



# moving FORWARD

WINTER 2016

A quarterly review of news and information about Pennsylvania local roads.

## PennDOT Puts Greater Focus on Collaboration While Planning with Local Governments

PennDOT has teamed up with the state's 23 metropolitan and rural planning organizations (planning partners) to embark on an initiative to increase collaboration with local governments early in the planning for transportation improvements. This new approach, called *PennDOT Connects*, is designed to make the planning process more transparent, efficient, and cost effective.

***PennDOT Connects* enhances the consideration of community needs at the beginning of the planning process to ensure the best allocation of resources.**

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Under this initiative, PennDOT plans to meet with local government planning staff as early as possible during project planning to discuss project scopes of work and potential solutions to avoid delays and higher costs later in project delivery. During this outreach, the department will consider community safety, mobility, and accessibility needs, including but not limited to bicycle and pedestrian accommodations; transit access; stormwater management; and green infrastructure. Decisions to include these types of community features in projects should be supported by good local planning for the community's vision for the future.

The PennDOT Connects policy may require additional time and resources in the planning and preliminary engineering phases of projects. However, this new approach to transportation planning will provide the

opportunity for greater benefits to communities in the long run through local government participation in developing solutions that address safety, mobility, improved economic competitiveness, access to work, and overall quality of life. 🚧

### TRAINING TO COME

A key component of *PennDOT Connects* is local government training. PennDOT is developing a training strategy to raise awareness and understanding of PennDOT Connects, its value, and the basic framework for a partnership approach going forward for local government employees. The training will include a review of the responsibilities of PennDOT District Offices, PennDOT Central Office, planning partners, and local governments. The training is also intended to manage the expectations of local governments and encourage planning at the local level today to support opportunities for better projects in the future.

# Preparing for Your Next NPDES MS4 Permit

by Laura M. Eberly, PE, LEED AP, Pennoni

Will your municipality be compliant when the new National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit becomes effective March 2018?

If you're not familiar with the NPDES MS4 permit, let's review. Under a federal mandate administered in Pennsylvania by the state Department of Environmental Protection (DEP), certain municipalities are required to obtain a NPDES permit for their stormwater discharge and develop a stormwater management program to keep pollutants out of stormwater. The new General Permit PAG-13 has no expiration date, and annual reports submitted by permittees serve as a Notice of Intent (NOI) for ongoing coverage.

Rainwater, after it hits the ground and picks up pollutants in its path, flows through MS4s, which are the systems of drains, ditches, and pipes that transport the stormwater into a body of water. Municipalities seeking an NPDES permit are required to map the MS4, adopt a stormwater management ordinance, and put in place a stormwater management program consisting of six minimum control measures (*these will be reviewed later*).



*Is there only rain in your drain?*

## What are the latest deadlines?

To be compliant with the latest permit under the program, a municipality or permittee must first understand the deadlines associated with the permit. The current MS4 general permit expires March 15, 2018. For general permit holders, a notice of intent (NOI) must be submitted to DEP 180 days before the permit expires. Therefore, the NOI submission deadline is September 16, 2017.

For individual permit holders, an application will be due by September 16, 2017, or 180 days before the expiration date specified on page one of the individual permit, whichever is later.

## What if my municipality has a waiver or wants to apply for a waiver?

Permittees may be able to apply for a waiver to the MS4 permit. However, all waivers must be renewed in each permit cycle. So if your municipality currently has a waiver, you must renew this waiver. A waiver application must be completed and submitted along with the NOI or permit application by September 16, 2017.

DEP has developed a procedure for advance written waiver approval. Waiver applications submitted to DEP by December 31, 2016, will be reviewed and, if applicable, will be granted advanced written waiver approval. Municipalities would then need to submit the written waiver approval along with the NOI or permit application to DEP by the September 16, 2017, deadline.

There are two advantages to obtaining the advanced written waiver approval: 1) your municipality will know if it is granted a waiver in advance of the permit submission deadline, and 2) submission of a pollution reduction plan (where applicable) will not be required with the NOI or permit application.

