DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

March 29, 2013

Directorate of Public Works

Mr. Jeff Selengut, MS4 Permit Writer
Department of Conservation and Recreation
Division of Stormwater Management
900 E. Main Street,
8th Floor, Pocohantas Building
Richmond, Virginia 23219

Dear Mr. Selengut:

In accordance with 4VAC50-60-1230, enclosed is the Municipal Separate Storm Sewer System (MS4) Registration Statement and associated MS4 Program Plan for the renewal of Fort Belvoir's Virginia Stormwater Management Program Permit #VAR040093.

Point of contact is Mr. Bill Sanders, Director of Public Works, at 703-806-3017.

Sincerely,

Stephen Burton, Deputy
For Gregory D. Gadson
Colonel, US Army
Commanding

Enclosure

"LEADERS IN EXCELLENCE"

DCR
Department of Conservation & Recreation
CONSERVING VIRGINIA'S NATURAL & RECREATIONAL RESOURCES

VSMP GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [VAR04]

(Please Type or Print All Information)
(The applicable fee specified in Form DCR 199-145 must additionally be submitted to the address given in that form to obtain coverage)

1. **Regulated Small MS4**

Name: Fort Belvoir

Type: ☐ City ☐ County ☐ Incorporated Town ☐ Unincorporated Town ☐ College or University
☐ Local School Board ☒ Military Installation ☐ Transport System ☐ Federal or State Facility ☐ Other

Location (County or City): Fairfax County

2. **Regulated Small MS4 Operator**

Name: U.S. Army Garrison, Fort Belvoir

Address: 9820 Flagler Road

City: Fort Belvoir State: VA Zip: 22060

3. **Hydrologic Unit Code(s) as identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset currently receiving discharges or that have potential to receive discharges from the regulated small MS4:** See "Section 2. HYDROLOGIC UNIT CODES" in attached MS4 Program Plan.

4. **Attach a description of the estimated drainage area, in acres, served by the regulated small MS4 discharging to any impaired receiving surface waters listed in the most recent Virginia 305(b)/303(d) Water Quality Assessment Integrated Report, and a description of the land use of each such drainage area.** See "Section 3. ESTIMATED DRAINAGE AREA AND LAND USE" in attached MS4 Program Plan.

5. **Any TMDL waste loads allocated to the regulated small MS4 (this information may be found at http://www.deq.state.va.us/tmdl/develop.html):** See "Section 5. TOTAL MAXIMUM DAILY LOAD (TMDL)" in attached MS4 Program Plan.

6. **The name(s) of any regulated physically interconnected MS4s to which the regulated small MS4 discharges.** Fairfax County, Virginia and Virginia Department of Transportation.

7. **A copy of the MS4 Program Plan that includes:** ATTACHED.

a. A list of BMPs that the operator proposes to implement for each of the stormwater minimum control measures and their associated measurable goals pursuant to 4VAC50-60-1240, Section II B; that includes:

i. A list of the existing policies, ordinances, schedules, inspection forms, written procedures, and other documents necessary for BMP implementation; and

ii. The individual, department, division, or unit responsible for implementing the BMP;

b. The objective and expected results of each BMP in meeting the measurable goals of the stormwater minimum control measures;

c. The implementation schedule including any interim milestones for the implementation of a proposed new BMP; and

d. The method that will be utilized to determine the effectiveness of each BMP and the program as a whole.

8. List all existing signed agreements between the operator and any applicable third parties where the operator has entered into an agreement in order to implement minimum control measures or portions of minimum control measures.

Lease Agreement with Clark Realty for family housing areas; Lease Agreement for Privatized Army Housing (PAL); Installation Service Support Agreements (ISSAs) with Department of Defense tenant organizations; Stormwater Easement with Virginia Department of Transportation for stormwater facility maintenance along Telegraph Road & Fairfax County Parkway.

9. The name, address, telephone number and e-mail address of either the principal executive officer or ranking elected official as defined in 4VAC50-60-370.

Colonel Gregory D. Gadson, Garrison Commander
9820 Flagler Road, Suite 213
Fort Belvoir, VA 22060

Email: gregory.d.gadson.mil@mail.mil
Telephone: (703) 806 - 2052

10. The name, position title, address, telephone number and e-mail address of any duly authorized representative as defined in 4VAC50-60-370.

Mr. Bill Sanders, Director of Public Works
9430 Jackson Loop, Suite 100
Fort Belvoir, VA 22060

Email: william.l.sanders34.civ@mail.mil
Telephone: (703) 806 - 3017

11. 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."

for Print Name: Gregory D. Gadson Title: Colonel, Garrison Commander

Signature: S Burke, Deputy Date: 3/28/2013

For Department of Conservation and Recreation Use Only

Accepted/Not Accepted by: _____ Date: _____

Basin _____ Stream Class _____ Section _____ Special Standards _____

U.S. Army, Fort Belvoir, Virginia
Municipal Separate Storm Sewer Systems (MS4) Program Plan

For

Virginia General Permit for Small Municipal Separate Storm Sewer Systems
VPDES Permit #VAR040093

Revised: March 2013

Regulated Small MS4: Fort Belvoir Military Installation
Fairfax County, Virginia

Regulated Small MS4 Operator: U.S. Army Garrison,
Fort Belvoir
9820 Flagler Road
Fort Belvoir, Virginia 22060

1. BACKGROUND

In accordance with the requirements set forth in the Virginia Stormwater Management Act and the Virginia Stormwater Management Program (VSMP) Permit regulations, this MS4 Program Plan identifies the minimum control measures to be implemented at properties owned and operated by the U.S. Army Garrison Fort Belvoir (USAG, FB) (Fort Belvoir, Fort Belvoir North Area.

Rivanna Station, located north of Charlottesville, Virginia, is owned by USAG, FB. As stated in 4VAC50-60-1210 Section A.1, operators of MS4s are regulated if they operate a small MS4 located in an urbanized area as determined by the latest Decennial Census by the Burea of Census. The 2010 Census Urbanized Area Reference Map for Charlottesville, Virginia shows that Rivanna Station is not located within an area designated as "Urbanized Area" or "Urban Cluster". Therefore, USAG, FB is not required to obtain an MS4 permit for Rivanna Station.

Humpreys Engineer Center (HEC) is immediately adjacent to Fort Belvoir on the northeastern corner (approximately 585 acres) and is owned and operated by U.S. Army Corps of Engineers and is not located within an urbanized area as shown on the 2010 Census Urbanized Area Reference Map for Washington, DC—VA—MD, Sheet 6. Therefore, HEC is not included in this permit application.

