

**Texas Pollutant Discharge Elimination System
Stormwater Phase II MS4 General Permit**



**City of Seagoville, Texas
Stormwater Management Program**

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**June 2014
AVO 30067**

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ACRONYMS

BMP	Best Management Practice
CWA	Clean Water Act
EPA	United States Environmental Protection Agency
ISWM	Integrated Stormwater Management
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
NOC	Notice of Change
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
SWMP	Stormwater Management Program
SWPPP	Stormwater Pollution Prevention Plan
TCEQ	Texas Commission on Environmental Quality
TPDES	Texas Pollutant Discharge Elimination System
UA	Urbanized Area
SOP	Standard Operating Procedure
O&M	Operation and Maintenance

DEFINITIONS

Arid Areas -Areas with an average annual rainfall of less than ten (10) inches.

Best Management Practices (BMPs) -Schedules of activities, prohibitions of practices, maintenance procedures, structural controls, local ordinances, and other management practices to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, or drainage from raw material storage areas.

Catch basins -Storm drain inlets and curb inlets to the storm drain system. Catch basins typically include a grate or curb inlet that may accumulate sediment, debris, and other pollutants.

Classified Segment -A water body that is listed and described in Appendix A or Appendix C of the Texas Surface Water Quality Standards, at 30 Texas Administrative Code (TAC) § 307.10.

Clean Water Act (CWA) -The Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et. seq.

Common Plan of Development or Sale -A construction activity that is completed in separate stages, separate phases, or in combination with other construction activities. A common plan of development or sale is identified by the documentation for the construction project that identifies the scope of the project, and may include plats, blueprints, marketing plans, contracts, building permits, a public notice or hearing, zoning requests, or other similar documentation and activities.

Construction Activity -Soil disturbance, including clearing, grading, and excavating; and not including routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site (e.g., the routine grading of existing dirt roads, asphalt overlays of existing roads, the routine clearing of existing right-of-ways, and similar maintenance activities). Regulated construction activity is defined in terms of small and large construction activity.

Small Construction Activity is construction activity that results in land disturbance of equal to or greater than one (1) acre and less than five (5) acres of land. Small construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) and less than five (5) acres of land.

Large Construction Activity is construction activity that results in land disturbance of equal to or greater than five (5) acres of land. Large construction activity also includes the disturbance of less than five (5) acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five (5) acres of land.

Construction Site Operator -The entity or entities associated with a small or large construction project that meet(s) either of the following two criteria:

- (a) The entity or entities that have operational control over construction plans and specifications (including approval of revisions) to the extent necessary to meet the requirements and conditions of this general permit; or
- (b) The entity or entities that have day-to-day operational control of those activities at a construction site that are necessary to ensure compliance with a stormwater pollution

prevention plan (SWP3) for the site or other permit conditions (for example they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions).

Control Measure -Any BMP or other method used to prevent or reduce the discharge of pollutants to water in the state.

Conveyance -Curbs, gutters, man-made channels and ditches, drains, pipes, and other constructed features designed or used for flood control or to otherwise transport stormwater runoff.

Discharge – When used without a qualifier, refers to the discharge of stormwater runoff or certain non-stormwater discharges as allowed under the authorization of this general permit.

Edwards Aquifer -As defined in 30 TAC §213.3 (relating to the Edwards Aquifer), that portion of an arcuate belt of porous, water-bearing, predominantly carbonate rocks known as the Edwards and Associated Limestones in the Balcones Fault Zone trending from west to east to northeast in Kinney, Uvalde, Medina, Bexar, Comal, Hays, Travis, and Williamson Counties; and composed of the Salmon Peak Limestone, McKnight Formation, West Nueces Formation, Devil's River Limestone, Person Formation, Kainer Formation, Edwards Formation, and Georgetown Formation. The permeable aquifer units generally overlie the less-permeable Glen Rose Formation to the south, overlie the less-permeable Comanche Peak and Walnut Formations north of the Colorado River, and underlie the less-permeable Del Rio Clay regionally.

Edwards Aquifer Recharge Zone -Generally, that area where the stratigraphic units constituting the Edwards Aquifer crop out, including the outcrops of other geologic formations in proximity to the Edwards Aquifer, where caves, sinkholes, faults, fractures, or other permeable features would create a potential for recharge of surface waters into the Edwards Aquifer. The recharge zone is identified as that area designated as such on official maps located in the offices of the TCEQ or the TCEQ website.

Final Stabilization -A construction site where any of the following conditions are met:

- (a) All soil disturbing activities at the site have been completed and a uniform (for example, evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.
- (b) For individual lots in a residential construction site by either:
 - (1) The homebuilder completing final stabilization as specified in condition (a) above; or
 - (2) The homebuilder establishing temporary stabilization for an individual lot prior to the time of transfer of the ownership of the home to the buyer and after informing the homeowner of the need for, and benefits of, final stabilization.
- (c) For construction activities on land used for agricultural purposes (for example pipelines across crop or range land), final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to a surface water and areas which are not being returned to their preconstruction agricultural use must meet the final stabilization conditions of condition (a) above.
- (d) In arid, semi-arid, and drought-stricken areas only, all soil disturbing activities at the site have been completed and both of the following criteria have been met:

(1) Temporary erosion control measures (e.g., degradable rolled erosion control product) are selected, designed, and installed along with an appropriate seed base to provide erosion control for at least three years without active maintenance by the operator, and

(2) The temporary erosion control measures are selected, designed, and installed to achieve 70 percent vegetative coverage within three years.

General Permit -A permit issued to authorize the discharge of waste into or adjacent to water in the state for one or more categories of waste discharge within a geographical area of the state or the entire state as provided by Texas Water Code (TWC) §26.040.

Groundwater Infiltration -For the purposes of this permit, groundwater that enters a municipal separate storm sewer system (including sewer service connections and foundation drains) through such means as defective pipes, pipe joints, connections, or manholes.

High Priority Facilities -High priority facilities are facilities with a high potential to generate stormwater pollutants. These facilities must include, at a minimum, the MS4 operator's maintenance yards, hazardous waste facilities, fuel storage locations, and other facilities where chemicals or other materials have a high potential to be discharged in stormwater. Among the factors that must be considered when giving a facility a high priority ranking are: the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must not be performed outside (for example, changing automotive fluids, vehicle washing), proximity to waterbodies, proximity to sensitive aquifer recharge features, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

Hyperchlorinated Water – Water resulting from hyperchlorination of waterlines or vessels, with a chlorine concentration greater than 10 milligrams per liter (mg/L).

Illicit Connection -Any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit Discharge -Any discharge to a municipal separate storm sewer that is not entirely composed of stormwater, except discharges pursuant to this general permit or a separate authorization and discharges resulting from emergency fire fighting activities.

Impaired Water -A surface water body that is identified on the latest approved CWA §303(d) List as not meeting applicable state water quality standards. Impaired waters include waters with approved or established total maximum daily loads (TMDLs), and those where a TMDL has been proposed by TCEQ but has not yet been approved or established.

Indian Country -Defined in 18 USC § 1151 as: (a) All land within the limits of any Indian reservation under the jurisdiction of the United States (U.S.) Government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; (b) All dependent Indian communities within the borders of the U.S. whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; and (c) All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same. This definition includes all land held in trust for an Indian tribe.

Indicator Pollutant -An easily measured pollutant, that may or may not impact water quality that indicates the presence of other stormwater pollutants.

Industrial Activity -Any of the ten (10) categories of industrial activities included in the definition of “stormwater discharges associated with industrial activity” as defined in 40 Code of Federal

Regulations (CFR) §122.26(b)(14)(i)-(ix) and (xi).