## What are the permit requirements?

As with the previous versions of the permit, each permit holder will be required to comply with the best management practices (BMPs) listed under each of the six minimum control measures (MCMs). The MCMs are:

- 1) Public education and outreach
- 2) Public participation and involvement
- 3) Illicit discharge detection and elimination
- 4) Construction site stormwater runoff control
- 5) Post-construction stormwater management in new development and redevelopment
- 6) Pollution prevention/good housekeeping



*Storm drain stenciling can be used for public education and public involvement.*

The first two control measures involve educating the public about stormwater management issues and getting them involved in a stormwater management program. The first requires four BMPs under the permit, and the second requires three BMPs.

The third MCM includes mapping of the MS4 and efforts to remove any unauthorized non-stormwater discharges to it. Public education of what not to dump in the storm sewer system is also required. This MCM has six BMPs.

The fourth MCM mandates the use of erosion and sedimentation control BMPs during construction. Three BMPs are required. Most permit holders cooperate with the local conservation district or DEP to implement this MCM.

The fifth MCM requires post-construction stormwater runoff from new development and redevelopment projects to be addressed. A program must be in place to ensure adequate operation and maintenance of all post-construction stormwater management BMPs. The use of low-impact development techniques must be considered. Three BMPs are required.

The sixth MCM requires the identification of all operations that are owned or operated by the permittee and have the potential for generating stormwater runoff to the regulated small MS4. Operations and maintenance programs must be in place for each of the operations identified. Employee training on stormwater issues is also required. This MCM has three BMPs.

For the details of each BMP required for the MCMs, refer to the permit document on DEP's website: [www.elibrary.dep.state.pa.us/dsweb/View/Collection-9457](http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-9457)



*Are your practices, such as street sweeping, preventing pollution?*

### Are there any additional requirements?

To properly fill out the NOI or permit application, a permittee must first have an accurate list of the surface waters that receive discharges from the MS4. Each listed surface water must include the following: the Chapter 93 existing use, impairments, approved total maximum daily loads (TMDLs), and waste load allocations (WLAs).

## MS4s are the systems of drains, ditches, and pipes that transport stormwater into a body of water.

MS4s that discharge to surface waters impaired for certain pollutants or that discharge to waters in the Chesapeake Bay watershed will need to implement specific BMPs or develop TMDL plans or pollution reduction plans. To assist MS4s with understanding their obligations for impaired waters, DEP has prepared an MS4 requirements table, which can be found on its website: [http://files.dep.state.pa.us/Water/BPNPSM/StormwaterManagement/MunicipalStormwater/Municipal\\_MS4\\_Requirements\\_Table.pdf](http://files.dep.state.pa.us/Water/BPNPSM/StormwaterManagement/MunicipalStormwater/Municipal_MS4_Requirements_Table.pdf)

DEP has also developed an application called eMapPA to organize and report information about Pennsylvania's regulated facilities. This application, which can be found at [www.depgis.state.pa.us/emappa](http://www.depgis.state.pa.us/emappa), can be used to gather the information required on the NOI.

The application will open on a full map of Pennsylvania. Zoom in on the map to the area of interest, and using the layers tab in the window to the left of the map, expand "Regulated Facilities and Related Information," then "Streams and Water Resources," and finally "Water Quality." Next, click on a map layer to display the information on the map. This information includes TMDL streams and lakes, impaired (non-attaining) streams, and existing and designated uses. Once a layer is selected and displayed on the map, click on the "i" or information icon above the map, and then click on a stream of interest. The information for that stream will be displayed in a pop-up window.

*Continued on page 4*



*This eMapPA screen shot shows impaired (non-attaining) streams in the Harrisburg area.*

## Municipalities seeking an NPDES permit are required to map the MS4, adopt a stormwater management ordinance, and put in place a stormwater management program.

### What about pollution control measures and plans?

Permittees that discharge to impaired waters are required to implement pollution control measures (PCMs) and pollutant reduction plans (PRPs), as applicable.

PCMs are activities undertaken by the MS4 permittee to identify and control pollutant loading to impaired waters from MS4s as described below:

- Where surface waters are impaired for metals and/or pH associated with abandoned mine drainage, the permittee must implement the PCMs identified in Appendix A of the general permit.
- Where surface waters are impaired for pathogens (*e.g., fecal coliform*), the permittee must implement the PCMs identified in Appendix B of the general permit.
- Where surface waters are impaired for priority organic compounds (*e.g., polychlorinated biphenyls (PCBs), pesticides, or other organic compounds*), the permittee must implement the PCMs identified in Appendix C of the general permit.