This plan details the framework for a comprehensive program to minimize stormwater pollution by identifying the best management practices (BMPs), measurable goals, and responsible parties for achieving compliance in accordance with 4VAC50-60-1240, Section IIB of the VSMP Phase II MS4 General Permit. Unless specifically noted, the minimum control measures described within this stormwater program plan will be implemented on a regional scale at the above referenced properties.

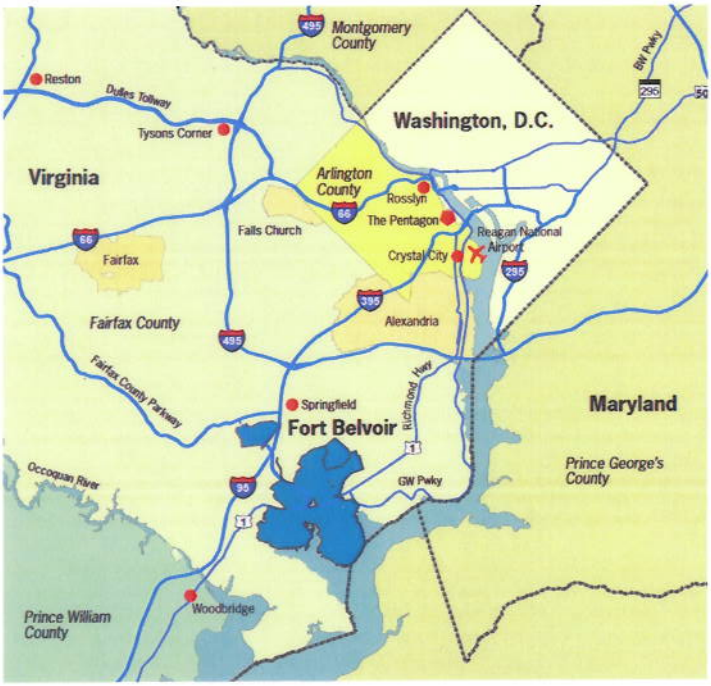
2. HYDROLOGIC UNIT CODES

The Hydrologic Unit Codes (HUC) identified in the most recent version of Virginia's 6th Order National Watershed Boundary Dataset as receiving discharges or have the potential to receive discharges from the Fort Belvoir MS4 are as follows:

- PL27 Dogue Creek
- PL28 Potomac River – Little Hunting Creek
- PL29 Pohick Creek
- PL30 Accotink Creek

These areas were determined by using the Virginia Department of Conservation and Recreation (VADCR) Interactive Map of Virginia Hydrologic Units found at: http://dswcapps.dcr.virginia.gov/htdocs/maps/HUExplorer.htm. All stormwater discharges from Fort Belvoir eventually enter the Potomac River.

3. ESTIMATED DRAINAGE AREA AND LAND USE



Fort Belvoir consists of approximately 8,500 acres and is divided into two broad land areas: Main Post and Fort Belvoir North Area (FBNA) with Main Post being located west of I-95 and FBNA being located east of I-95 (Figure 3-1. Location Map) **Note:** HEC is also shaded as bright blue in the north-eastern corner of Fort Belvoir but is not included in this MS4 Permit.

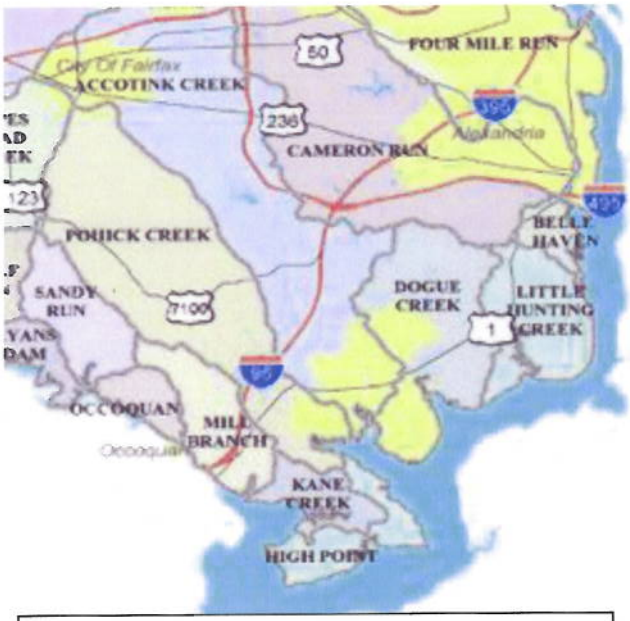


Figure 3-2. Fairfax County Watershed Delineation

Based on the Fairfax County watershed mapping, Fort Belvoir has three watersheds as delineated by Fairfax County. (Fort Belvoir is shaded in light yellow and FBNA is not demarcated on this map.) These watersheds include: Pohick Creek, Dogue Creek, and Accotink Creek. Fort Belvoir completed a watershed delineation project in March 1999 which further subdivides these watersheds. For purposes of this plan, the Fairfax County watershed delineation will be utilized to describe drainage areas with associated land use below.

Pohick Creek Watershed encompasses approximately 1,200 acres and includes Fort Belvoir's Pohick Creek and Pohick Bay watersheds. Land uses in this watershed include: a portion of the Accotink Bay Wildlife Refuge, undeveloped wooded areas and operational ranges for engineer/troop training.

Accotink Creek Watershed encompasses approximately 4,005 acres and includes FBNA (approximately 800 acres). FBNA Area land uses include a campus for a major mission partner and associated support facilities with approximately 300 acres that are undeveloped. On Fort Belvoir Main Post, this watershed includes major mission partners requiring secure campuses, Davison Army Airfield (DAAF), two 18-hole golf courses, an elementary school, administration facilities and a clustering of community facilities (post exchange, commissary, convenience store, gas station, bank and chapel) and a portion of the Accotink Bay Wildlife Refuge.

Dogue Creek Watershed encompasses approximately 3,295 acres and includes Fort Belvoir's Dogue Creek, Accotink Bay, Potomac River and Gunston Cove watersheds. Land uses in this watershed include: Jackson Miles Abbott Wetland Refuge, and a family housing area to the north of U.S. Route 1, and family housing areas, administration facilities, medical services,

education, research and development, community/recreational facilities and T-17 Wildlife Refuge and a portion of the Accotink Bay Wildlife Refuge to the south of U.S. Route 1.

4. IMPAIRED WATERS

Based on a review of the Virginia Water Quality Assessment Integrated Report dated March 2012, the Fort Belvoir MS4 discharges into the impaired receiving surface waters listed in Table 1.

