mass of material removed from all catch basins.	2.3.7 a iii b									5	\$0	\$0	0	0
		Street Sweeping														
One-time		Develop and implement procedures for sweeping streets and municipal-owned lots. Include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or RMDL waters or other relevant factors as determined by the permittee.	2.3.7 a iii c	16	24							5	\$1,920	\$2,880	16	24
Annual		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c							\$1,000	\$2,000	5	\$5,000	\$10,000	0	0
One-time		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c									5	\$0	\$0	0	0
Annual	x	Each annual report shall include number of miles cleaned and volume or mass of material removed.	2.3.7 a iii c									5	\$0	\$0	0	0
Annual	x	For rural exception areas, either sweep once each spring, or develop specific procedures and place in first annual report.	2.3.7 a iii c	0	20			0	10			5	\$0	\$8,400	0	70
Ongoing		Properly store & dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters.	2.3.7 a iii d									5	\$0	\$0	0	0

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Task Description and Cost Breakdown

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Task Description and Cost Breakdown

Task Specific Multipliers		
Permits needing annual clean	600	
Number of Curb Miles	150	
Number of Outfalls	200	
Number of Facilities	10	
Number of BMPs	20	
Number of facilities requiring inspection	3	5
Consultant Rate	\$120	

Rented Truck					
	Cost		Hours		
	Low	High	Low	High	
Annual	\$51,800	\$106,000	94	198	
One-Time	\$30,800	\$47,100	132	184	
Intermittent	\$0	\$28,800	0	240	
Total*	\$290,000	\$581,000	602	1190	
*Without Intermittent Costs					

Purchased Truck					
	Cost		Hours		
	Low	High	Low	High	
Annual	\$24,300	\$51,700	94	198	
One-Time	\$281,000	\$617,000	132	184	
Intermittent	\$0	\$28,800	0	240	
Total*	\$402,000	\$876,000	602	1190	
*Without Intermittent Costs					

Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	Suburban													
				One Time Costs				Annual/Ongoing Costs				Total Costs/Hours					
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period		
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High	
Develop Facility O&M Procedures																	
One-time		Develop an inventory of all permittee owned facilities within the following categories: parks & open space, buildings & facilities, vehicles & equipment.	2.3.7 a ii	16	20							1	\$1,920	\$2,400	16	20	
One-time		Develop or update written O&M procedures for listed municipal facilities.	2.3.7 a i	48	48							1	\$5,760	\$5,760	48	48	
Annual		Review inventory annually and update as necessary.	2.3.7 a ii					8	8			5	\$4,800	\$4,800	40	40	

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	One Time Costs				Annual/Ongoing Costs					Total Costs/Hours			
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period	
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High
		Develop Infrastructure O&M Procedures														
		<i>Catch Basin Cleaning</i>														
One-time - updated as needed		Develop a written optimization plan detailing procedures and schedule for cleaning and maintaining catch basins to ensure no catch basin is more than 50% full. Include inspection and maintenance prioritization.	2.3.7 a iii b	24	36							1	\$2,880	\$4,320	24	36
Annual		Clean catch basins (rented truck)	2.3.7 a iii b							\$30,000	\$60,000	5	\$150,000	\$300,000	0	0
One-Time		Clean catch basins (purchased truck).	2.3.7 a iii b			\$125,000	\$320,000			\$5,000	\$10,000	1	\$150,000	\$370,000	0	0
Intermittent		If more than 50% full during two routine cleanings, investigate the cause for excessive sediment loading.	2.3.7 a iii b					0	40			5	\$0	\$24,000	0	200
Intermittent		Describe actions taken to assess and abate catch basins that are more than 50% full during two consecutive cleanings.	2.3.7 a iii b					0	8			5	\$0	\$4,800	0	40
One-time	x	Document in first annual report the plan for optimizing catch basin cleaning, inspections or scheduling.	2.3.7 a iii b	8	16							1	\$960	\$1,920	8	16
Annual		Maintain a log of catch basins cleaned or inspected.	2.3.7 a iii b					16	24			5	\$9,600	\$14,400	80	120
Annual	x	In each annual report list the total number of catch basins, number inspected and/or cleaned, and the volume or mass of material removed from each catch basin draining to water quality limited waters and the total volume or mass of material removed from all catch basins.	2.3.7 a iii b									5	\$0	\$0	0	0
		<i>Street Sweeping</i>														
One-time		Develop and implement procedures for sweeping streets and municipal-owned lots. Include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or RMDL waters or other relevant factors as determined by the permittee.	2.3.7 a iii c	16	24							1	\$1,920	\$2,880	16	24
Annual		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c							\$7,500	\$15,000	5	\$37,500	\$75,000	0	0
One-time		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c			\$125,000	\$250,000			\$5,000	\$10,000	1	\$150,000	\$300,000	0	0
Annual	x	Each annual report shall include number of miles cleaned and volume or mass of material removed.	2.3.7 a iii c									5	\$0	\$0	0	0
Annual	x	For rural exception areas, either sweep once each spring, or develop specific procedures and place in first annual report.	2.3.7 a iii c	0	20			0	10			5	\$0	\$8,400	0	70
Ongoing		Properly store & dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters.	2.3.7 a iii d									5	\$0	\$0	0	0