Note that the PCMs in Appendices A, B, and C are not required to be submitted with the NOI or permit application. This work is to be done during the permit term.

A PRP is a planning document prepared by the permittee to guide the selection and implementation of specific BMPs to reduce pollutant loading to surface waters. The objective of a PRP is to improve the condition of the surface waters to eventually attain water quality standards.

PRPs are required if one or more of the following criteria is met:

- If the permittee has at least one MS4 outfall that discharges to surface waters within the Chesapeake Bay Watershed. The PRP must be consistent with Appendix D of the general permit. In the Chesapeake Bay watershed, permittees must achieve a 10 percent reduction in total suspended solids, a 5 percent reduction in total phosphorus, and a 3 percent reduction in nitrogen over the five-year permit term.
- If the permittee has at least one stormwater outfall that discharges to waters impaired for nutrients (*i.e., nitrogen and/or phosphorus*) and/or sediment (*i.e., siltation*) and a TMDL has either not been approved for the surface water or been approved

but no WLA has been assigned by the TMDL for the permittee's discharges. The PRP must be consistent with Appendix E of the general permit. The permittee is required to achieve a 10 percent reduction in total suspended solids and a 5 percent reduction in total phosphorus over the five-year permit term.

Note that the pollution reduction plan must be submitted with the NOI or permit application by the September 16, 2017, deadline. The following steps can be followed to develop a PRP:


- Map/delineate storm sewersheds draining to MS4-regulated outfalls to impaired surface waters.
- Determine area of storm sewersheds and percentage of each land use or land cover, based on mapping.
- Calculate existing pollution-loading rates to outfalls/surface waters using loading rates recommended by DEP and based on land areas.
- Evaluate and credit existing structural BMP load reductions from the calculated existing load to determine final existing load (optional).
- Evaluate potential locations and types of new BMPs, considering drainage area to BMP, impairment, effectiveness, operation and maintenance, cost, and funding mechanisms.

## To be compliant with the latest permit under the program, a municipality or permittee must first understand the deadlines associated with the permit.

### What other tips do you have for compliance?

Although existing staff may be able to tackle many of the MS4 tasks (*e.g., public education, outfall inspections, good housekeeping, etc.*) themselves, some municipalities may want to use their engineer or other hired consultant to assist with the more technical aspects of the permit (*e.g., pollution reduction plan development, TMDL plan development, etc.*). The division of labor can be decided by each municipality depending upon available staff time, staff capabilities, and available budget.

Since both DEP and EPA have been conducting inspections of MS4 programs to ensure compliance with the permit requirements, municipalities are urged to keep written records of all permit activities. If there is no paper trail, the regulatory agencies will assume that no work has been done.

For more information about the NPDES MS4 permit program and requirements and how to prepare for inspections, visit the DEP webpage at [www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages](http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages). 

## Transportation News Briefs

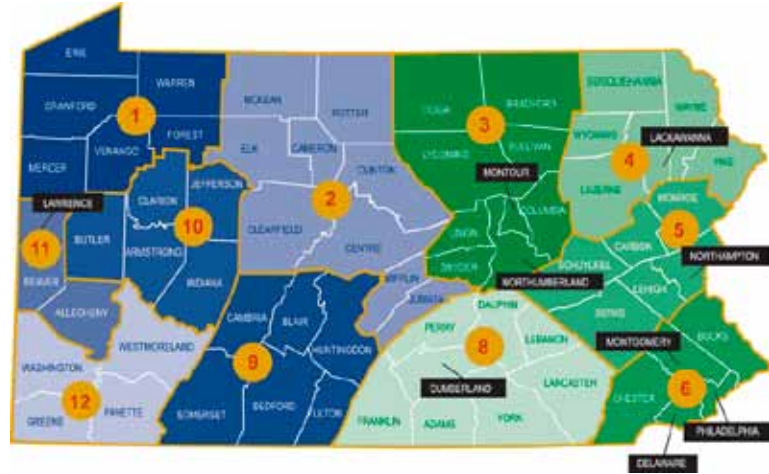
LATEST INFORMATION FROM PENNDOT

### PennDOT Guidebook for County and Municipal Officials Coming Soon

Ever have trouble navigating your way through PennDOT and its bureaucracy? Look for a new guidebook to come out soon that will help you make sense of the department and how it's organized and will give you guidance on where to go for help.