Table 1. Impaired Receiving Surface Waters

Cause Group Code *Impaired Use*	**Water Name** *Cause*	Cause Category	Initial List Date	TMDL Development Date
A15R-01-PCB *Fish Consumption*	**Accotink Creek** *PCB in Fish Tissue*	5A	2010	2022
A15E-01-PH *Aquatic Life*	**Pohick Bay** *pH*	5A	2012	2024
A16E-01-BZOKFL *Fish Consumption*	**Pohick Creek** *Benzo{k}fluoranthene*	5A	2002	2014
A16R-01-BAC *Recreation*	**Pohick Creek** *Escherichia coli*	5A	2006	2018
A12E-01-PCB *Fish Consumption*	**Potomac River Embayments** *PCB in Fish Tissue*	4A	2006	9/28/2007 Rev. 10/31/2007
A15R-01-BAC *Recreation*	**Accotink Creek** *Escherichia coli*	4A	2004	2016

5. TOTAL MAXIMUM DAILY LOAD (TMDLs) Waste Load Allocation (WLA)

The special conditions found within the Phase II MS4 Program requirement at 4VAC50-60-1240 Section I. B. states:

"B. Special conditions. A total maximum daily load (TMDL) approved by the State Water Control Board may include a wasteload allocation to the regulated small MS4 that identifieds the pollutant for which stormwater controls are necessary for the surface water to meet water quality standards. The pollutant identified in a wasteload allocation as of the effective date of this permit must be addressed through the measurable goals of the MS4 Program Plan. A wasteload allocation does not establish that the operator of a regulated small MS4 is in or out of compliance with the conditions of this permit."

If a WLA has been assigned to an MS4, the operator of the MS4 must provide schedules and strategies to ensure the MS4 Program is "consistent with the assumptions of the TMDL WLA, within 18 months of permit coverage."

Table 2 lists TMDLs that have been issued and their applicability to Fort Belvoir MS4.

Table 2. TMDLs Issued

Name of document	Date Issued	Waste Load Allocation (WLA) for Regulated Stormwater (MS4)	Percent Reduction (%)
Total Maximum Daily Loads of Polychlorinated Biphenyls (PCBs) for Tidal Portions of the Potomac and Anacostia Rivers in the District of Columbia, Maryland and Virginia	September 28, 2007; revised October 31, 2007	Accotink Creek 0.0992 g PCBs/year Dogue Creek 20.2 g PCBs/year Gunston Cove 0.517 g PCBs/year Pohick Creek 7.58 g PCBs/year	92.0 65.7 87.1 61.2
Bacteria TMDL for the Lower Accotink Creek Watershed	September 2008	1.73E+12 cfu/year	97.00
TMDL for Benthic Impairments in the Accotink Watershed (Fairfax County, City of Fairfax and Town of Vienna, Virginia)	April 18, 2011	This TMDL established by the United States Environmental Protection Agency, Region III was overturned in the U.S. District Court on January 3, 2013 and is not applicable.	N/A
**Chesapeake Bay Total Maximum Daily Load for Nitrogen, Phosphorous and Sediment*	December 29, 2010	N/A	N/A

* *Fort Belvoir was not assigned an individual WLA for the Chesapeake Bay TMDL.*

5.1 Polychlorinated Biphenyls (PCBs) TMDL

A review of the Virginia Department of Environmental Quality (VADEQ) Approved and Draft Implementation Plans Listing found on the VADEQ website (http://www.deq.state.va.us/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLImplementation/TMDLImplementationPlans.aspx) was conducted. A PCB TMDL implementation plan was not listed on the VADEQ website.

The "*Total Maximum Daily Loads of Polychlorinated Biphenyls (PCBs) for Tidal Portions of the Potomac and Anacostia Rivers in the District of Columbia, Maryland and* Virginia" dated September 30, 2007 states under the section titled "Implementation Plan Development" that:

"The WLA component of the TMDL is implemented through the NPDES permit program."

At the request of VADCR, a PCBs TMDL Schedule for Implementation was provided in a letter dated May 30, 2012, and an update on the Schedule of Implementation is provided below in Table 3.

Table 3. PCB TMDL Schedule for Implementation

MS4 Permit Citation	Action	Schedule	Status
Section I.B.1	Update the MS4 Program Plan to include PCBs TMDL allocations.		Completed October 1, 2012 as part of the Annual Report.
Section I.B.2	Document historical use of PCBs at Fort Belvoir to determine extent of drainage of PCBs storage areas to impaired waters (Accotink Creek, Dogue Creek, Pohick Creek and Gunston Cove).	Final report March 2013	Completed final draft report in January 2013.
Section 1.B.3	Integrate an awareness campaign into its existing public education and outreach program that promotes methods to eliminate and reduce discharges of the pollutant identified in the WLA.	Once the new MS4 permit becomes effective (July 2013), review new permit requirements and incorporate recommended BMPs into the MS4 Program Plan.	Fort Belvoir's power utility was privatized in July 2007 and Dominion Virginia Power maintains the system. At this time, there are no transformers containing PCBs. Even though the PCBs source has been eliminated, the final report recommended a BMP for an awareness campaign so that the public knows what to do if they find an old transformer.
Section 1.B.4	Incorporate applicable Best Management Practices (BMPs) identified in the TMDL implementation plan.	Once the new MS4 permit becomes effective (July 2013), review new permit requirements and incorporate recommended BMPs into the MS4 Program Plan.	Best management practices in reference to sediment erosion as a source of PCBs already exists in Minimum Control Measure #4 "Construction Site Stormwater Runoff Control.
Section 1B.5	Perform an outfall reconnaissance inventory (ORI).	July 2012	Completed November 2012.

MS4 Permit Citation	Action	Schedule	Status
Section 1.B.6.a-b.	Characterize runoff (Conduct fall/spring sampling) of areas where PCBs are currently stored, has been transferred, transported or historically disposed of in a manner that would expose it to precipitation.	January 2013 – December 2013	A review of the Resource Conservation and Recovery Act Closeout reports were conducted as part of the ORI. Based on ORI results, outfalls were identified requiring additional sampling.
Section 1.B.6.c	Determine if BMPs currently being used are sufficient to address PCBs issues. If not, develop and implement a schedule to minimize the discharge of PCBs. Include findings in 2012 Annual report.	Once the new MS4 permit becomes effective (July 2013), review new permit requirements and incorporate recommended BMPs into the MS4 Program Plan.	Completed in December 2012.
Section 1.B.7	Conduct annual characterization for each impaired water segment, as necessary, once characterization of runoff has been completed.	2013/2014	2013/2014
Section 1.B.8	Update MS4 Program Plan to include any new information regarding the TMDL.	Once the new MS4 permit becomes effective (July 2013), the MS4 Program Plan will be revised to include information required by the new permit.	Future revisions of MS4 Program Plan to be updated as needed.
Section 1.B.9.a-b	Annual reporting requirements for the PCB TMDL to be included in the 2012 Annual Report.	October 1, 2012	Completed October 1, 2012 as part of the MS4 Annual Report.