Maximum Extent Practicable (MEP) -The technology-based discharge standard for municipal separate storm sewer systems (MS4s) to reduce pollutants in stormwater discharges that was established by the CWA § 402(p). A discussion of MEP as it applies to small MS4s is found in 40 CFR § 122.34.

MS4 Operator -For the purpose of this permit, the public entity or the entity contracted by the public entity, responsible for management and operation of the small municipal separate storm sewer system that is subject to the terms of this general permit.

Municipal Separate Storm Sewer System (MS4) -A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

- (a) Owned or operated by the U.S., a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over the disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under the CWA §208 that discharges to surface water in the state;
- (b) That is designed or used for collecting or conveying stormwater;
- (c) That is not a combined sewer; and
- (d) That is not part of a publicly owned treatment works (POTW) as defined in 40 CFR §122.2.

Non-traditional Small MS4 -A small MS4 that often cannot pass ordinances and may not have the enforcement authority like a traditional small MS4 would have to enforce the stormwater management program. Examples of non-traditional small MS4s include counties, transportation authorities (including the Texas Department of Transportation), municipal utility districts, drainage districts, military bases, prisons and universities.

Notice of Change (NOC) -A written notification from the permittee to the executive director providing changes to information that was previously provided to the agency in a notice of intent.

Notice of Intent (NOI) -A written submission to the executive director from an applicant requesting coverage under this general permit.

Notice of Termination (NOT) -A written submission to the executive director from a permittee authorized under a general permit requesting termination of coverage under this general permit.

Outfall -A point source at the point where a small MS4 discharges to waters of the U.S. and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream or other waters of the U.S. and are used to convey waters of the U.S. For the purpose of this permit, sheet flow leaving a linear transportation system without channelization is not considered an outfall. Point sources such as curb cuts; traffic or right-of-way barriers with drainage slots that drain into open culverts, open swales or an adjacent property, or otherwise not actually discharging into waters of the U.S. are not considered an outfall.

Permittee -The MS4 operator authorized under this general permit.

Point Source -(from 40 CFR § 122.22) any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Pollutant(s) of Concern – For the purpose of this permit, includes biochemical oxygen demand (BOD), sediment or a parameter that addresses sediment (such as total suspended solids (TSS), turbidity or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from an MS4. (Definition from 40 CFR § 122.32(e)(3)).

Redevelopment -Alterations of a property that changed the "footprint" of a site or building in such a way that there is a disturbance of equal to or greater than one (1) acre of land. This term does not include such activities as exterior remodeling, routine maintenance activities, and linear utility installation.

Semiarid Areas -Areas with an average annual rainfall of at least ten (10) inches, but less than 20 inches.

Small Municipal Separate Storm Sewer System (MS4) – A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

(a) Owned or operated by the U.S., a state, city, town, borough, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under CWA § 208;

(b) Designed or used for collecting or conveying stormwater;

(c) Which is not a combined sewer;

(d) Which is not part of a publicly owned treatment works (POTW) as defined in 40 CFR § 122.2; and

(e) Which was not previously regulated under a National Pollutant Discharge Elimination System (NPDES) or a Texas Pollutant Discharge Elimination System (TPDES) individual permit as a medium or large municipal separate storm sewer system, as defined in 40 CFR §§122.26(b)(4) and (b)(7).

This term includes systems similar to separate storm sewer systems at military bases, large hospitals or prison complexes, and highways and other thoroughfares. This term does not include separate storm sewers in very discrete areas, such as individual buildings. For the purpose of this permit, a very discrete system also includes storm drains associated with certain municipal offices and education facilities serving a nonresidential population, where those storm drains do not function as a system, and where the buildings are not physically interconnected to a small MS4 that is also operated by that public entity.

Stormwater and Stormwater Runoff -Rainfall runoff, snow melt runoff, and surface runoff and drainage.

Stormwater Associated with Construction Activity -Stormwater runoff from an area

Stormwater Management Program (SWMP) -A comprehensive program to manage the quality of discharges from the municipal separate storm sewer system.

Structural Control (or Practice) -A pollution prevention practice that requires the construction of a device, or the use of a device, to capture or prevent pollution in stormwater runoff. Structural controls and practices may include but are not limited to: wet ponds, bioretention, infiltration basins, stormwater wetlands, silt fences, earthen dikes, drainage swales, vegetative lined ditches, vegetative filter strips, sediment traps, check dams, subsurface drains, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins.

Surface Water in the State -Lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, wetlands, marshes, inlets, canals, the Gulf of Mexico inside the territorial limits of the state (from the mean high water mark (MHW) out 10.36 miles into the Gulf), and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, navigable or nonnavigable, and including the beds and banks of all water courses and bodies of surface water, that are wholly or partially inside or bordering the state or subject to the jurisdiction of the state; except that waters in treatment systems which are authorized by state or federal law, regulation, or permit, and which are created for the purpose of waste treatment are not considered to be water in the state.

Total Maximum Daily Load (TMDL) -The total amount of a substance that a water body can assimilate and still meet the Texas Surface Water Quality Standards.

Traditional Small MS4 -A small MS4 that can pass ordinances and have the enforcement authority to enforce the stormwater management program. An example of traditional MS4s includes cities.

Urbanized Area (UA) -An area of high population density that may include multiple small MS4s as defined and used by the U.S. Census Bureau in the 2000 and the 2010 Decennial census.

Waters of the United States -(According to 40 CFR § 122.2) Waters of the United States or waters of the U.S. means:

- (a) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
- (b) All interstate waters, including interstate wetlands;
- (c) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds that the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
 - (1) Which are or could be used by interstate or foreign travelers for recreational or other purposes;
 - (2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
 - (3) Which are used or could be used for industrial purposes by industries in interstate commerce;
- (d) All impoundments of waters otherwise defined as waters of the United States under this definition;

- (e) Tributaries of waters identified in paragraphs (a) through (d) of this definition;
- (f) The territorial sea; and
- (g) Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs (a) through (f) of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA (other than cooling ponds as defined in 40 CFR § 423.11(m) which also meet the criteria of this definition) are not waters of the U.S. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the U.S. (such as disposal area in wetlands) nor resulted from the impoundment of waters of the U.S. Waters of the U.S. do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.

TCEQ's Small MS4 Discharge Permit-The common name in Seagoville's Stormwater Management Program referring to the TPDES General Permit No. TXR040000 issued on December 13, 2013

TCEQ's Construction Site Discharge Permit- The common name in Seagoville's Stormwater Management Plan referring to the TPDES General Permit No. TXR150000 issued on February 15, 2008.

Section 1.0 - Seagoville's General Permit to Discharge to Waters of the State

1.4 Regulatory History

The Clean Water Act (CWA) is a federal law that establishes environmental programs to protect the Nation's waters. One of the programs established is the National Pollutant Discharge Elimination System (NPDES), which directs the U.S. Environmental Protection Agency (EPA) to issue rules on how to implement the CWA. In an effort to manage the quality of discharges from certain municipal separate storm water systems, the NPDES established the Stormwater Management Program (SWMP) in two phases, Phase I and Phase II.

Phase I of the EPA municipal stormwater program was promulgated in 1990 under the authority of the CWA. Phase I relied on the NPDES permit coverage to address stormwater runoff from medium and large municipal separate storm sewer systems (MS4s), serving populations of 100,000 people or more.

The NPDES Stormwater Phase II regulations were promulgated by the Environmental Protection Agency (EPA) on December 8, 1999. These regulations target small MS4s located fully or partially within a highly populated "urbanized area" and construction activities disturbing more than one acre of land. They apply to all jurisdictions within a delineated urbanized area regardless of population. The latest decennial census (2010) by the U.S. Census Bureau identified the City of Seagoville as a community that is operating an MS4 within an urbanized area, and thus Seagoville is regulated under the NPDES Stormwater Phase II regulations.