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	One Time Costs				Annual/Ongoing Costs					Total Costs/Hours			
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period	
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High
		Winter Road Maintenance														
One-time		Establish written procedures for winter road maintenance including storage of salt and sand; minimize use of sodium chloride and other salts; ensure snow disposal activities do not result in disposal of snow into surface waters.	2.3.7 a iii e	8	16							1	\$960	\$1,920	8	16
Annual		Implement procedures for winter road maintenance.	2.3.7 a iii e									5	\$0	\$0	0	0
		Maintenance of Town-owned Stormwater Treatment Structures														
One-time		Establish written O&M procedures for all permittee-owned stormwater BMPs (e.g., swales, retention basins etc.).	2.3.7 a iii f	12	24							1	\$1,440	\$2,880	12	24
Annual		Inspect all such structures at least once annually.	2.3.7 a iii f					26	46			5	\$15,600	\$27,600	130	230
Annual	x	Report in the annual report on the status of all O&M activities.	2.3.7 a iv									5	\$0	\$0	0	0
Ongoing		Keep a written record of all required activities.	2.3.7 a v									5	\$0	\$0	0	0
		SWPPP														
One-time		Develop a SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.	2.3.7 b			\$15,000	\$25,000					1	\$15,000	\$25,000	0	0
Annual		Fully implement SWPPPs for each of the listed facilities.	2.3.7 b							\$3,000	\$7,500	5	\$15,000	\$37,500	0	0
Annual		Regularly train employees who work in areas where materials or activities are exposed to stormwater. Document training date, title and duration; attendees; subjects covered during training.	2.3.7 d 8					12	14			5	\$7,200	\$8,400	60	70
Quarterly		Inspect all areas exposed to stormwater and all stormwater control measures at least every calendar quarter, with one when a stormwater discharge is occurring.	2.3.7 b iii a					24	80			5	\$14,400	\$48,000	120	400
Intermittent		Repair or replace any control measures needing repair before the next anticipated storm event.	2.3.7 b iii a									5	\$0	\$0	0	0
Annual	x	Report the findings from the Site inspections in the annual report.	2.3.7 b iii a									5	\$0	\$0	0	0
Ongoing		Keep a written record of all required activities required under the SWPPP.	2.3.7 b iv					8	16			5	\$4,800	\$9,600	40	80
								TOTAL FOR FIVE YEARS Rented Truck (W/o Intermittent Costs)					\$290,000	\$581,000	602	1190
								TOTAL FOR FIVE YEARS Purchased Truck (W/o Intermittent Costs)					\$402,000	\$876,000	602	1190

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Task Description and Cost Breakdown

Task Specific Multipliers		
Structures needing annual cleaning	2000	
Number of Curb Miles	380	
Number of Outfalls	500	
Number of Facilities	20	
Number of BMPs	30	
Number of facilities requiring S	8	10
Consultant Rate	\$120	

Rented Truck

	Cost		Hours	
	Low	High	Low	High
Annual	\$154,000	\$323,000	228	582
One-Time	\$62,100	\$77,400	184	228
Intermittent	\$0	\$28,800	0	240
Total*	\$834,000	\$1,690,000	1320	3160
*Without Intermittent Costs				

Purchased Truck

	Cost		Hours	
	Low	High	Low	High
Annual	\$45,400	\$105,000	228	582
One-Time	\$312,000	\$647,000	184	228
Intermittent	\$0	\$28,800	0	240
Total*	\$539,000	\$1,170,000	1320	3160
*Without Intermittent Costs				

Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	Urban												
				One Time Costs				Annual/Ongoing Costs					Total Costs/Hours			
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period	
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High
Develop Facility O&M Procedures																
One-time		Develop an inventory of all permittee owned facilities within the following categories: parks & open space, buildings & facilities, vehicles & equipment.	2.3.7 a ii	20	26							1	\$2,400	\$3,120	20	26
One-time		Develop or update written O&M procedures for listed municipal facilities.	2.3.7 a i	88	88							1	\$10,560	\$10,560	88	88
Annual		Review inventory annually and update as necessary.	2.3.7 a ii					8	8			5	\$4,800	\$4,800	40	40

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	One Time Costs				Annual/Ongoing Costs				Total Costs/Hours						
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period			
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High		
Develop Infrastructure O&M Procedures																		
		Catch Basin Cleaning																
One-time - updated as needed		Develop a written optimization plan detailing procedures and schedule for cleaning and maintaining catch basins to ensure no catch basin is more than 50% full. Include inspection and maintenance prioritization.	2.3.7 a iii b	36	48								1	\$4,320	\$5,760	36	48	
Annual		Clean catch basins (rented truck)	2.3.7 a iii b							\$100,000	\$200,000	5	\$500,000	\$1,000,000	0	0		
One-Time		Clean catch basins (purchased truck).	2.3.7 a iii b			\$125,000	\$320,000			\$5,000	\$10,000	1	\$150,000	\$370,000	0	0		
Intermittent		If more than 50% full during two routine cleanings, investigate the cause for excessive sediment loading.	2.3.7 a iii b					0	100			5	\$0	\$60,000	0	500		
Intermittent		Describe actions taken to assess and abate catch basins that are more than 50% full during two consecutive cleanings.	2.3.7 a iii b					0	8			5	\$0	\$4,800	0	40		
One-time	x	Document in first annual report the plan for optimizing catch basin cleaning, inspections or scheduling.	2.3.7 a iii b									1	\$0	\$0	0	0		
Annual		Maintain a log of catch basins cleaned or inspected.	2.3.7 a iii b					36	48			5	\$21,600	\$28,800	180	240		
Annual	x	In each annual report list the total number of catch basins, number inspected and/or cleaned, and the volume or mass of material removed from each catch basin draining to water quality limited waters and the total volume or mass of material removed from all catch basins.	2.3.7 a iii b									5	\$0	\$0	0	0		
		Street Sweeping																
One-time		Develop and implement procedures for sweeping streets and municipal-owned lots. Include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or RMDL waters or other relevant factors as determined by the permittee.	2.3.7 a iii c	20	26							1	\$2,400	\$3,120	20	26		
Annual		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c							\$19,000	\$38,000	5	\$95,000	\$190,000	0	0		
One-time		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c			\$125,000	\$250,000			\$5,000	\$10,000	1	\$150,000	\$300,000	0	0		
Annual	x	Each annual report shall include number of miles cleaned and volume or mass of material removed.	2.3.7 a iii c									5	\$0	\$0	0	0		
Annual	x	For rural exception areas, either sweep once each spring, or develop specific procedures and place in first annual report.	2.3.7 a iii c	0	20			0	30			5	\$0	\$20,400	0	170		
Ongoing		Properly store & dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters.	2.3.7 a iii d									5	\$0	\$0	0	0		