A final PCB TMDL Action Plan is scheduled to be completed in March 2013 which will include documentation for actions in Table 3 that have been annotated as completed. In addition, the Plan will recommend BMPs that can be addressed under the MS4 permit to minimize discharge of PCBs as well as a sampling plan for outfalls that were identified in the ORI to characterize annual runoff. The recommended BMPs from the final PCB Action Plan will be incorporated

into the revision of this MS4 Program Plan required after the new permit is issued on July 1, 2013.

5.2 Bacteria TMDL – Accotink Creek

A review of the VADEQ Approved and Draft Implementation Plans Listing found on the VADEQ website (http://www.deq.state.va.us/Programs/Water/WaterQualityInformationTMDLs/TMDL/TMDLImplementation/TMDLImplementationPlans.aspx) was conducted. A Bacteria TMDL implementation plan has not been developed by the Commonwealth of Virginia.

In the Final Draft to amend and Reissue the General Permit for Discharges of Stormwater from Small MS4s dated March 12, 2013 TMDL Action Plans are proposed to be required for applicable TMDLs. Upon reissuance of the permit, Fort Belvoir will review permit conditions and revise this MS4 Program Plan accordingly to meet the requirements of the new permit.

5.3 Chesapeake Bay TMDL for Nitrogen, Phosphorous and Sediment

The *Chesapeake Bay TMDL for Nitrogen, Phosphorous and Sediment* dated December 29, 2010 did not assign an individual WLA to Fort Belvoir. In response to this TMDL, the U.S. Environmental Protection Agency required the individual States to submit Watershed Implementation Plans. The Commonwealth of Virginia developed and submitted the following watershed implementation plans (WIP) to address the Chesapeake Bay TMDL:

- Phase I Chesapeake Bay TMDL Watershed Implementation Plan , November 29, 2010
- Phase II Chesapeake Bay TMDL Watershed Implementation Plan, March 30, 2012

The Phase II WIP identified strategies for federal facilities which included:

- In accordance with Executive Order (EO) 13514, Section 438 of Energy Independence and Security Act (EISA) and EO 13508, all federal facilities are to demonstrate leadership and commitment to controlling pollution, leveraging expertise and resources to contribute significantly to improving the health of the Chesapeake Bay.
- Virginia, Department of Defense and other federal agencies will jointly develop a Memorandum of Understanding to formalize commitment to leading by example in meeting Chesapeake Bay water quality goals and achieving the necessary reductions.
- Virginia will utilize MS4 permits to ensure that BMP implementation on existing developed regulated federal lands achieves nutrient and sediment reductions equivalent to Level 2 scoping run reductions by 2025. Level 2 (L2) implementation

equates to an average reduction of 9 percent of nitrogen loads, 16 percent phosphorous loads and 20 percent of sediment loads from impervious regulated acres and 6 percent of nitrogen loads, 7.25 percent of phosphorous loads and 8.75 percent sediment loads beyond 2009 progress loads for pervious regulated acreage.

- Federal MS4 operators will be given three full permit cycles (15 years) to implement the necessary reductions to meet the L2 implementation levels.

In the Final Draft to amend and Reissue the General Permit for Discharges of Stormwater from Small MS4s dated March 12, 2013 special conditions are included for the Chesapeake Bay TMDL which will require the development of a Chesapeake Bay TMDL Action Plan. Upon reissuance of the permit, Fort Belvoir will review permit conditions and revise this MS4 Program Plan accordingly to meet the requirements of the new permit.

6. MINIMUM CONTROL MEASURES

The Phase II MS4 Program requirement found in 4VAC50-60-1240 Section II.A states:
"The operator of a regulated small MS4 must develop, implement, and enforce a MS4 Program designed to reduce the discharge of pollutants from the regulated small MS4 to the maximum extent practicable (MEP), to protect water quality, to ensure compliance by the operator with water quality standards, and to satisfy the appropriate water quality requirements of the Clean Water Act and regulations. The MS4 Program must include the minimum control measures described in paragraph B of this section. Implementation of best management practices consistent with the provisions of an iterative MS4 Program required pursuant to this section constitutes compliance with the standard of reducing pollutants to the "maximum extent practicable", protects water quality in the absence of a TMDL wasteload allocation, ensures compliance by the operator with water quality standards, and satisfies the appropriate water quality requirements of the Clean Water Act and regulations in the absence of a TMDL WLA."

The six minimum control measures described in 4VAC50-60-1240 Section II.B are:

- Public education and outreach on stormwater impacts
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site stormwater runoff control
- Post-construction stormwater management in new development or redevelopment
- Pollution prevention/good housekeeping for military operations

6.1 Minimum Control Measure #1: Public Education and Outreach on Stormwater Impacts

The educational materials and/or public outreach program(s) implemented will inform personnel, residents and contractors about the steps that can be taken to reduce stormwater pollution to the maximum extent practicable (MEP). BMPs identified in this plan as BMP 1.1 through BMP 1.4 will be executed to satisfy the public education and outreach requirements set forth by Section II.B.1 of the General Permit (VAR04) found in 4VAC50-60-1240. The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 1.1 Support Accotink Bay Wildlife Refuge Environmental Education Center**
  The Accotink Bay Wildlife Refuge Environmental Education Center will provide activities to reach children attending Fort Belvoir Elementary with educational topics on stormwater pollution and prevention.

  - ***Measurable Goal***: Support one activity per year, in permit years 1 through 5 to reach children attending Fort Belvoir Elementary on the effects of stormwater discharge on water quality.
  - ***Reporting and Record Keeping:*** In the annual report, include a copy of all educational materials distributed and number of people in attendance for each activity.
  - ***Responsible Party:*** DPW ENRD

- **BMP 1.2 Present Stormwater and Watershed Information on the Fort Belvoir Website**
  The Fort Belvoir website, http://www.belvoir.army.mil/default.asp will be utilized to present stormwater and watershed information.