In 1998, the Texas Commission on Environmental Quality (TCEQ) was granted the authority through a Memorandum of Agreement with the EPA to administer the NPDES system as it applies to the State of Texas. To administer the NPDES, TCEQ created the Texas Pollutant Discharge Elimination System (TPDES) under provisions in Section 402 of the Clean Water Act and Chapter 26 of the Texas Water Code.

The TPDES permit enforced by TCEQ to control discharges in small MS4s is the TPDES General Permit No. TXR040000 issued on December 13, 2013. For simplicity, this permit will be referred to as TCEQ's Small MS4 Discharge Permit, or as the General Permit, throughout the City of Seagoville's Stormwater Management Program (SWMP). In order to achieve issuance of TCEQ's Small MS4 Discharge Permit, a stormwater program needs to be established and approved by TCEQ.

The program requires that the City of Seagoville:

- Reduce the discharge of pollutants to the maximum extent practicable (MEP);
- Protect water quality;
- Satisfy the appropriate water quality requirements of the Clean Water Act; and,
- Manage stormwater quality activities through the Stormwater Management Program.

1.5 Seagoville Background and Setting

The City of Seagoville, TX was incorporated in 1926 and is located southeast of Dallas, along U.S. Highway 175 and the Southern Pacific Railroad. The City lies primarily in Dallas County, with a small, southeastern portion extending into Kaufman County. As stated above, Phase II regulations define Seagoville as a small MS4 located in the Dallas urbanized area. Seagoville is required to obtain authorization for the discharge of stormwater runoff to state surface waters through the drafting of a SWMP and the approval of TCEQ's Small MS4 Discharge Permit.

TCEQ's Small MS4 Discharge Permit categorizes MS4 operators into four levels based on the population served within the 2010 UA. According to the 2010 census, the City of Seagoville had a population of 14,835 and is therefore characterized (between 10,000 and 40,000) as a Level 2 MS4.

Another factor that determines the SWMP requirements is the status of the water bodies receiving stormwater discharge. If the water body does not meet Texas Surface Water Quality Standards then it is considered an Impaired Water Body which requires the establishment of controls and benchmarks in the SWMP. Seagoville has approximately 12.8 stream miles within its City limits comprised of Gof Branch, Hickory Creek, Parson's Slough, and the East Fork of the Trinity River. The City of Seagoville is generally divided by Highway 175 in terms of drainage. Runoff on the south or west side of Highway 175 drains into Parson's Slough and eventually discharges into the Main Stem of the Trinity River. On the north or east side of Highway 175, runoff drains into the East Fork Trinity River. Currently, the Upper Trinity River and the East Fork of the Trinity River are both listed as Impaired Bodies of Water on the CWA 303(d) list. The pollutants of concern are dioxins and PCB's in the Upper Trinity River and Chloride, Sulfate, and TDS in the East Fork of the Trinity River. Although these bodies of water are listed as impaired, their respective pollutants of concern do not currently have Total Maximum Daily Loads (TMDL), so the TMDL Requirements in the General Permit do not yet apply to Seagoville.

1.6 Seagoville's Stormwater Management Program

The City of Seagoville has updated and revised its SWMP in accordance with the requirements of TCEQ's Small MS4 Discharge Permit for obtaining authorization for stormwater discharges and certain non-stormwater discharges. The SWMP update has been developed to reduce the amount of pollutants carried into the MS4 by stormwater runoff as required by TCEQ's Small MS4 Discharge Permit.

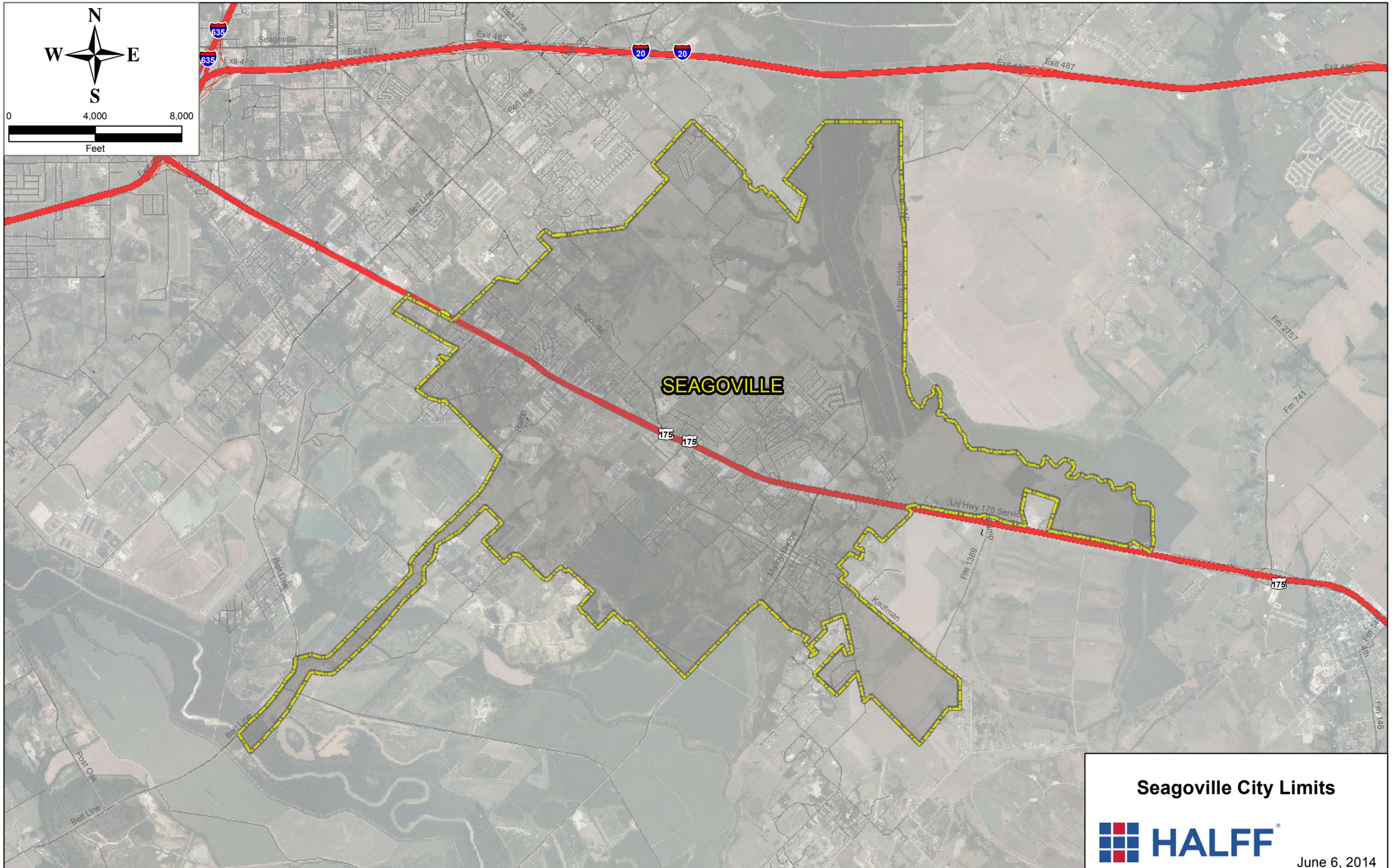
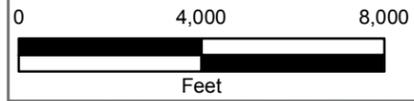
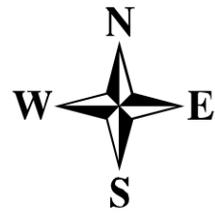
In preparing this Program, the City of Seagoville has considered different activities, municipal and public, that have stormwater impacts. The City of Seagoville has developed specific actions that will be taken over a five-year period to reduce pollutants and protect the City's stormwater quality to the maximum extent practicable (MEP). The specific activities to be implemented for stormwater quality improvement are best management practices (BMPs). Some of the BMPs require the creation of standard operating procedures (SOPs), forms, and logs to record information. Various BMPs

have been developed for each of the five minimum control measures (MCMs) that are required by the Phase II Rule. The five required MCMs are:

1. Public Education, Outreach, and Involvement;
2. Illicit Discharge Detection and Elimination;
3. Construction Site Stormwater Runoff Control;
4. Post-Construction Stormwater Management in New Development and Redevelopment; and
5. Pollution Prevention and Good Housekeeping for Municipal Operations.

