

# Guide to using the CWMP.org website

## Christina Watersheds Municipal Partnership



This guide is to help CWMP cost-share participants make the most of resources provided through the CWMP website (<https://cwmp.org>) to help you meet your MS4 requirements.

This document describes the major sections of the website, and lists the appropriate Minimum Control Measure (MCM) to which that section applies, if any. The resources and activities covered in each section may be appropriate to include in your individual MS4 Plan, as well as your Annual Report.

CWMP provides an annual report of its own activities, which includes a summary of MCM measures which might apply to your municipality.

If you have any questions regarding CWMP.org, you may contact Brian Winslow by email at [bwinslow@brandywineredclay.org](mailto:bwinslow@brandywineredclay.org) or by phone at 610-793-1090.

*In several sections, we have provided simple text with links that you can cut and paste directly onto your stormwater website page, look for the text in italics.*

---

### **Password access to CWMP.org Partner Resources tab:**

Unless you've been provided with your own password use the guest password to have full access including the password protected "Partner Resources" sections.

User Name: cwmuni

Password: MS4\_Chesco

---

## **Stormwater Regulations (MS4)**

Meets **MCM 1, Public Education/Outreach and MCM 6 Municipal Training**

Stormwater Regulations from the Clean Water Act, PADEP MS4 program, PA Act 167, Chester County Watersheds Plan and local ordinances can be confusing and difficult to navigate for residents, municipal staff, and elected officials. CWMP.org addresses these programs in two locations that you can link to on your stormwater pages to help inform residents and municipal staff.

*(Sample Text to post on your website)*

*Our municipality participates in the **Christina Watersheds Municipal Partnership (CWMP)** to share information and resources on stormwater management with our residents. Our municipality has an MS4 Permit and we are required to meet specific requirements set forth by Pennsylvania Department of Environmental Protection. To learn more about stormwater regulations and the MS4 program click on the link below:*

- **Stormwater Regulations:** ([https://cwmp.org/sw\\_reqs/](https://cwmp.org/sw_reqs/)) This page is intended for residents and includes separate sections on: Municipalities (MS4), PA Act 167, Homeowners Stormwater and Small Projects, Farmers and Developers.

Additional, more detailed, information on stormwater regulations for municipality internal staff and elected officials is available at:

- **Stormwater Regulations for Municipalities:** (<https://cwmp.org/stormwater-regulations-for-municipalities/>) This page is intended for municipal staff and elected officials to understand the regulatory programs and your responsibilities.
-

## **CWMP Homeowner, Farmer, and Building Project Resources**

### **Meets MCM 1, Public Education**

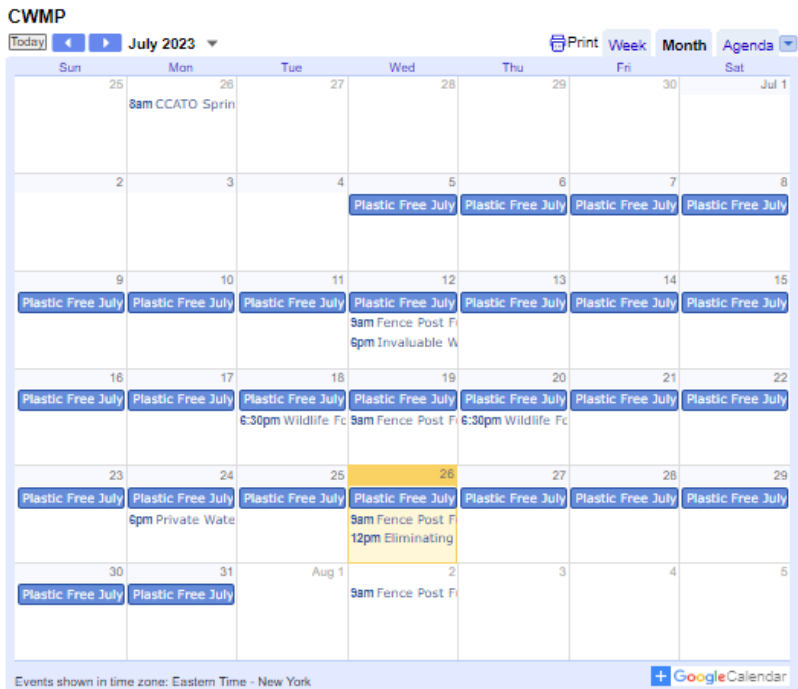
Three resources tabs are available to specific audiences. Consider providing links to these resources on your web pages. CWMP will maintain and update these resources for you.