  - ***Measurable Goal***: In permit year 1, revise information presented regarding impacts of stormwater discharge to receiving waters and general watershed data on the Fort Belvoir DPW ENRD website (http://www.belvoir.army.mil/dpw/enrd/enrdMain.asp), a sub-site of the main Fort Belvoir website. In permit years 2 - 5, review and revise, as needed, annually.
  - ***Reporting and Record Keeping:*** In the annual report, include a copy of the website address and content. If revisions were made, include the date(s) that the website was revised.
  - ***Responsible Party:*** DPW ENRD will coordinate with the Public Affairs Office (PAO) and the Network Enterprise Center (NEC) to make revisions to the website.

- **BMP 1.3 Present Information on Watershed Protection to School Groups**
  Attend Fort Belvoir Elementary School's Annual Career Day. Set up displays and make presentations regarding protection of the Chesapeake Bay watershed.

  - ***Measurable Goal:*** In permit years 1 - 5, attend Fort Belvoir Elementary School's Annual Career Day.
  - ***Reporting and Record Keeping:*** In the annual report, include a copy of all educational materials distributed and number of people in attendance for Career Day.
  - ***Responsible Party:*** DPW ENRD

- **BMP 1.4 Maintain General Watershed Information on the Fort Belvoir Website**
  The Fort Belvoir website, http://www.belvoir.army.mil/default.asp will be utilized to present general watershed information.

  - ***Measureable Goal:*** In permit year 1, revise the watershed information to reflect changes or new information. In permit years 2 - 5, review and revise, as needed.
  - ***Reporting and Record Keeping:*** In the annual report, include a copy of the website address and content. If revisions were needed, include the date(s) that the website was revised.
  - ***Responsible Party:*** DPW ENRD will coordinate with the PAO and NEC to make revisions to the website.

6.2 Minimum Control Measure #2: Public Involvement/Participation

The BMPs identified in this plan as BMP 2.1 through BMP 2.3 will be executed to satisfy the public education and outreach requirements set forth by Section II.B.2 of the General Permit (VAR04) found in 4VAC50-60-1240. The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 2.1 Support Volunteer Stream Clean Up Event**

Fort Belvoir will conduct an annual stream clean-up of Accotink Bay. Residents are also encouraged to participate in the yearly Potomac River Clean-up. The dates of the clean-up are published in the *Belvoir Eagle*.

- ***Measureable Goal:*** In permit years 1 -5, conduct one volunteer stream clean up event to walk areas along streams to remove debris or trash and dead branches, and note any obvious signs of deterioration or pollution. Involve tenant agencies, schools, community partners and other members of the public.
- ***Reporting and Record Keeping:*** In the annual report, include information on the event to include date the activity was held, any photographs taken, and number of participants.
- ***Responsible Party:*** DPW ENRD

- **BMP 2.2 Support Family Housing Orientation**
  Develop and distribute materials about dumping waste oil and chemicals in stormwater systems to new housing residents.

  - ***Measureable Goal:*** In permit years 1 -5, develop and distribute materials to new housing residents.
  - ***Reporting and Record Keeping:*** In the annual report, include a copy of the education materials.
  - ***Responsible Party:*** DPW ENRD will coordinate with Clark Realty.

- **BMP 2.3 Implement Fort Belvoir Pollution Complaint "Hot Line"**
  Establish a phone listing accessible to persons living or working of Fort Belvoir in order for them to notify Fort Belvoir personnel of concerns, questions, or perceived environmental issues.

  - ***Measurable Goal:*** In permit year 1, develop consolidated list of various avenues used for the public to raise a question or concern about environmental protection and publish on the DPW ENRD website and/or in the *Belvoir Eagle*. In permit years 2 - 5, monitor concerns and provide responses to individuals raising questions or concerns.
  - ***Reporting and Record Keeping:*** In the annual report, provide a copy of the web posting or newspaper articles and a list of reported concerns and follow-up responses.
  - ***Responsible Party:*** DPW ENRD

6.3 Minimum Control Measure #3: Illicit Discharge Detection and Elimination

The BMPs identified in this plan as BMP 3.1 through BMP 3.11 will be executed to satisfy the Illicit discharge detection and elimination requirements set forth by Section II.B.3 of the General Permit (VAR04). The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 3.1 Develop, Implement, Update and Support Geospatial Information System (GIS) layers**

  Fort Belvoir manages GIS data for all watersheds and sub-watersheds including storm sewer utilities and stormwater best management practices. The GIS aids Fort Belvoir in determining the spatial location of stormwater system components and enhances Fort Belvoir's ability to locate the receiving waters of a particular stormwater system in the event that a spill or an illicit discharge is identified.

  - ***Measurable Goal***: In permit year 1, review existing GIS data layers to determine if existing layers are updated and identify additional data layers needed, if any. In permit years 2 -5, develop, implement, update and support GIS data layers containing stormwater systems, watershed/sub-watershed boundaries, utility data and other information pertinent to stormwater management to reflect changes or new information.
  - ***Reporting and Record Keeping:*** In the annual report, provide a narrative on what GIS data layers were updated or added. Maintain GIS Stormwater Mapbook for reference.
  - ***Responsible Party:*** The Directorate of Public Works, Environmental and Natural Resources Division will coordinate with the GIS office.

- **BMP 3.2 Develop Methods to Detect Illicit Discharges**

  Develop standardized procedures and processes to perform evaluations of various facility or installation operations in order to identify illicit discharges.

  - ***Measurable Goal:*** In permit year 1, develop standardized procedures and processes to perform evaluations of various facility or installation operations, such as smoke or dye tests of drains, in order to identify illicit discharges.

- ***Reporting and Record Keeping:*** Document activities conducted and in the annual report, provide a summary of activities that were conducted to identify illicit discharges.
- ***Responsible Party:*** DPW ENRD

- **BMP 3.3 Inform Installation Employees of Environmental Consequences Associated with Illicit Discharges.**
  Use various communication media (articles, newletters, presentations, training modules, website etc.) to provide educational information on illicit discharge awareness.

  - ***Measurable Goal***: In permit year 1 - 5, provide information to Fort Belvoir employees, tenant command employees and contractors on the identification and effects of illicit discharges via an article, newsletter, presentation or by displaying information at appropriate facility locations or on the Fort Belvoir website.
  - ***Reporting and Record Keeping:*** In the annual report, document the communication media used, dates and the audience targeted for illicit discharge awareness and provide a copy of the information used.
  - ***Responsible Party:*** DPW ENRD

- **BMP 3.4 Maintain compliance with existing Virginia Pollutant Discharge Elimination System (VPDES) registrations.**
  Operations at Fort Belvoir that involve the treatment of groundwater or wastewater with eventual discharge to surface water have appropriate registrations for coverage under the general VPDES permit that specify allowable discharge limits. These operations will continue to act in accordance with permit specifications and TMDL requirements. By maintaining compliance with existing VPDES registrations, illicit discharges into the MS4 can be minimized or avoided.

