

**Facilities Management Department  
Standard Operating Procedure  
Public Involvement and Participation  
Program**

**Purpose**

Millersville University is working jointly with the Pennsylvania Department of Environmental Protection (PADEP) to reduce the quantity of stormwater and increase the quality of stormwater runoff. Portions of the University are located within US Environmental Protection Agency (EPA) designated urbanized areas; therefore, the University is required to have a Small Municipal Separate Storm Sewer System (MS4) permit. The MS4 permit includes the development of a stormwater management program. This program requires that each MS4 permittee develop a *Public Involvement and Participation Program (PIPP)* which is detailed below. This program will provide the opportunity for student groups and local organizations to have an active involvement with our MS4 operations and help reduce the discharge of pollutants contained in the stormwater runoff.

The University has the opportunity to participate as a member of the Lancaster County Clean Water Consortium (LCCWC) program. As a member of this LCCWC program, the University is notified of various events throughout the year that provide an opportunity for public participation. Past events have included stream clean-ups, guest speakers, workshops, meetings and tree plantings, and have been directed towards various target audiences. In addition, the University has the opportunity to sponsor a particular event. The University will use the public participation opportunities provided by LCCWC to encourage each target audience to become involved in stormwater related activities.

The following methods of encouraging public participation within the University will be implemented:

1. The PIPP Operating Procedure will be posted on the University website for comments which will be considered during an annual review of the plan.
2. Schedule an annual update meeting regarding the University MS4 program which is open to the public and University community at large.
3. Encourage MS4 related public involvement and participation via any suitable educational method listed under MCM #1. This includes maintaining a clear, concise and accessible method for reporting and responding to drainage issues and illicit discharges.
4. Adequately advertise MS4 related opportunities, including but not limited to LCCWC events, to the target audience by appropriate means; which could include posting information at University buildings, maintain and updating the website, announcing at a public meeting, or issuing specific mailings. Sponsor events as University resources permit.
5. Ensure that MS4 periodic reports are available for review by the public at an identified University Department office.
6. Keep sufficient records for MS4 related events that involved participation from any of the target audiences. Documentation is to include the name and date of the event, as well as the number of participants from the University community.

In addition to the LCCWC, the University will engage the Biology Department and Sustainability Committee on review of the different plans, initiatives and issues. Facilities Management Department maintains active participation and collaboration with both of these entities. The PIPP will strengthen an already strong working relationship.