PennDOT has assembled this document to respond to frequently asked questions by county and municipal officials. Each section is supported by a concise narrative, provides links for additional information where appropriate, and identifies a primary contact.

Led by the secretary of transportation, PennDOT is organized into five deputates (Administration, Driver and Vehicle Services, Highway Administration, Multimodal Transportation, and Planning) comprised of approximately 11,300 employees. The state is further regionalized into 11 Engineering Districts supported by 67 County Maintenance



Units. When all else fails, PennDOT has a team of municipal services representatives in each district office who serve as a good source of information and direction for municipal officials.

More information on the *Guidebook for County and Municipal Officials* will be available soon. Stay tuned! 🚦

### New Web Application for Managing Traffic Signals Available Free to Municipalities

Taking another step toward its goal of improved management of traffic signals, the Pennsylvania Department of Transportation (PennDOT) has created a new web application with a pre-populated database that consolidates information about 8,700 traffic signals located on state routes.

The one-stop electronic information warehouse — <https://www.dot17.pa.gov/tsams/login.do> — will make it easier for municipalities to oversee operations and improvements to the signals.

“Our traffic operations team has worked incredibly long and hard with our district staff and local partners to assemble the best available traffic signal data for this database,” says Secretary of Transportation Leslie S. Richards. “This free tool puts this information in one easily accessible spot and will make a huge difference as we and our partners make ongoing improvements to signals and traffic flow.”

Prior to the creation of the new web application, also known as the Traffic Signals Asset Management System (TSAMS), traffic signal information was scattered among paper records at a variety of locations, making it difficult to know the basis on which improvements could be developed and delivered. PennDOT traffic operations staff worked with local partners to gather information on signal equipment, locations, and connections to populate the database. It includes a GIS mapping interface and will have the ability to accept additional data over time on signals at intersections that are located

on state routes and local roads. In addition to signals, other assets such as electronic signs, flashing warning devices, and school zone speed limit signs can also be added to the database.

The system is available to municipalities, planning partners, and contractors or consultants working on their behalf. Users will have access to the web application using their existing Engineering and Construction Management System (ECMS) account or by requesting a new ECMS account.

“We offer this web application at no cost to municipalities,” Richards says. “This important new tool will help us identify traffic signal needs and better plan for future improvements. Properly maintained and operated signals make a huge difference in traffic flow, and this is one way we can effectively address congestion short of adding expensive new capacity.”

The new database was supported through the Green Light-Go program, which was made possible by the state transportation funding plan (Act 89) and was created to help underwrite signal enhancements across the state. 🚦



## PennDOT Spells Out First-Responder Solicitation Permit Process

First-responder organizations may solicit donations along state or local roads, under Act 57 of 2015, which went into effect January 3, 2016. The organizations must obtain written approval from the municipality where the solicitation occurs and from PennDOT for highways under its jurisdiction.


“The municipality and the Department of Transportation, for highways under its jurisdiction, may base the decision regarding approval or disapproval on public safety or traffic operations issues,” according to the act, which amends Title 35 (Health and Safety) of the Pennsylvania Consolidated Statutes. The legislation also includes specific requirements about event location, safety apparel, and liability and workers’ compensation insurance.

To promote safety for event participants and motorists and to provide for consistent application reviews statewide, PennDOT has established a first-responder solicitation permit process with specific requirements governing the event and participants.

The applicant requirements are documented on Form TE-122 (09-16) Solicitation Permit – First Responder Organizations. This form constitutes the permit application for events on both local or state highways and documents the traffic control requirements for the event if held on a state highway.

Applicants must complete this form and submit it along with all required documentation to the municipality where the solicitation event will be held at least six weeks before the date of the event. If the event will be held on a state highway, the municipality must complete its review of the permit application and, if approved, forward it along with the required documents to the appropriate PennDOT Engineering District Office for final approval at least four weeks before the event.

PennDOT will return the approved, modified, or disapproved permit application and required documents to the applicant at least two weeks before the date of the event. Once approved, PennDOT will forward a copy of the signed permit application and required documents to the municipality.