  - ***Measurable Goal:*** Operate VPDES-registered systems in accordance with system design parameters and the registration statement; prevent and/or mitigate significant permit deviations.
  - ***Reporting and Record Keeping:*** Maintain discharge monitoring reports. In the annual report, provide a comprehensive list of VPDES permits and compliance status.
  - ***Responsible Party:*** DPW

- **BMP 3.5 Evaluate Storm Drain Outfalls.**
  By performing inspections on identified outfalls during dry weather, illicit discharges can be detected and measures can be taken to eliminate illicit discharges.

  - ***Measurable Goal:*** In permit years 1 - 5, perform inspections of 5% of identified outfalls for nuisance species or other indicators that would indicate illicit discharge into the storm drain system.
  - ***Reporting and Record Keeping:*** Maintain file copies on inspection sheets, photographs and comprehensive map of outfalls inspected. In the annual report, provide how many outfall inspections were conducted and findings.
  - ***Responsible Party:*** DPW ENRD

- **BMP 3.6 Perform Illicit Discharge Detection and Mitigation Procedures**
  - ***Measurable Goal:*** In permit years 2 - 5, perform previously developed illicit discharge detection procedures (BMP 3.1) at five installation facilities with the potential for illicit discharge, develop recommendations for potential mitigation actions.
  - ***Reporting and Record Keeping:*** Maintain file copies of illicit discharge detection procedures that were performed and locations. In the annual report, provide locations and findings.
  - ***Responsible Party***: DPW ENRD

- **BMP 3.7 Develop a Plan for Operations That May Affect Stormwater**
  - ***Measurable Goal:*** In permit year 1, develop an assessment plan to identify and evaluate other routine operations such as waterline flushing, golf course irrigation, basement drains and condensation drains which may have an impact on stormwater quality
  - ***Reporting and Record Keeping***. In the annual report, provide narrative on progress of the development of the assessment plan.
  - ***Responsible Party:*** DPW ENRD

- **BMP 3.8 Perform Routine Operation Assessments and Develop BMPs**
  - ***Measureable Goal:*** By the end of permit year 4, implement the assessment plan (developed for BMP 3.7) to identify potential impacts to stormwater quality from various routine operations. Develop BMPs or engineering controls to address identified non-stormwater discharges.

Incorporate engineering controls or implement BMPs to address identified non-stormwater discharges that impact stormwater quality. In permit year 5, perform inspections and necessary maintenance on engineering controls or BMPs to ensure functionality.

- ***Reporting and Record Keeping***: In the annual report, provide narrative on implementation of assessment plan to include identification of any impacts to stormwater quality from various routine operations, identification of any BMPs or engineering controls that were developed to address identified non-stormwater discharges that impact stormwater quality and a summary of the number of inspections and associated maintenance that were performed.
- ***Responsible Party***: DPW ENRD

- **BMP 3.9 Evaluate Potential Combined Sewer Overflow Connections.**
  - ***Measurable Goal***: Conduct and/or evaluate studies of potential combined sewer overflow connections, develop recommendations and or mitigation actions.
  - ***Reporting and Record Keeping***: In the annual report, provide narrative on any combined sewer overflow connections that were identified and recommendations and/or mitigation actions that were made to correct deficiencies noted.
  - ***Responsible Party***: DPW ENRD and Operations and Maintenance (O&M) Division will coordinate with American Water, the privatize water/wastewater provider, to collect data on combined sewer overflow connections.

- **BMP 3.10 Evaluate stormwater sampling**
  - ***Measureable Goal***: Evaluate the stormwater system for the potential development of a sampling strategy and, if appropriate, develop a detailed sampling plan and perform sampling in accordance with plan (as needed).
  - ***Reporting and Record Keeping***: In the annual report, provide narrative on evaluation of stormwater sampling.
  - ***Responsible Party***: DPW ENRD

- **BMP 3.11 Develop and Provide an Integrated Annual Training Program**
  - ***Measurable Goals*:** In permit years 1 - 5, conduct annual training for military and civilian personnel, Fort Belvoir operations and maintenance contractors, Fort Belvoir partnering contractors and Fort Belvoir specialized contractors performing related industrial practices to increase awareness of the implications of illicit discharges and improper waste disposal.
  - ***Reporting and Record Keeping*:** In the annual report, summarize training dates, number of personnel trained and provide a copy of the information used.
  - ***Responsible Party*:** DPW ENRD

6.4 Minimum Control Measure #4: Construction Site Stormwater Runoff Control

The BMPs identified in this plan as BMP 4.1 through BMP 4. 6 will be executed to satisfy the construction site runoff control requirements set forth by Section II.B.4 of the General Permit (VAR04) found in 4VAC50-60-1240. The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 4.1 Establish a Construction Project Review Procedure.**
  DPW ENRD staff issue a Land Disturbance Letter to construction applicants only after plans have been approved by the Director of Public Works (DPW). DPW requires all construction projects to submit an excavation permit; DPW ENRD staff reviews all excavation permits and request approved, stamped construction drawings for all projects that disturb more than 2,500 square feet.

  - ***Measurable Goal*:** Establish a procedure to review construction projects to evaluate the project's potential to impact water quality, and the project's compliance with MS4 and Stormwater Management Plan. Procedure will include: requiring signature of the design engineer attesting that the construction plans and design documents were prepared in accordance with the MS4 Permit and incorporate the minimum standards of the Virginia Erosion and Sediment Control Handbook (VESCH), Virginia Stormwater Management Handbook (VSWH) and Fairfax County Public Facilities Manual (FCPFM); copies of design analyses, design plans and erosion control plans will be routed to appropriate experienced staff at Fort Belvoir for review; each iteration in

the design process must maintain the minimum standards of the VESCH, VSWH, and FCPFM and is subject to additional review; and deficient or non-compliant documents and will be returned to designers for modification and resubmission. Review 100% of construction requirements of the MS4, erosion & sediment control, VSWH and FCPFM.

- ***Reporting and Record Keeping***: In the annual report, provide a spreadsheet of all construction projects under design review and a copy of the written procedure.
- ***Responsible Party***: DPW ENRD

- **BMP 4.2 Communicate the Requirements of the Stormwater Program**

  DPW ENRD staff has a checklist that details requirements for stormwater and erosion and sediment control measures and provides the checklist and a copy of the MS4 permit to all design engineers prior to the 35% design submittal. DPW ENRD personnel review all construction project plans that are submitted to the DPW. The plans are evaluated for compliance with the MS4 permit and state and local agencies.