Each of the five required MCMs includes a summary that outlines the TCEQ requirements for that component of the program. The summary is followed by specific BMPs that include measurable goals and target dates, and the implementing responsibility within the City of Seagoville.

TCEQ's Small MS4 Discharge Permit includes a sixth MCM that only applies to Level 4 MS4s, and is not applicable to Seagoville. The permit also includes an optional seventh MCM that address's stormwater from municipal construction activities. The City of Seagoville has opted to not apply this MCM at this time.



Seagoville City Limits



June 6, 2014

Section 2.0 - Small MS4 Discharge Permit Application and Administration

2.1 Schedule

For permit renewal, Seagoville must submit a Notice of Intent (NOI) form and a revised SWMP within 180 days after the effective date of TCEQ's Small MS4 Discharge Permit. The current permit was approved on December 13, 2013, meaning the NOI and SWMP must be submitted to TCEQ by June 11, 2014.

2.2 Submittal and TCEQ Response

The complete SWMP, a signed NOI, and an application fee of \$100 must be sent to the TCEQ Water Quality Division. The TCEQ then reviews the forms and determines a preliminary determination that the submittal is administratively and technically complete. The TCEQ's Office of Chief Clerk will then send written instructions to the City to publish a notice of the executive director's preliminary decision on the NOI and SWMP. TCEQ also requires the applicant to make the SWMP available to the public for review and comment. Seagoville will make the SWMP available for public review at the Public Library and City Hall, located at 702 N. Highway 175, Seagoville, Texas 75159. The public has 30 days to comment on the NOI and SWMP. The TCEQ then performs a final review and makes one of the following determinations:

- 1) The submission is complete and confirms coverage by providing a notification and an authorization number,*
- 2) The NOI or SWMP are incomplete and denies coverage and requires that a new complete NOI and SWMP be submitted,*
- 3) Approves the NOI and SWMP with revisions and provides a written description of the required revisions along with any compliance schedule(s), or*
- 4) Denies coverage and provides a deadline by which the MS4 operator must submit an application for an individual permit.*

2.3 Implementation

If the NOI and SWMP are approved, discharge authorization begins when the applicant is notified by TCEQ that the applicant has followed the public participation provisions in Part II.E.12. The permit will be effective for five years and any new elements in the revised SWMP must be implemented as soon as practicable, but no later than five years from the permit effective date. For MS4s who submitted permits and are awaiting approval, operators shall continue to implement existing elements in the approved SWMPs until the revised SWMPs has been approved. Once an MS4 operator obtains coverage, a Notice of Termination (NOT) for the past permit must be submitted to TCEQ within 30 days.

2.4 Annual Report

The MS4 operator must submit a concise annual report to the executive director within 90 days of the end of each reporting year. Operators can select the start and end of their reporting year based on three options: permit year, permittee's fiscal year, or calendar year.

Seagoville has elected to report based on its fiscal year, which starts on October 1st. The first reporting year will begin on October 1st, 2014 and end on September 30th, 2015. The MS4 operator must send a copy of the annual report to the TCEQ regional office and have another readily available for review by TCEQ personnel upon request. The annual report will include factors required by Part IV, Section B, Number 2 of TCEQ's Small MS4 Discharge Permit, including the status of the compliance with permit conditions, assessments of BMPs, and any changes to the SWMP, as assessed to keep the City of Seagoville in compliance with TCEQ's Small MS4 Discharge Permit conditions.

2.5 Annual Water Quality Fee

An annual water quality fee of \$100 is assessed to permittees with an active authorization under TCEQ's Small MS4 Discharge Permit on September 1st of each year. The designated billing contact will receive an invoice for payment of the annual fee in December of each year. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under TCEQ's Small MS4 Discharge Permit is active on September 1.

2.6 Record Keeping and Tracking

In accordance with TCEQ's Small MS4 Discharge Permit, Part IV, Section A, the City of Seagoville must retain all records, a copy of TCEQ's Small MS4 Discharge Permit, and records of all data used to complete the application (NOI) for TCEQ's Small MS4 Discharge Permit for a minimum of three years or the term of this Discharge Permit, whichever is longer, and make this information available to the public if requested to do so in writing within 10 days of the request.

Special BMPs for SWMP Administration

Section 3.0 - Small MS4 Stormwater Management Program Administration

TCEQ's Small MS4 Discharge Permit requires special actions to be taken outside of the 5 MCMs. These responsibilities include the establishment of legal authority through an ordinance, the funding of the SWMP through resource allocation, and the development of enforcement SOPs.

3.1 Legal Authority

Part III, Section A, 3. Legal Authority of the General Permit states:

(a) Traditional small MS4s, such as cities

(1) Within two years from the permit effective date, the permittee shall review and revise, if needed, its relevant ordinance(s) or other regulatory mechanism(s), or shall adopt a new ordinance(s) or other regulatory mechanism(s) that provide the permittee with adequate legal authority to control pollutant discharges into and from its small MS4 in order to meet the requirements of this general permit.

(2) To be considered adequate, this legal authority must, at a minimum, address the following:

- a. Authority to prohibit illicit discharges and illicit connections;*
- b. Authority to respond to and contain other releases – Control the discharge of spills, and prohibit dumping or disposal of materials other than stormwater into the small MS4;*
- c. Authority to require compliance with conditions in the permittee's ordinances, permits, contracts, or orders;*
- d. Authority to require installation, implementation, and maintenance of control measures;*
- e. Authority to receive and collect information, such as stormwater plans, inspection reports, and other information deemed necessary to assess compliance with this permit, from operators of construction sites, new or redeveloped land, and industrial and commercial facilities;*
- f. Authority, as needed, to enter and inspect private property including facilities, equipment, practices, or operations related to stormwater discharges to the small MS4;*
- g. Authority to respond to non-compliance with BMPs required by the small MS4 consistent with their ordinances or other regulatory mechanism(s);*
- h. Authority to assess penalties, including monetary, civil, or criminal penalties; and*
- i. Ability to enter into interagency or interlocal agreements or other maintenance agreements, as necessary.*

(b) Non-traditional small MS4s, such as counties, drainage districts, transportation entities, municipal utility districts, military bases, prisons and universities

(1) Where the permittee lacks the authority to develop ordinances or to implement enforcement actions, the permittee shall exert enforcement authority as required by this general permit for its facilities, employees, contractors, and any other entity over which it has operational control within the portion of the UA under the jurisdiction of the permittee. For discharges from third party actions, the permittee shall perform inspections

and exert enforcement authority to the MEP.

(2) If the permittee does not have inspection or enforcement authority and is unable to meet the goals of this general permit through its own powers, then, unless otherwise stated in this general permit, the permittee shall perform the following actions in order to meet the goals of the permit:

a. Enter into interlocal agreements with municipalities where the small MS4 is located. These interlocal agreements must state the extent to which the municipality will be responsible for inspections and enforcement authority in order to meet the conditions of this general permit; or,

b. If it is not feasible for the permittee to enter into interlocal agreements, the permittee shall notify an adjacent MS4 operator with enforcement authority or TCEQ's Field Operations Support Division as needed to report discharges or incidents that it cannot itself enforce against. In determining feasibility for entering into interlocal agreements, the permittee shall consider all factors, including, without limitations, financial considerations and the willingness of the municipalities in which the small MS4 is located.