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	One Time Costs				Annual/Ongoing Costs					Total Costs/Hours			
				Hours		Fixed Cost		Hours per Year		Fixed Cost		Number of Years	Total Cost Over 5-Year Permit Period		Total Hours Over 5-Year Permit Period	
				Low	High	Low	High	Low	High	Low	High		Low	High	Low	High
		Winter Road Maintenance														
One-time		Establish written procedures for winter road maintenance including storage of salt and sand; minimize use of sodium chloride and other salts; ensure snow disposal activities do not result in disposal of snow into surface waters.	2.3.7 a iii e	8	16							1	\$960	\$1,920	8	16
Annual		Implement procedures for winter road maintenance.	2.3.7 a iii e									5	\$0	\$0	0	0
		Maintenance of Town-owned Stormwater Treatment Structures														
One-time		Establish written O&M procedures for all permittee-owned stormwater BMPs (e.g., swales, retention basins etc.).	2.3.7 a iii f	12	24							1	\$1,440	\$2,880	12	24
Annual		Inspect all such structures at least once annually.	2.3.7 a iii f					36	66			5	\$21,600	\$39,600	180	330
Annual	x	Report in the annual report on the status of all O&M activities.	2.3.7 a iv									5	\$0	\$0	0	0
Ongoing		Keep a written record of all required activities.	2.3.7 a v									5	\$0	\$0	0	0
		SWPPP														
One-time		Develop a SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.	2.3.7 b			\$40,000	\$50,000					1	\$40,000	\$50,000	0	0
Annual		Fully implement SWPPPs for each of the listed facilities.	2.3.7 b							\$8,000	\$15,000	5	\$40,000	\$75,000	0	0
Annual		Regularly train employees who work in areas where materials or activities are exposed to stormwater. Document training date, title and duration; attendees; subjects covered during training.	2.3.7 d 8					12	14			5	\$7,200	\$8,400	60	70
Quarterly		Inspect all areas exposed to stormwater and all stormwater control measures at least every calendar quarter, with one when a stormwater discharge is occurring.	2.3.7 b iii a					128	400			5	\$76,800	\$240,000	640	2000
Intermittent		Repair or replace any control measures needing repair before the next anticipated storm event.	2.3.7 b iii a									5	\$0	\$0	0	0
Annual	x	Report the findings from the Site inspections in the annual report.	2.3.7 b iii a									5	\$0	\$0	0	0
Ongoing		Keep a written record of all required activities required under the SWPPP.	2.3.7 b iv					8	16			5	\$4,800	\$9,600	40	80
								TOTAL FOR FIVE YEARS Rented Truck (W/o Intermittent Costs)					\$834,000	\$1,690,000	1320	3160
								TOTAL FOR FIVE YEARS Purchased Truck (W/o Intermittent Costs)					\$539,000	\$1,170,000	1320	3160

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Task Description and Cost Breakdown

Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement		Reference	Notes	Supporting Documentation	
		Develop Facility O&M Procedures					
		One-time		Develop an inventory of all permittee owned facilities within the following categories: parks & open space, buildings & facilities, vehicles & equipment.	2.3.7 a ii	Assume 16 hours for site visits and 4-6 hours to prep table/report/letter	WV estimate
		One-time		Develop or update written O&M procedures for listed municipal facilities.	2.3.7 a i	Develop template and general procedures for all facilities (8 hours); develop procedures for all listed facilities (each facility = 4 hours)	Weston and Sampson Cost estimate for Merrimack Valley Planning Commission (\$5K-\$10K)
		Annual		Review inventory annually and update as necessary.	2.3.7 a ii		WV estimate