  - ***Measurable Goal***: Distribute MS4 permit requirements to designers during initial planning phases of construction projects. All construction contract packages (including designs and specifications) shall incorporate a requirement to conform to the conditions of the MS4 Permit and Program Plan.
  - ***Reporting and Record Keeping***: In the annual report, provide a distribution log tracking recipients of MS4 permit requirements and a copy of materials distributed.
  - ***Responsible Party***: DPW ENRD

- **BMP 4.3 Develop a Tracking System**

  All construction packages are required to reference the MS-4 Permit on the plans and in the specifications. References are checked before plans are approved and signed by the DPW. The DPW uses the Excavation Permit to track all major and minor construction projects on the installation. Each project is assigned a tracking number and the project description and acreage are recorded in the database.

  - ***Measurable Goal***: Establish a tracking system to ensure review comments are adequately addressed; include number and acreage of disturbed land. Develop in conjunction with National and Environmental

Policy Act (NEPA) and Environmental Management System (EMS) regulation and policies.

- ***Reporting and Record Keeping***: In the annual report, provide a copy of the tracking spreadsheet.
- ***Responsible Party***: DPW ENRD

- **BMP 4.4 Obtain Registration under Virginia Stormwater Management Permit (VSMP) for Construction Projects**

  All construction projects are required to obtain a project-specific VSMP Permit prior to construction. A copy of the registration statement, payment verification and mailing receipt is required to be submitted to the DPW prior to DPW issuing a Land Disturbance Letter and Excavation Permit.

  - ***Measurable Goal***: Construction projects that disturb more than 2,500 square feet of land must obtain permit registration under the general VSMP permit for construction projects and must adhere to the requirements of the permit. Incorporate a procedure under the utility clearance permit process to determine construction-VSMP applicability and verify existence of required erosion control plans prior to utility clearance permit approval.
  - ***Reporting and Record Keeping***: In the annual report, provide a list of all of the registration statements.
  - ***Responsible Party***: DPW ENRD

- **BMP 4.5 Initiate Periodic Site Inspections.**

  DPW ENRD personnel are certified inspectors and inspect active construction sites once every two weeks. Large construction projects may be supported by contract personnel that submit reports to DPW ENRD and the project construction supervisor.

  - ***Measurable Goal***: Establish periodic inspection procedures to determine adherence to the approved design plan and the construction VSMP permit (as applicable) and to evaluate performance of BMPs and/or engineering controls. Require site inspectors to be Virginia Certified Stormwater Inspectors. Any deficiencies identified during inspection shall be rectified immediately. In the event that the same deficiency is noted during re-inspections an immediate report shall be filed with the

VADCR and site operations shall cease until the deficiency is corrected. Perform site inspections of 100% of construction projects.

- ***Reporting and Record Keeping***: In the annual report, submit a copy of the inspection form used and the number of inspections conducted.
- ***Responsible Party***: DPW ENRD

- **BMP 4.6 Evaluate Emerging Technologies**
  Fort Belvoir continues to evaluate new technology for both erosion and sediment control and stormwater management. The installation is a proponent for Low Impact Development (LID) and advocates for including LID technology in all new developments.

  - ***Measurable Goal***: Review or evaluate one new product or engineering control designed to reduce soil erosion, consider possibility of use and potential effectiveness.
  - ***Reporting and Record Keeping***: In the annual report, submit photographs of LID projects and a list of new technologies evaluated and/or implemented.
  - ***Responsible Party***: DPW ENRD

6.5 Minimum Control Measure #5: Post-Construction Runoff Control

The BMPs identified in this plan as BMP 5.1 through BMP 5.6 will be executed to satisfy the post-construction runoff control requirements set forth by Section II.B.5 of the General Permit (VAR04) found in 4VAC50-60-1240. The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 5.1 Establish a Construction Project Review Procedure**
  Fort Belvoir DPW ENRD staff issues a Land Disturbance Letter to construction applicants only after plans have been approved by the DPW. DPW requires all construction projects to submit an excavation permit, DPW ENRD staff reviews all excavation permits and request approved, stamped construction drawings for all projects that disturb more than 2,500 square feet. DPW ENRD staff conducts post-construction inspections to evaluate the adequacy of new stormwater BMPs.

  - ***Measurable Goal***: All construction contract packages (including designs and specifications) shall incorporate a requirement to conform to the

conditions of this MS4. Establish a procedure to review projects to evaluate proposed structural and non-structural BMPs and project compliance with MS4 and Stormwater Management Plan. Procedure will include: requiring signature of the design engineer attesting that the project was prepared in accordance with the MS4 Permit and incorporates the minimum standards of the VESCH, VSWH and FCPFM; copies of design analyses, design plans and information regarding stormwater control structures will be routed to appropriate, experienced staff at Fort Belvoir for review; each iteration of the design process must maintain the minimum standards of the VESCH, VSWH, and FCPFM and is subject to additional review; and deficient designs or noncompliant project documents will be returned to designers for modification and resubmission.

- ***Reporting and Record Keeping***: In the annual report, submit a spreadsheet of all permit issued and copies of inspection results.
- ***Responsible Party***: DPW ENRD

- **BMP 5.2 Develop a Tracking System.**

  All construction projects are required to comply with the MS4 Permit for permanent stormwater discharges. The DPW uses the installation GIS to track all permanent stormwater management BMPs on the installation. Each BMP is assigned a unique identification number and the project description and drainage area are recorded in the database.

  - ***Measurable Goal***: Establish a tracking system to include information regarding the type of BMP, the location, the receiving waters, the number of acres treated by the BMP, and inspection and maintenance information.
  - ***Reporting and Record Keeping***: In the annual report, submit maps of new stormwater management facilities.
  - ***Responsible Party***: DPW ENRD

- **BMP 5.3 Initiate Periodic Site Inspections.**

  Fort Belvoir personnel are certified inspectors and visit active construction sites once every two weeks. Large construction projects may be supported by contract personnel that submit reports to ENRD and the project construction supervisor.

- ***Measurable Goal***: Establish periodic inspection procedures to determine adherence to the approved design plans and to observe status of BMP. Establish periodic inspection procedures to determine adherence to the approved design plans and to evaluate performances of BMPs and/or engineering controls. Requires site inspectors to be Virginia Certified Stormwater Inspectors. Perform site inspections of 100% of active construction projects and 10% of post-construction projects (per year).
- ***Reporting and Record Keeping***: In the annual report, include copies of the inspection results.
- ***Responsible Party***: DPW ENRD

- **BMP 5.4 Present Sustainable Development Considerations/New Technologies.** Fort Belvoir continues to evaluate new technology for both erosion and sediment control and stormwater management. The installation is a proponent for Low Impact Development (LID) and advocates for including LID technology in all new developments.