*(Sample text to post on your website)*

*Our municipality participates in the **Christina Watersheds Municipal Partnership (CWMP)** to share information and resources on stormwater management with our residents. To learn more about stormwater issues, click on these links below:*

- **Homeowner Resources:** ([https://cwmp.org/homeowner\\_resources/](https://cwmp.org/homeowner_resources/)) *This page provides general information to homeowners and specific resources for activities you can do at home to improve water quality, including installing: rain gardens, porous paving, meadow and tree plantings, understanding the proper use of fertilizers and pesticides, and more.*
  - **Farmer Resources:** ([https://cwmp.org/farmer\\_resources/](https://cwmp.org/farmer_resources/)) *This page provides general information and resources to agricultural landowners and operators including equine operations and properties with crop farming.*
  - **Building Project Resources:** ([https://cwmp.org/developer\\_resources/](https://cwmp.org/developer_resources/)) *Many landowners planning building projects, such as adding a driveway, garage, pool or other improvement are not always aware of requirements related to stormwater. This page addresses these projects, potential regulations, and best practices.*
-

## CWMP Calendar of Stormwater Activities (<https://cwmp.org/cwmp-calendar/>)



### Meets **MCM 1, 2 & 6: Public Education/Outreach, Public Involvement/Participation and Municipal Training**

This calendar lists programs, events and volunteer opportunities in Chester County related to improving municipal stormwater and water quality. It is intended for municipal residents and those interested in water quality improvements. These events and activities include those put on by the CWMP planning team, as well as those offered by conservation organizations and government entities.

There are two ways that you can add the calendar to your web page:

1. **To add a link to the CWMP calendar on your web page,** post this text and link:  
*Our municipality participates in the **Christina Watersheds Municipal Partnership (CWMP)** to share information and resources on stormwater management with our residents. To see a calendar of educational programs, workshops and events, click on this link: <https://cwmp.org/cwmp-calendar/>*
2. **For including in your web page:** For inserting the calendar into other web pages (such as your organization page), insert the following iframe element (embed code) where you would like the calendar to appear:  
<iframe  
src="<https://calendar.google.com/calendar/embed?src=o2s32ci2prklimo2lp5k5gnqm4%40g>

[roup.calendar.google.com&ctz=America%2FNew\\_York](http://group.calendar.google.com&ctz=America%2FNew_York) style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>

For other calendars, the procedure should be similar. Please contact our web master, Andrew Homsey (ahomsey@udel.edu) for help with any questions.

If you have a stormwater related activity that you would like to add to this calendar, please [send the details to us](#) by sending a message to [bwinslow@brandywinerredclay.org](mailto:bwinslow@brandywinerredclay.org).

---

**MS4 Communication Tool Box:** <https://cwmp.org/commtoolbox/> These resources are prepared to easily share public education information and links to cwmp.org and many can be cut and pasted into your websites and social media or printed for distribution at your municipality. These include:

- **Stormwater related social media posts-** You can easily make a stormwater social media post by copying photos and texts from the shareable CWMP social media posts. *(sample social media post)*

Post 1:



Post 1 caption:

Is your home or yard constantly flooding? Try Planting a Rain garden!

Rain gardens are similar to ordinary gardens — except they're dug deeper and incorporate a mixture of soil, sand, and compost. They act as a sponge to soak up excess water in your yard during rain storms.

To find out more, visit [https://cwmp.org/homeowner\\_resources/](https://cwmp.org/homeowner_resources/) or download this free app for tips on how to plant rain gardens! <https://apps.apple.com/us/app/rain-garden/id588712983>

- Instructions: Use each photo and caption for future social media posts. Save the photo on the left and copy and paste the caption on the right into facebook, instagram or your preferred social media platform. Add any municipal contact information as needed.
- Click here to access all of the current social media posts: [Sharable Social Media posts](#) or you can also access all Social Media posts from [this page](#).

- **Stormwater Flyers** in print or electronic versions can be a useful tool to share information about specific stormwater topics and as part of your MCM1 Public Education plan. Below are specific flyers that you can personalize with your municipal contact information and save as a PDF file to print or post on your website. In many cases DEP prefers to see materials that feature your municipality and this is an easy way to provide information to your residents.
  - [CWMP Calendar Flyer](#)
  - [Help for Farmers](#)
  - [Help for Homeowners](#)
  - [Small Projects Flyer](#)
  - [MS4 Regulations Flyer](#)
  - [Green Stormwater Infrastructure Flyer](#)
  - [Illicit Discharge Flyer](#)
  - New flyers may be added to our website, visit this link for all current flyers: <https://cwmp.org/commtoolbox/>



## Thinking about an addition or expanding pavement on your property?



Click [HERE](#) to learn what requirements you need to meet to protect stormwater quality

**Stormwater control should be considered at 4 separate stages:**

- 1. Planning for runoff**
- 2. Controlling runoff during construction**
- 3. Controlling runoff in completed project**
- 4. Long-term maintenance of runoff control**

For more information about land development in  
Please enter municipality  visit  Please enter municipality website

(Sample Stormwater Flyer Template)

## HOW TO PERSONALIZE AND SAVE PDF FLYERS WITH YOUR MUNICIPAL NAME AND WEB ADDRESS

Follow these instructions to add your municipality name and website at the bottom of the flyer as a fillable form. You'll need the free Adobe software to make and save these changes. You will not need the expanded Adobe features for an additional fee, if you follow these instructions.

