



The College of
WILLIAM & MARY

**Office of the Associate Vice President
for Facilities Management**
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DIRECTIVE: 761

Date: July 24, 2014

SUBJECT: MS4 Program

PURPOSE: To assign responsibilities and procedures for management of the MS4 Program within Facilities Management.

CANCELLATION: None

REFERENCE: College of William and Mary Permit (VAR40039) for Discharges of Storm Water from Small Municipal Separate Storm Sewer Systems (MS4)

ATTACHMENT: None

POLICY: The Director, FM Operations and Maintenance, is assigned overall responsibility for management of the College’s MS4 Permit; however, due to the diverse nature of the requirements of the MS4 Plan other departments are charged with maintenance, actions, and reporting requirements of the Plan. The following table assigns sections of Attachment A of the Plan to Directors within FM:

Section	Responsible Director	Support
A. Public Education and Outreach on Storm Water Impacts	Director, Environmental Health and Safety	Dr. Randy Chambers, Keck Laboratory
B. Public Involvement/Participation	Director, Environmental Health and Safety	Director, Operations and Maintenance
C. Illicit Discharge Detection and Elimination	Director, FM Operations and Maintenance	Associate Director, Grounds and Gardens
D. Construction Site Stormwater Runoff Control	Director, Facilities Planning, Design and Construction	
E. Post-Construction Storm Water Management in New Development and Redevelopment	Director, Facilities Planning, Design and Construction	Director, FM Operations and Maintenance
F. Pollution Prevention/Good Housekeeping for Municipal Ops	Director, FM Operations and Maintenance	Associate Director, Grounds and Gardens

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Each Responsible Director will coordinated the update of the BMPs listed in their respective sections and submit annual reports as required by the Plan. The Director, FM Operations and maintenance shall compile the annual report for submission to DEQ/DCR.

Changes to the Plan may be recommended to the Director, FM Operations and Maintenance or the AVP FM at any time; however, changes will not be requested until submission of the annual report.

Comments on the Plan, as it is a posted document on the FM website, shall be directed to the Director, FM Operations and Maintenance, for appropriate assignment and response. All public comments will be reviewed, evaluated, and action taken to develop a change to the plan if approved by the AVP FM. All public comments will be responded to on the FM Stormwater website.

All questions shall be directed to the AVP FM for resolution.

Dave Shepard
Associate Vice President
Facilities Management