  - ***Measurable Goal***: Hold one technical workshop for designers, inspectors, project managers, etc., on the implementation of BMPs; technological advances in control structure design, installation and operation; and designing for low impact and sustainable development.
  - ***Reporting and Record Keeping***: In the annual report, provide copies of inspection results.
  - ***Responsible Party***: DPW ENRD

- **BMP 5.5 Audits of Existing Conditions.** Fort Belvoir DPW ENRD staff inspects existing conditions of stream channels annually. Changes are noted and the GIS database is updated.

  - ***Measurable Goal***: Perform an audit of the existing conditions of stream channels and banks, outfalls, etc. to include a visual inspection and collection of photographic documentation to allow visual comparisons of existing and future conditions.
  - ***Reporting and Record Keeping***: In the annual report, provide a narrative of what inspections were conducted and changes made to the GIS database.
  - ***Responsible Party***: DPW ENRD

- **BMP 5.6 Corrections of Existing Watersheds.**
  Fort Belvoir has identified watershed problems and detailed them in a watershed study. The installation has coordinated with the Army Corps of Engineers Waterways Experiment Station for prescriptive fixes to common problems. Funding shortfalls limited repairs, but requests will be made each year of the permit cycle.

  - ***Measureable Goal***: Systematically correct watershed damages caused by existing conditions, poor design of control structures, or inadequate maintenance of control structures. Program and implement an investment program where 10% of identified requirements are executed each year.
  - ***Reporting and Record Keeping***: In the annual report, provide photographs and maps of corrected sites.
  - ***Responsible Party***: DPW ENRD

6.6 Minimum Control Measure #6: Pollution Prevention/Good Housekeeping for Municipal Operations

The BMPs identified in this plan as BMP 6.1 through BMP 6.6 will be executed to satisfy the pollution prevention/good housekeeping for municipal operations requirements set forth by Section II.B.6 of the General Permit (VAR04) found in 4VAC50-60-1240. The following BMPs were updated in the 2012 Annual Report and will be evaluated for effectiveness, and may be revised, once the new permit requirements take effect July 1, 2013.

- **BMP 6.1 Develop Installation Operations and Maintenance Training Materials**
  - ***Measurable Goal***: Develop a training program for installation personnel and partners regarding pollutant runoff reduction as it applies to various installation operations such as building and road maintenance, storm system maintenance, landscaping activities, etc.
  - ***Reporting and Record Keeping***: In the annual report, submit copies of training materials and sign-up list of participants of training classes.
  - ***Responsible Party***: DPW ENRD

- **BMP 6.2 Support Recycling and HAZMAT Programs.**
  Support of these programs through periodic publication of educational materials facilitates appropriate waste management.

- ***Measurable Goal***: Provide relevant information to the public through monthly periodicals such as the *Belvoir Eagle* or Fort Belvoir website.
- ***Reporting and Record Keeping***: In the annual report, provide copies of published materials and web postings.
- ***Responsible Party***: DPW ENRD

- **BMP 6.3 Support Street Sweeping Activities.**
  - ***Measurable Goal***: Develop street sweeping operations and maintenance standards to evaluate the effectiveness of sweeping activities and inspect 10% of the total street sweeping area for visible pollutants.
  - ***Reporting and Record Keeping***: In the annual report, provide activity log and maps that depict cleaning routes/areas.
  - ***Responsible Party***: DPW ENRD will work with the O&M Division to develop and control the base operations contract for reporting documents.

- **BMP 6.4 Implement Periodic Inspections and Clean Out of Catch Basins**
  - ***Measureable Goal***: Develop catch basin operations and maintenance standards and perform inspections to evaluate the effectiveness of maintenance activities; and evaluate 25% of the catch basins for clean out effectiveness.
  - ***Reporting and Record Keeping***: In the annual report, provide a copy of the maintenance standards and a map depicting inspection locations.
  - ***Responsible Party***: DPW ENRD will work with the O&M Division to develop and control the base operations contract for reporting documents.

- **BMP 6.5 Ensure Functionality of Existing Storm Water Management Structures**
  An inventory of stormwater structures was completed in January 2012 which prioritizes deficient stormwater structures.
  - ***Measurable Goal***: Develop an operations and maintenance plan to ensure functionality of existing stormwater management ponds, infiltration swales and other stormwater engineering structures by identifying structures, and developing required maintenance tasks and associated activity completion schedules and inspect 20% of stormwater management structures for general condition and functionality.

- ***Reporting and Record Keeping***: In the annual report, provide a copy of the operations and maintenance plan and a map depicting the inspection locations.
- ***Responsible Party***: DPW ENRD and O&M Division.

- **BMP 6.6 Maintain Spill Response Vehicle/Trailer**
  Fort Belvoir has a spill response plan and maintains a spill response trailer at the Davison Army Airfield and at the main Fire Station.
  - ***Measureable Goal***: Maintain a minimum of one spill response trailer equipped with appropriate equipment and absorbents; ensure appropriate training of spill response personnel.
  - ***Reporting and Record Keeping***: In the annual report, provide a copy of the training materials and a manifest of materials kept in the trailer.
  - ***Responsible Party***: DPW ENRD and the Fire Department.

- **BMP 6.7 Support Stream Restoration**
  - ***Measureable Goal***: Support one stream restoration project during the 5 year permit cycle, either on the installation or in partnership with the surrounding community for shared receiving water; advertise activity on the website or within the Belvoir Eagle to encourage public participation.
  - ***Reporting and Record Keeping***: In the annual report, provide photographs of the project and maps of stream assessments and recommendations.
  - ***Responsible Party***: DPW ENRD

- **BMP 6.8 Support "Self Help" Programs**
  - ***Measureable Goal***: Fort Belvoir provides access to facilities at which tenants perform crafts or auto repair or accept chemicals and equipment for lawn maintenance. Prior to participating in such programs, individuals must understand proper use of the facility and provided materials. Insert information about these programs into stormwater pamphlets and include information about "Self Help" programs on the Fort Belvoir website.
  - ***Reporting and Record Keeping***: In the annual report, provide copies of the pamphlets and the web postings.
  - ***Responsible Party***: DPW ENRD and Directorate of Family, Morale Welfare and Recreation.