1. Open PDF file of flyer
2. Go to bottom of form and fill out your municipality name and webpage address. USE ALL CAPS IF YOU WANT THIS INFORMATION TO STAND OUT MORE.
3. Save flyer as a new pdf with your name.
4. If you are having trouble saving the document without the fillable form section still active. Try this method to save:
  - a. Go to "fill and sign" button at bottom right side of adobe page and complete form
  - b. Hit "Next button" at top right of screen
  - c. Select "Save as read-only copy"
  - d. Your flyer should show up with the information you entered, but fillable form function is no longer showing.
  - e. Under "file" at upper left corner of window, select "Print"
  - f. On print screen at top, instead of your printer select "Microsoft Print to PDF"
  - g. Hit "Print" button and your computer will ask where you want to file new pdf flyer. Choose file location, name file and hit "Save"
5. You can now print or attach your personalized flyer to emails, websites, etc. to share as an electronic file



**CWMP Newsletter Articles:** (<https://cwmp.org/category/newsletter-article/>)

### Meets **MCM 1, Public Education**

The CWMP Planning Team members have posted several stormwater articles for municipalities to use for public education in their on-line and print newsletter and other communications. Use of these articles is a benefit of CWMP Municipal membership. Please provide credit for any article you use following the requirements listed below. Contact CWMP if you have a suggestion for a future article.

The following articles are currently posted, check back as new articles are added annually:

- Over-Seasoned: Our Taste for Salt is Killing Our Freshwater Ecosystems
- Be a Good Stormwater Neighbor
- Catching the Rain One Drop at a Time
- Lawn Alternatives
- Biological Indicators of Water Quality
- Invasive Species: Why You Should Care and How to Help
- Spotted Lanternfly
- Reducing Water Usage in Your Home
- Is Your Local Waterway on a Pollution Diet?
- Green Stormwater Infrastructure For the Future
- Understanding Illicit Stormwater Discharge

Publishing and posting these articles is encouraged. These articles may be republished without further permission if published as written and if credit is given to the author and their organization as listed at the end of each article. If this article is to be used in any other manner or revised, permission from the author is required.

To access and post a stormwater article from CWMP follow these steps:

1. Go to [www.cwmp.org](http://www.cwmp.org) and log in at the bottom right side of the page
  - User Name: cwmuni
  - Password: MS4\_Chesco
2. Go to “Partner Resources” tab and select “Newsletter articles” from drop down menu
3. Review articles available and choose one to copy into your municipal newsletter or other communications. Click on title of selected article.
4. Click on “link to text document” in parenthesis at top of page next to article text.
5. A Word copy of the article should download to your computer. Open this file.
6. You may cut and past the text and photos to paste in your municipal publication.

7. CWMP credit requirement. Please use the following credit for all article used:

- *Our municipality is a partner municipality with the Christina Watersheds Municipal Partnership (CWMP). This article was provided by CWMP and written by \_\_\_\_\_ of organization \_\_\_\_\_.*

### **Illicit Stormwater Discharges Reporting and Recording**

Illicit Discharge = Any discharge to a storm drain system or waterway that is not composed entirely of stormwater



PADEP requires all municipalities with an MS4 Plan to have a way for residents to report an illicit discharge posted on their webpage. Municipalities are required to report their plan to address and report illicit discharges discovered in their annual MS4 report.

*Sample text to post on your stormwater website:*

*An illicit stormwater discharge is any discharge to a storm drain system or waterway that is not composed entirely of stormwater and makes their way into streams untreated. These may include paint or oil dumped into storm drains, septic effluent, car wash wastewater, and illegally connected wastewater piping into storm sewers that can cause serious pollution issues. These illicit discharges can carry a variety of pollutants, such as heavy metals, bacteria, viruses, nutrients, oil and grease, and solvents. Illicit discharges are dangerous to public and environmental health, it's unsightly, may affect drinking water, and will diminish recreational value.*

*To report an illicit discharge found in Municipality contact (name of staff member or department) at (phone and email)*

You may also print and post the Illicit Discharge flyer available with other stormwater flyers on the CWMP website.

## **ADDITIONAL CWMP RESOURCES FOR MUNICIPAL STAFF, ELECTED OFFICIALS AND ENGINEERS:**

### **Grants Listings:** (<https://cwmp.org/grants-and-funding/>)

One of the most common concerns is funding MS4 projects. This page provides a list grants and funding sources for a wide variety of stormwater related practices and projects. Check back often as new funding sources are added.

---

### **Stormwater Training:** (<https://cwmp.org/stormwater-training/>)

#### **Meets MCM 6 Good Housekeeping and Training (for municipal staff)**

Many sources exist for free and low cost training resources for your municipal staff to help meet your MCM 6 requirement and improve you knowledge of stormwater management and learn about new techniques. Revisit this site often as new resources are provided. Also check out the [CMWP Calendar](#), where many of the workshops may be listed.

### **Contacting CWMP Planning Team Members** (<https://cwmp.org/contact/>)

This online form enables you to contact us with any questions or comments. The About Us page also lists our home organizations, so you can get in touch with any of us that was as well.

---

**CWMP logo-**



Feel free to use the CWMP logo if needed to demonstrate your municipality's participation in CWMP and stormwater management on a watershed scale. Your participation in CWMP demonstrates your collaboration with other municipality's and demonstrates to PADEP and other state agencies the broader resource that you're making available to your staff, elected officials and residents.