BMP A. addresses this general requirement.

3.2 Resources

Part III, Section A, 4. Resources of the General Permit states:

It is the permittee's responsibility to ensure that it has adequate resources and funding to implement the requirements of this permit.

BMP B. addresses this general requirement.

3.3 Enforcement Measures

Part III, Section A, 6. Enforcement Measures of the General Permit states:

Permittees with enforcement authority (i.e. traditional small MS4s) shall develop a standard operating procedure (SOP) to respond to violations to the extent allowable under state and local law. When the permittee does not have enforcement authority over the violator, and the violations continue after violator has been notified by the permittee, the permittee shall notify either the adjacent MS4 operator with enforcement authority or TCEQ's Field Operations Support Division.

BMP C. addresses this general requirement.

BMP A.	SPECIAL ACTION Legal Authority	
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Review Pollution Control Ordinance

Activity

Review, update, or formalize City ordinance that provides the permittee with legal authority to control pollutant discharges into and from the MS4 in order to meet the requirements of TCEQ's Small MS4 Discharge Permit.

Objective

To provide the permittee with adequate legal authority to control pollutant discharges into and from its small MS4 in order to meet the requirements of TCEQ's Small MS4 Discharge Permit.

Responsible Position

City Attorney

Work Actions

1. City Attorney to review city's existing ordinance to ensure it meets the requirements of Part III, Section A.3 of TCEQ's Small MS4 Discharge Permit.
2. If necessary, draft new ordinance or ordinance revisions for council review and approval.

Measurable Goals and Document Retention

1. City Attorney to provide memo with date of ordinance review and findings.
2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary.
3. Provide resolution of new or revised ordinance, if necessary.

Schedule

Year 1

BMP B.	SPECIAL ACTION Budget and Expense Reporting	
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Budget

Activity

Ensure adequate resources and funding to implement the requirements of the SWMP.

Objective

To track revenue from the utility fee and expenditures required to implement the SWMP, itemized by BMP.

Responsible Position

Public Works

Work Actions

1. Create a yearly SWMP budget with an itemized list of expenditures by BMP.
2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund.

Measurable Goals and Document Retention

1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP.

Schedule

Develop during Development stage and update Annually

BMP C.	SPECIAL ACTION Violations Response and Enforcement Measures	
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Violation Response and Enforcement Measures

Activity

Develop, formalize, or update an enforcement standard operating procedure (SOP) to respond to violations.

Objective

To effectively address violations so that illegal activities resulting in stormwater pollution can be rectified.

Responsible Position

Public Works

Work Actions

1. Develop an SOP to respond to violations, take necessary enforcement actions, and refer violations to adjacent MS4 operators or to TCEQ, as appropriate.

Measurable Goals and Document Retention

1. Document violation response and enforcement SOP.

Schedule

Year 1

**Minimum Control Measure 1 – Public Education, Outreach
and Involvement**

Section 4.0 - MCM 1 Public Education, Outreach, and Involvement

The previous permit included a control measure for public education and outreach, and a separate control measure for public involvement. The new Small MS4 Discharge Permit combines these into a single control measure.

Public education, outreach, and involvement are important aspects of a SWMP. Public involvement differs from public education in that it not only informs the public, but also provides opportunities for direct citizen action. In the previous SWMP, Seagoville effectively involved the public by organizing annual events such as the trash-off, City-wide cleanups, and the Keep Seagoville Beautiful Arbor Day celebration.

This new Stormwater management program describes ways in which the City will inform the community and how community can play an active role in developing and implementing the City's stormwater management program. An informed and involved public is a valuable resource and can help build compliance with the program.

Part III, Section B, 1. Public Education, Outreach, and Involvement of the General Permit states:

(a) Public Education and Outreach

(1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:

A. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);

B. Identify the target audience(s);

C. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;

D. Determine cost effective and practical methods and procedures for distribution of materials.

(2) Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.

(3) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures

required by Part III.A.2.. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.

(4) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach.

(b) Public Involvement

All permittees shall involve the public, and, at minimum, comply with any state and local public notice requirements in the planning and implementation activities related to developing and implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

(1) If feasible, consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;

(2) If feasible, create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer "Adopt-A-Highway" programs, and educational activities;

(3) Ensure the public can easily find information about the SWMP.

The Texas Government Code Chapter 2051, Section 44 defines the requirements for a newspaper in which a public notice will be published as:

(1) The newspaper in which a notice is published must:

I. Devote not less than 25 percent of its total column lineage to general interest items;

II. Be published at least once each week;

III. Be entered as second-class postal matter in the county where published; and

IV. Have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice.

(2) A weekly newspaper has been published regularly and continuously under Subsection (a) if the newspaper omits not more than two issues in the 12-month period.

Public meetings, if required, will be conducted according to the Texas Government Code Title 5, Subtitle A, Chapter 551.

BMP 1.1	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Assess and Modify Past Programs

Activity

Assess past public education, outreach, and involvement BMPs and modify as necessary. Define community wide stormwater related issues, goals, and the target audience of new programs.

Objective

Increase the effectiveness of the education and outreach program.

Responsible Position

City Staff and Consultant

Work Actions

1. Coordinate meeting with the authors of the MS4 SWMP and those responsible for implementing it.
2. Review past permit BMPs for public education, outreach, and involvement.
3. Discuss effectiveness of past BMPs and ways to improve, if needed.
4. Set realistic and attainable goals and target audience.

Measurable Goals and Document Retention

1. Provide minutes of the review meeting(s).

Schedule

Development stage of the updated SWMP

BMP 1.2	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Public Meeting

Activity

Hold public meeting for public comment on the SWMP.

Objective

Attain public input for the implementation of the SWMP.

Responsible Position

Public Works

Work Actions

1. Coordinate a public meeting according to the City Council meeting schedule.
2. Publicize meeting in the newspaper in accordance with The Texas Government Code Chapter 2051, Section 44.
3. Hold Public meetings according to the Texas Government Code Title 5, Subtitle A, Chapter 551 and open the floor for public comment on SWMP.

Measurable Goals and Document Retention

1. Keep a copy of the newspaper publication with date published.
2. Provide meeting minutes with SWMP public input.

Schedule

Year 1

BMP 1.3	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Update City Council

Activity

Update City Council on SWMP progress.

Objective

Keep the City Council involved and informed regarding the implementation of the SWMP.

Responsible Position

Public Works

Work Actions

1. Coordinate date of City Council meeting.
2. Update the City Council on SWMP progress.

Measurable Goals and Document Retention

1. Provide City Council meeting minutes, including council questions and comments.

Schedule

Annually

BMP 1.4	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Display Stormwater Management Program on City Website

Activity

Display SWMP on City website.

Objective

Allow community to easily access SWMP online.

Responsible Position8-21

Work Actions

1. Finalize the SWMP.
2. Upload SWMP to the City of Seagoville website.

Measurable Goals and Document Retention

1. Document date of SWMP initially uploaded or tested.
2. Record number of views on website.

Schedule

Annually

BMP 1.5	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Provide Stormwater Educational Material to New Water Accounts

Activity

Provide stormwater educational material to new residents and businesses as they apply for new water service.

Objective

Educate new account holders on pollution prevention, good housekeeping and stormwater management in Seagoville.

Responsible Position

Water Utility Billing

Work Actions

1. Determine program message and create handouts.
2. Insert handouts in new water account welcome packages.
3. Distribute materials to new water account holders.