Municipalities should contact their local PennDOT Engineering District office with questions about the first-responder solicitation permit process. More information is available at [www.dot.state.pa.us/public/PubsForms/Forms/TE-122.pdf](http://www.dot.state.pa.us/public/PubsForms/Forms/TE-122.pdf). 

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**To promote safety for event participants and motorists and to provide for consistent application reviews statewide, PennDOT has established a first-responder solicitation permit process.**

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## Q&A

**Q. Must our municipality’s snowplow and road equipment operators have a commercial driver’s license?**

**A.** The weight of the vehicle, rather than its function, is what determines whether an operator must possess a commercial driver’s license (CDL). Both the federal Commercial Motor Vehicle Safety Act and Pennsylvania’s Commercial Driver Licensing Program require anyone operating a commercial motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more to have a CDL.

If a snowplow truck has a GVWR of at least 26,001 pounds, then the driver must possess a valid CDL to operate the snowplow. To determine the GVWR of a vehicle, look at the weight posted on a placard located on the edge of the driver’s door.

However, in the event that a snow emergency has been declared, someone without a CDL may be permitted to operate a snowplow (*even if it has a GVWR that would otherwise require a CDL for operation*). This exemption would only be in effect during the duration of the emergency declaration.


Keep in mind that road equipment operators have different requirements since PennDOT’s “Commercial Motor Vehicle Fact Sheet” specifically excludes operators of motorized construction equipment (*including, but not limited to, motor scrapers, backhoes, motor graders, compactors, excavators, tractors, trenchers, and bulldozers*) from possessing a CDL.

You should also note that municipal CDL employees are exempt from the requirement that they possess a current medical card per 67 Pa. Code 231.8(6).

**Q: Are snow plow operators required to make a daily driver’s vehicle inspection report even if nothing is found wrong with the vehicle?**

**A:** Under changes to the federal commercial motor vehicle interstate regulations, drivers of non-passenger-carrying commercial motor vehicles (CMVs), including snow plows, only have to make a driver’s vehicle inspection report if they find something wrong with their vehicle. Previously, federal and state regulations required all CMV drivers to prepare a post-trip driver’s vehicle inspection report at the completion of their shift. This daily report was submitted to the municipality so that any necessary safety-related vehicle repairs could be made. It also provided documentation that the driver had made a complete pre-trip inspection of the vehicle prior to dispatch.

Under recent regulations, drivers must still do a daily pre-trip inspection of their vehicle, but they only have to file the post-trip report with the municipality if defects that would affect the safe operation of the vehicle or result in its mechanical breakdown are discovered. In turn, the municipality must review this report and take appropriate action to fix the defect or deficiency before the vehicle is dispatched again.

Keep in mind that both the previous and newer regulations place shared responsibility on drivers and municipalities to ensure that vehicles are in safe and proper operating condition. This updated rule does not alter a driver’s obligation to report on the condition of his or her vehicle, including any defects that could affect the safety of its operation, and it does not change the requirement that municipalities comply with periodic and annual inspections and maintain proper corresponding documentation. All these forms are available by clicking on the truck button at [cdl.psats.org](http://cdl.psats.org). 

# Upcoming 2017 Classes

To Register:  
PHONE: 1-800-FOR-LTAP (367-5827)  
WEBSITE: [www.ltap.state.pa.us](http://www.ltap.state.pa.us)

*This represents some of our scheduled courses. Look for updates on the website.*

## Americans with Disabilities Act

March 16, York County  
April 18, Montgomery County

## Bridge Maintenance & Inspection \*UPDATED Course\*

April 6, Philadelphia County

## Conducting Sign Retroreflectivity Inspections \*NEW Course\*

April 5, Pike County  
April 20, Carbon County

## Drainage

January 5, York County

## Engineering & Traffic Studies

March 30, Chester County

## Equipment & Worker Safety

March 28, Allegheny County

## Managing Utility Cuts

January 23, Dauphin County

## Pavement Markings

March 24, Delaware County  
April 4, York County

## Posting and Bonding

March 24, Warren County

## Principals of Paving

March 21, Schuylkill County

## Road Surface Management

March 22, McKean County

## Roadside Vegetation Control

\*UPDATED Course\*  
March 24, Allegheny County

## Signs and Safety Features for Bridges/Culverts

March 23, Chester County

## Stormwater Facility Operation & Maintenance \*UPDATED Course\*

March 3, Westmoreland County  
March 10, Blair County  
March 16, Chester County  
March 21, Lebanon County  
March 28, Allegheny County  
April 11, Allegheny County  
April 21, Cambria County



## SAVE THE DATE! Maintenance and Safety Symposium

April 23-25

Hershey Lodge  
Hershey, Pa.