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	Notes	Supporting Documentation
Develop Infrastructure O&M Procedures					
		<i>Catch Basin Cleaning</i>			
One-time - updated as needed		Develop a written optimization plan detailing procedures and schedule for cleaning and maintaining catch basins to ensure no catch basin is more than 50% full. Include inspection and maintenance prioritization.	2.3.7 a iii b	Includes hours to work with town to develop specifically for their system and develop GIS map and tracking tool.	WV estimate
Annual		Clean catch basins (rented truck)	2.3.7 a iii b	Assumes rented truck (\$50-\$100 per structure)	See accompanying word doc
One-Time		Clean catch basins (purchased truck).	2.3.7 a iii b	Truck purchase = \$125,000-\$320,000; annual cost for gas, maintenance, insurance; assumes driver's salary is already covered by existing budget)	
Intermittent		If more than 50% full during two routine cleanings, investigate the cause for excessive sediment loading.	2.3.7 a iii b	Investigation will likely involve driving around the subcatchment area to identify construction or sources of erosion, therefore, level of effort can be tied to number of outfalls. Assume up to 20% of outfalls have sediment issues and 1 hour per investigation.	WV estimate
Intermittent		Describe actions taken to assess and abate catch basins that are more than 50% full during two consecutive cleanings.	2.3.7 a iii b	Assume basic report.	WV estimate
One-time	x	Document in first annual report the plan for optimizing catch basin cleaning, inspections or scheduling.	2.3.7 a iii b	Included in annual report.	
Annual		Maintain a log of catch basins cleaned or inspected.	2.3.7 a iii b		
Annual	x	In each annual report list the total number of catch basins, number inspected and/or cleaned, and the volume or mass of material removed from each catch basin draining to water quality limited waters and the total volume or mass of material removed from all catch basins.	2.3.7 a iii b	Material for report should be available through 2.1.2. and 2.1.6. Hours to assemble report and calculate material removed (hours in annual report tab)	
		<i>Street Sweeping</i>			
One-time		Develop and implement procedures for sweeping streets and municipal-owned lots. Include more frequent sweeping of targeted areas determined by the permittee on the basis of pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, water quality limited or RMDL waters or other relevant factors as determined by the permittee.	2.3.7 a iii c	Includes hours to work with town to develop specifically for their system and develop GIS map and tracking tool.	WV estimate
Annual		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c	Assumes rented truck (\$50-\$100 per curb mile)	See accompanying word doc
One-time		Sweep all streets (rural exceptions apply) a minimum of once a year in the spring.	2.3.7 a iii c	Truck purchase = \$125,000-\$250,000; annual cost for gas, maintenance, insurance; assumes driver's salary is already covered by existing budget)	
Annual	x	Each annual report shall include number of miles cleaned and volume or mass of material removed.	2.3.7 a iii c	in annual report tab	
Annual	x	For rural exception areas, either sweep once each spring, or develop specific procedures and place in first annual report.	2.3.7 a iii c	Most communities will already be sweeping all roads. For rural communities, costs include 20 hours to develop plan and additional 10 hours per year to conduct a windshield survey and document.	WV estimate
Ongoing		Properly store & dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters.	2.3.7 a iii d	No cost as storage and disposal are regulated elsewhere. If truck is rented, disposal costs are included.	WV estimate

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Frequency	Permit Deliverable	Pollution Prevention and Good Housekeeping Requirement	Reference	Notes	Supporting Documentation
		Winter Road Maintenance			
One-time		Establish written procedures for winter road maintenance including storage of salt and sand; minimize use of sodium chloride and other salts; ensure snow disposal activities do not result in disposal of snow into surface waters.	2.3.7 a iii e		WV estimate
Annual		Implement procedures for winter road maintenance.	2.3.7 a iii e	Minimal cost as winter road maintenance costs are likely factored elsewhere.	WV estimate
		Maintenance of Town-owned Stormwater Treatment Structures			
One-time		Establish written O&M procedures for all permittee-owned stormwater BMPs (e.g., swales, retention basins etc.).	2.3.7 a iii f	Assume 8 hours fro general procedures and 4-16 for specific BMPs.	WV estimate
Annual		Inspect all such structures at least once annually.	2.3.7 a iii f	For 30 BMPs, assume 1-2 hours per BMP and 6 hours for documentation	WV estimate
Annual	x	Report in the annual report on the status of all O&M activities.	2.3.7 a iv	in annual report tab	
Ongoing		Keep a written record of all required activities.	2.3.7 a v	Cost included throughout other items.	WV estimate
		SWPPP			
One-time		Develop a SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.	2.3.7 b	Assume \$5,000 per facility. SWPPPs are required for 8-10 of the 20 regulated facilities.	CA State Water Board \$5K-\$10K per SWPPP
Annual		Fully implement SWPPPs for each of the listed facilities.	2.3.7 b	Costs will vary based on extent of SWPPPs; assume approximately \$1,000-\$1,500 per facility (8-10 facilities annually)	CA State Water Board \$1K per facility
Annual		Regularly train employees who work in areas where materials or activities are exposed to stormwater. Document training date, title and duration; attendees; subjects covered during training.	2.3.7 d 8	Assume one annual training (8 hours) and 4-6 hours for documentation and prep	WV estimate
Quarterly		Inspect all areas exposed to stormwater and all stormwater control measures at least every calendar quarter, with one when a stormwater discharge is occurring.	2.3.7 b iii a	Assume 2-4 hours per facility (8-10 facilities) per quarter or 16-40 hours per facility per year	WV estimate
Intermittent		Repair or replace any control measures needing repair before the next anticipated storm event.	2.3.7 b iii a	No costs estimated as it could range from \$0 - ? Based on extent of problem.	WV estimate
Annual	x	Report the findings from the Site inspections in the annual report.	2.3.7 b iii a	in annual report tab	
Ongoing		Keep a written record of all required activities required under the SWPPP.	2.3.7 b iv		WV estimate