Measurable Goals and Document Retention

1. Record number of new water accounts and welcome packages distributed.
2. Keep a copy of a welcome package including stormwater handouts.

Schedule

Annually

BMP 1.6	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Distribute Stormwater Educational Material to the Community

Activity

Distribute stormwater educational handouts to the community.

Objective

Educate a wide audience of Seagoville citizens or businesses on 10three stormwater related topics: hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater.

Responsible Position

Librarian

Work Actions

1. Create three handouts in English and Spanish. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater.
2. Determine the method for handout distribution.
3. Distribute materials to the community.

Measurable Goals and Document Retention

1. Document dates of material distribution, type of distribution, and quantify amount.
2. Keep a copy of the stormwater handouts.

Schedule

Year 1 - Hazards associated with illegal discharges and the improper disposal of waste

Year 3 - The impact that stormwater discharges can have on local waterways

Year 5 - Steps that the community can take to reduce pollutants in stormwater

<p>BM 1.7</p>	<p>MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement</p>	
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Distribute Stormwater Educational Materials to Violators

Activity

Develop and disseminate stormwater educational materials to City Ordinance violators.

Objective

To educate entities receiving City citations.

Responsible Position

Code Enforcement

Work Actions

1. Determine the five most common stormwater related City citations.
2. Create five handouts with general tips pertaining to each citation.
3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations.
4. Track citations and handouts issued.

Measurable Goals and Document Retention

1. Quantify number of stormwater related citations.
2. Quantify number of stormwater general tips handouts included in citation notices.
3. Keep a copy of each stormwater general tips handout.

Schedule

Annually

BMP 1.8	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Post Educational Messages on Social Media

Activity

Use social media accounts to provide educational stormwater information.

Objective

To educate social media users on a broad range of stormwater-related topics on a more frequent basis than other education BMPs.

Responsible Position

I.T.

Work Actions

1. Encourage Seagoville citizens to follow/connect to the City of Seagoville's social media accounts.
2. Post stormwater related information once a quarter.

Measurable Goals and Document Retention

1. Maintain electronic record of quarterly messages posted.

Schedule

Annually

BMP 1.9	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Publicize the Illicit Discharge Reporting Web Portal

Activity

Publicize the illicit discharge reporting web portal.

Objective

Inform community of the illicit discharge reporting web portal, where it is located, and when and how to use it. For more information on the illicit discharge reporting web portal refer to BMP 2.3.

Responsible Position

I.T.

Work Actions

1. Determine different options to publicize the illicit discharge reporting web portal.
2. Publicize the illicit discharge reporting web portal.

Measurable Goals and Document Retention

1. Record dates and methods of publication.

Schedule

Annually

BMP 1.10	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Publicize Household Hazardous Waste Chemical Collection Center

Activity

Publicize the Household Hazardous Waste Chemical Collection Center.

Objective

Inform community of the purpose of the Household Hazardous Waste Disposal Location, what should be disposed there, open hours, and physical address. For more information on the Household Hazardous Waste Chemical Collection Center refer to 2.10.

Responsible Position

I.T.

Work Actions

1. Determine different options to publicize the Household Hazardous Waste Disposal Location.
2. Publicize the Household Hazardous Waste Disposal Location.

Measurable Goals and Document Retention

1. Record dates and methods of publication.

Schedule

Annually

BMP 1.11	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Update Stormwater Page on City of Seagoville Website

Activity

Update and maintain the stormwater page on the City website. The stormwater page may include the SWMP, links to the social media accounts, the illicit discharge reporting web portal, information about stormwater related events, programs, and locations, and/or links to outside stormwater web sources such as the EPA, TCEQ, and iSWM Guidelines.

Objective

Provide a central stormwater location online with current information.

Responsible Position

I.T.

Work Actions

1. Update and maintain stormwater information on City of Seagoville page.
2. Test and check that all links work.

Measurable Goals and Document Retention

1. Record date that stormwater webpage and links are made available.
2. Document dates of additions or modifications to stormwater webpage.
3. Record number of views on webpage.

Schedule

Year 2

BMP 1.12	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Use the Library as a Central Location for Hard Copies

Activity

Use the library as a central location for stormwater information.

Objective

Have a physical location where the community can pick up information about stormwater.

Responsible Position

Librarian

Work Actions

1. Create 50 hard copies with stormwater educational material, such as brochures or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater.
2. Stock library with materials and replenish as necessary.

Measurable Goals and Document Retention

1. Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized.
2. Keep a copy of the materials stocked.
3. Quantify the number of materials disseminated.

Schedule

Annually

BMP 1.13	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Volunteer Trash Cleanups

Activity

Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.

Objective

Involve local citizens and when possible, businesses and public employees, in a hands-on cleanup of Seagoville.

Responsible Position

Keep Seagoville Beautiful Liaison

Work Actions

1. Publicize two announcements promoting the community cleanup.
2. Organize and participate with volunteer efforts to clean debris and trash, including creeks and drainage ways.

Measurable Goals and Document Retention

1. Keep a copy of publicity materials.
2. Record number of volunteers and quantify trash collected.
3. Take pictures of event.

Schedule

Annually

BMP 1.14	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Label Storm Drains

Activity

Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.

Objective

Inform the community that stormwater drains are for stormwater use only, and should not be used for other purposes such as dumping.

Responsible Position

Public Works

Work Actions

1. Inventory city storm drains.
2. Order materials.
3. Organize staff or volunteers to label storm drain inlets. Label at least 15 per year.
4. Document storm drain inlets labeled and dates in a storm drain log.

Measurable Goals and Document Retention

1. Provide storm drain log identifying at least 15 drains that are labeled each year.
2. Include a photograph of a marked drain.

Schedule

Year 1 - Create storm drain inventory and order materials

Year 2, Year 3, Year 4, and Year 5 - Label 15 drain inlets per year

BMP 1.15	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Keep Seagoville Beautiful Adopt-A-Spot Program

Activity

Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville Beautiful program.

Objective

Involve the community by having volunteer groups responsible for keeping a section of Seagoville free from litter.

Responsible Position

Keep Seagoville Beautiful Liaison

Work Actions

1. Identify “spot” and volunteer group assigned to it.
2. Publicize available “spots.”
3. When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log.
4. Send reminders to volunteers to clean their spot..

Measurable Goals and Document Retention

1. Provide Adopt-A-Spot log.

Schedule

Annually

BMP 1.16	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Keep Seagoville Beautiful Arbor Day Celebration

Activity

Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.

Objective

Educate the community about the importance of trees, recycling, and composting.

Responsible Position

Keep Seagoville Beautiful Liaison

Work Actions

1. Coordinate with the Keep Texas Beautiful program to attain materials used at the event.
2. Publicize event.
3. Hold event outside of the Public Library.

Measurable Goals and Document Retention

1. Record date event was publicized.
2. Keep a copy of the publicity materials.
3. Quantify number of attendees.
4. Take pictures of the event.

Schedule

Annually

BMP 1.17	MINIMUM CONTROL MEASURE NO. 1 Public Education, Outreach, and Involvement	
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Stormwater Education at Community Activities

Activity

Display stormwater information at community events.

Objective

Educate community on stormwater pollution prevention by promoting steps that the community can take to reduce pollutants.

Responsible Position

Keep Seagoville Beautiful Liaison

Work Actions

1. Coordinate with event organizer and reserve a table for the event.
2. Create all materials needed. An example of a handout can be good landscaping guidelines from the iSWM Technical Manual.
3. Attend event and educate community.

Measurable Goals and Document Retention

1. Record date and time of one event in which Stormwater information was publicly displayed.
2. Keep a copy of the material.
3. Take pictures of event.