*Stay tuned. Details will  
be announced soon.*

## Congratulations to the following Roads Scholar recipients

*(certified between May 31, 2016, and September 30, 2016)*

- Karl Simpson, Middletown Township, Bucks County
- Garrett Ramsey, Shippen Township, Cameron County
- Derrick L. Claas, East Brandywine Township, Chester County
- Matthew T. Vanlew, East Brandywine Township, Chester County
- Anthony M. Tuski, West Pikeland, Chester County
- Dean A. Miller Jr., Crawford Township, Clinton County
- Mike Gutshall, North Newton Township, Cumberland County
- Levi Swigart, Halifax Township, Dauphin County
- Rick Levan, Harrisburg City, Dauphin County
- Derek L. Parmer, Upper Leacock Township, Lancaster County
- Martin K. Barry, Dallas Township, Luzerne County
- David A. Williams, Ross Township, Luzerne County
- Eric McKelvey, Montgomery Township, Montgomery County
- Dennis M. Flynn Jr., New Hanover Township, Montgomery County
- Rob Rinehart, New Hanover Township, Montgomery County
- Daniel D'Imperio, Williams Township, Northampton County
- Scott Gordon, Williams Township, Northampton County
- Travis Siegel, Oil City, Venango County

*The Roads Scholar Program, offered by the PennDOT LTAP, provides an opportunity for municipal employees to be trained by LTAP's professional team in the latest road-related technologies and innovations related to maintenance and safety. The program provides professional certification to municipal employees and officials who attend 10 LTAP workshops within a three-year period. For more information on the Roads Scholar Program, go to [www.ltap.state.pa.us](http://www.ltap.state.pa.us) and click on "Roads Scholar Program."*

## 2017

### Build a Better Mousetrap Competition:

Recognizing Innovative  
Inventions and Improvements

**Applications Due:  
Friday, March 3, 2017**

#### Have You Built a Better Mousetrap?

Have you or one of your co-workers recently built an innovative gadget or developed an improved way to do a job? If so, now is the time to show off any projects your municipality is proud of in the **LTAP Build a Better Mousetrap Competition**.

PennDOT is looking for projects that you, your employees, or crew designed and built. It can be anything from the development of tools to equipment modifications to processes that increase safety, reduce cost, improve efficiency, and improve the quality of transportation.

If you have something you think would qualify for this competition, submit your entries by **Friday, March 3, 2017**. Entries will be judged by a committee of municipal road employees on cost savings, benefits to the community, ingenuity, transferability to others, and effectiveness.

The winning entry will be submitted to the regional and national competition to compete for recognition and, of course, bragging rights. Winners of the national competition will be announced at the annual LTAP/TTAP national conference this summer. All entries at the national level will be posted on the LTAP/TTAP program website and compiled into an electronic booklet.

To enter the competition, complete the entry form located on the LTAP website under the "News" section. The form is due by Friday, March 3, 2017.

Questions should be directed to Karen Atkinson of PSATS at [ltap@psats.org](mailto:ltap@psats.org) or (717) 763-0930, ext. 156.



Winners from the 2016 Mousetrap contest: (Top) high-pressure undercarriage sprayer by first-place winner Swatara Township, Dauphin County, and (bottom) road ditch cleaner by runner-up Armstrong Conservation District.



#### Want Off the Mailing List?

If you do not want to receive a copy of this newsletter, please send an email to [ltap@pa.gov](mailto:ltap@pa.gov). The newsletter is available electronically on the LTAP website under Publications on the right-hand side of the page.



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#### Did you find the information in this newsletter useful? Do you know others who will, too?

Please share this newsletter with others, including:

- Road supervisors/roadmasters
- Public Works Department
- Road crew
- Elected officials
- Managers and secretaries
- Engineers

You can also direct them to the electronic version available at [www.ltap.state.pa.us](http://www.ltap.state.pa.us).