Schedule

Year 3 and Year 5

**Minimum Control Measure 2 – Illicit Discharge Detection
and Elimination**

Section 5.0 - MCM 2 Illicit Discharge Detection and Elimination

The City of Seagoville recognizes the potential for illicit discharges to the City's stormwater system and is committed to addressing these discharges. The BMPs in this section are targeted toward known and potential illicit discharges.

Non-stormwater discharges will be addressed on a case-by-case basis. Allowable non-stormwater discharges, as identified in Part II. C of the TPDES General Permit, are not required to be addressed by the minimum control measures unless they are determined by the City or TCEQ to be significant contributors of pollutants to the small MS4.

Part III, Section B, 2. Illicit Discharge Detection and Elimination of the General Permit states:

(a) Program Development

(1) All permittees shall develop, implement and enforce a program to detect, investigate, and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4 system.

Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. See also Part III.A.1(c).

The Illicit Discharge Detection and Elimination (IDDE) program must include the following:

- a. An up-to-date MS4 map (see Part III.B.2. (c)(1));*
- b. Methods for informing and training MS4 field staff (See Part III.B.2. (c)(2));*
- c. Procedures for tracing the source of an illicit discharge (see Part III. B.2. (c) (5));*
- d. Procedures for removing the source of the illicit discharge (see Part III.B.2. (c)(5));*
- e. For Level 2, 3 and 4 small MS4s, if applicable, procedures to prevent and correct any leaking on-site sewage disposal systems that discharge into the small MS4;*
- f. For Level 4 small MS4s, procedures for identifying priority areas within the small MS4 likely to have illicit discharges, and a list of all such areas identified in the small MS4 (See Part III.B.2.(g)(1));*
- g. For Level 4 small MS4s, field screening to detect illicit discharges (See Part III.B.2.(g)(2)).*

(2) For non-traditional small MS4s, if illicit connections or illicit discharges are observed related to another operator's MS4, the permittee shall notify the other MS4 operator within 48 hours of discovery. If

notification to the other MS4 operator is not practicable, then the permittee shall notify the appropriate TCEQ regional office of the possible illicit connection.

(3) If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in Part III.B.2.(c)(3).

(4) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.

(b) Allowable Non-Stormwater Discharges

Non-stormwater flows listed in Part II.C do not need to be considered by the permittee as an illicit discharge requiring elimination unless the permittee or the TCEQ identifies the flow as a significant source of pollutants to the small MS4.

(c) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.2(c)(1)-(6)

(1) MS4 mapping

All permittees shall maintain an up-to-date MS4 map, which must be located on site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

- a. The location of all small MS4 outfalls that are operated by the permittee and that discharge into waters of the U.S.;*
- b. The location and name of all surface waters receiving discharges from the small MS4 outfalls;*
- c. Priority areas identified under Part III.B.2.(e)(1) if applicable.*

(2) Education and Training

All permittees shall implement a method for informing or training all the permittee's field staff that may come into contact with or otherwise observe an illicit discharge or illicit connection to the small MS4 as part of their normal job responsibilities. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

(3) Public Reporting of Illicit Discharges and Spills

To the extent feasible, all permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example by including a phone number for complaints and spill reporting.

(4) All permittees shall develop and maintain on site procedures for responding to illicit discharges and spills.

(5) Source Investigation and Elimination

- a. *Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.*
- (i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.*
- (ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.*
- (iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.*
- b. *Identification and Investigation of the Source of the Illicit Discharge –All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee’s boundary, all Permittees shall notify the adjacent permitted MS4 operator or TCEQ’s Field Operation Support Division according to Part III.A.3.b.*
- c. *Corrective Action to Eliminate Illicit Discharge*
- (i) If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.*

(6) Inspections –The permittee shall conduct inspections, as determined appropriate, in response to complaints, and shall conduct follow-up inspections as needed to ensure that corrective measures have been implemented by the responsible party.

BMPs 2.1-2.10 address this general requirement.

BMP 2.1	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Assess and Modify Past Programs

Activity

Assess and modify past Illicit Discharge Detection and Elimination BMPs.

Objective

Increase the effectiveness of the Illicit Discharge Detection and Elimination program.

Responsible Position

City staff and Consultant

Work Actions

1. Coordinate meeting with the authors of the MS4 SWMP and those responsible for implementing it.
2. Review past permit BMPs for the MCM.
3. Discuss effectiveness of the BMPs and ways to improve the program.
4. Set realistic and attainable goals.

Measurable Goals and Document Retention

1. Provide detailed minutes of the review meeting.

Schedule

Development stage of the updated SWMP

BMP 2.2	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Improvement of Storm Sewer Map

Activity

Improve the Seagoville MS4 map showing outfalls, names of the Waters of the United States, delineated drainage basins, land uses, stormwater infrastructure and other important information as needed.

Objective

Maintain a complete and current map of stormwater facilities in Seagoville to facilitate the identification of pollution sources.

Responsible Position

Public Works

Work Actions

1. Compile relevant stormwater outfall location data from existing records. Perform field observations as necessary.
2. Coordinate activity with the storm drain inventory in BMP 1.14.
3. Delineate watersheds.
4. Develop electronic and paper maps of all stormwater outfalls and receiving waters.
5. Maintain map and make it available for review by TCEQ.

Measurable Goals and Document Retention

1. Document date of outfall inventory or other field survey.
2. Record date that map is drafted and/or updated.

Schedule

Year 1

BMP 2.3	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Illicit Discharge Reporting Web Portal

Activity

Improve the illicit discharge reporting web portal.

Objective

Increase reporting of illicit discharges through the website.

Responsible Position

I.T.

Work Actions

1. Improve the ability to locate the reporting web portal on the city website.
2. Add an explanation on the web portal for what an illicit discharge is and when and how to use the portal to report illicit discharges.
3. Monitor reports from the community.

Measurable Goals and Document Retention

1. Document dates of additions or modifications to the illicit discharge reporting web portal.
2. Quantify number of web portal reports.

Schedule

Year 1

BMP 2.4	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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SOP for Stormwater Report Response

Activity

Develop, review, update, or formalize an SOP for responding to an illicit discharge and spill report.

Objective

Develop a decision flowchart to define the severity of the illicit discharge and to determine the appropriate department to investigate the report.

Responsible Position

Code Enforcement

Work Actions

1. Develop, review, update, or formalize an SOP for responding to a report:
 - a. Identify the most typical and/or likely reports that are received.
 - b. Create a decision flowchart indicating who is responsible for investigating based on the type of report
 - c. Create a Report Tracking Form and a log.
 - d. Determine outside agency contacts and when to contact them.
2. Implement SOP.

Measurable Goals and Document Retention

1. Document SOP for illicit discharge and spill report response.
2. Create report tracking form and log.

Schedule

Year 2

BMP 2.5	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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SOP for Identifying/Eliminating Illicit Discharge or Spill

Activity

Develop, review, update, or formalize an SOP for locating and investigating the source of the reported illicit discharge or spill. Implement inspection.

Objective

Develop a procedure to locate, inspect and rectify potential illicit discharges to Seagoville's stormwater system.28-29

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Responsible Position

Code Enforcement

Work Actions

1. Develop, review, update, or formalize the SOP for tracing, inspecting, and eliminating reported illicit discharges or spills.
 - a. Include tools and procedures for tracing the source of an illicit discharge.
2. Create a tracking form and log to document individual investigations.
3. Implement the SOP and investigate reported discharges.
4. When an investigation is complete, file completed report tracking form and log.

Measurable Goals and Document Retention

1. Document SOP for tracing, inspecting, and eliminating illicit discharges or spills.
2. Provide Report Tracking log.

Schedule

Year 3

BMP 2.6	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Train City Employees Regarding Hazards Associated with Illegal Discharges to Stormwater Systems

Activity

Conduct an illicit discharge training program for City employees who may come into contact with illicit discharges or receive reports in the course of their normal job responsibilities. The training will review the SOP of how to trace, inspect, and eliminate an illicit discharge.

Objective:

Inform City employees about the hazards of illegal discharges to the stormwater system and to teach them how to investigate them.

Responsible Position

Code Enforcement

Work Actions

1. Gather training educational materials discussing the stormwater hazards of illicit discharges. Include SOPs for responding, tracing, inspecting, and eliminating illicit discharges.
2. Implement training session with city employees involved in illicit discharge activities during work hours.

Measurable Goals and Document Retention

1. Create a dated, written documentation of employees present (attendance list).
2. List the training materials used.

Schedule

Year 3

BMP 2.7	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Dry-Weather Outfall Inspections

Activity

Perform dry-weather screening downstream of each stormwater outfall.

Objective

Develop program for City employees to identify and remove potential illicit discharges to Seagoville's stormwater system.

Responsible Position

Public Works

Work Actions

1. Review storm sewer map.
2. Create an outfall inspection form and log.
3. Determine inspection frequency for outfalls.
4. Visually inspect Seagoville's stormwater outfalls in dry weather.
 - a. If pollution is identified during inspections, implement SOP for tracing/ Inspecting/ eliminating Illicit discharges or spills
5. Complete the inspection forms and log.

Measurable Goals and Document Retention

1. Provide outfall inspection log.

Schedule

Years 3 and Annually

BMP 2.8	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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OSSF Inspections

Activity

Develop SOP to prevent and correct leaking OSSFs.

Objective

Reduce the pollution potential on Seagoville's stormwater system from existing OSSFs.

Responsible Position

Code Enforcement

Work Actions

1. Develop, review, update, or formalize an SOP for preventing and correcting OSSF leaking.
 - a. Create an OSSF inventory or map.
 - b. Create an OSSF inspection form and log.
 - c. Determine when to conduct inspections.
 - d. Determine when and whom to contact from outside agencies (i.e. Dallas County).

Measurable Goals and Document Retention

1. Document SOP for preventing and correcting OSSF leaking.
2. Provide OSSF Inspection log.

Maintain OSSF inventory or map.

Schedule

Year 3

BMP 2.9	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Neighborhood Watch Group Presentation

Activity

Provide an illicit discharge presentation during an existing neighborhood watch group meeting.

Objective

Inform existing Neighborhood Watch Group how to handle and report illicit discharges.

Responsible Position

Code Enforcement

Work Actions

1. Develop educational materials and presentation discussing the stormwater hazards of illicit discharges.
2. During a neighborhood watch group meeting, give a stormwater presentation to teach the group how to detect and report illicit discharges.

Measurable Goals and Document Retention

1. Record date of neighborhood watch group meeting presentation.
2. Keep a copy of any materials used.

Schedule

Year 4

BMP 2.10	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Household Hazardous Waste Chemical Collection Center

Activity

Facilitate the Household Hazardous Waste Chemical Collection Center.

Objective

Prevent pollution of Seagoville's stormwater system by providing a central location for the community to properly dispose of hazardous household waste such as cleaners, batteries, fluorescent light bulbs, glues, motor oil and other automotive fluids, paint, pesticides and yard chemicals, and pool chemicals.

Responsible Position

Billing Official

Work Actions

1. Facilitate the use of the Dallas County Household Hazardous Waste Chemical Collection Center.

Measurable Goals and Document Retention

1. Quantify the number of users.

Schedule

Annually

**Minimum Control Measure 3 – Construction Site Stormwater
Runoff Control**

Section 6.0 - MCM 3 Construction Site Stormwater Runoff Controls

In the absence of proper management, construction sites can release significant amounts of sediment into stormwater and eventually into a municipality's stormwater drainage system. Other construction site activities, such as storage and handling of construction materials, can also release pollutants into the storm drain system. The fact that construction and construction-related activities are occurring in Seagoville is cause to evaluate the methods and procedures currently in place to address stormwater runoff. Pollutants from construction sites that may impact stormwater runoff include sediment, solid and sanitary wastes, fertilizer, pesticides, oil and grease, truck washout debris, and construction debris.

The City of Seagoville currently has institutional controls related to stormwater at construction sites. The continued implementation and enforcement of these stormwater runoff controls will be an important element in Seagoville's Stormwater Management Program.

Part III, Section B, 3. Construction Site Stormwater Runoff Control of the General Permit states:

(a) Requirements and Control Measures

(1) All permittees shall develop, implement and enforce a program requiring operators of small and large construction activities, as defined in Part I of this general permit, to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal, and local law, to require erosion and sediment control.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the the program fully implemented by the end of this permit term.

If TCEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s).

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.3(b)(1)-(7)

(1) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained on site or in the SWMP and made available for inspection by the TCEQ.

(2) All permittees shall require that construction site operators implement appropriate erosion and sediment control BMPs. The permittee's construction program must ensure the following minimum requirements are effectively implemented for all small and large construction activities discharging to its small MS4.

a. Erosion and Sediment Controls -Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.

b. Soil Stabilization -Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased

on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the permittee. In arid, semiarid, and drought-stricken areas, as determined by the permittee, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the permittee.

c. BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:

(i) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters;

(ii) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and

(iii) Minimize the discharge of pollutants from spills and leaks.

d. As an alternative to (a) through (c) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP3) in accordance with the TPDES CGP TXR150000. In arid, semiarid, and drought-stricken areas, as determined by the permittee, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the permittee. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.

(3) Prohibited Discharges -The following discharges are prohibited:

a. Wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;

b. Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;

c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and,

d. Soaps or solvents used in vehicle and equipment washing;

e. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.

(4) Construction Plan Review Procedures

To the extent allowable by state, federal, and local law, all permittees shall maintain and implement site plan review procedures, that describe which plans will be reviewed as well as when an operator may begin construction. For those permittees without legal authority to enforce site plan reviews, this requirement is limited to those sites operated by the permittee and its contractors and located within the permittee's regulated area. The site plan procedures must meet the following minimum requirements:

a. The site plan review procedures must incorporate consideration of potential water quality impacts.

b. The permittee may not approve any plans unless the plans contain appropriate site specific construction site control measures that, at a minimum, meet the requirements described in Part III.B.3.(a) or in the TPDES CGP, TXR150000.

The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the

CGP, TXR150000.

(5) Construction Site Inspections and Enforcement

To the extent allowable by state, federal, and local law, all permittees shall implement procedures for inspecting large and small construction projects. Permittees without legal authority to inspect construction sites shall at minimum conduct inspections of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

a. Inspections must occur at a frequency determined by the permittee, based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.

b. Inspections must occur during the active construction phase.

(i) All permittees shall develop, implement, and revise as necessary, written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on site or in the SWMP and be made available to TCEQ.

(ii) Inspections of construction sites must, at a minimum:

- 1. Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000. If no coverage exists, notify the permittee of the need for permit coverage.*
- 2. Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained according to the small MS4's requirements.*
- 3. Assess compliance with the permittee's ordinances and other regulations.*
- 4. Provide a written or electronic inspection report.*

C. Based on site inspection findings, all permittees shall take all necessary follow-up actions (for example, follow-up-inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ.

For non-traditional small MS4s with no enforcement powers, the permittee shall notify the adjacent MS4 operator with enforcement authority or the TCEQ's Field Operations Support Division according to Part III.A.3(b).

(6) Information submitted by the Public

All permittees shall develop, implement and maintain procedures for receipt and consideration of information submitted by the public.

(7) MS4 Staff Training

All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.

BMPs 3.1-3.7 address this general requirement.

BMP 3.1	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Assess and Modify Past Programs

Activity

Assess past Construction Site Runoff Control BMPs and modify as necessary.

Objective

Increase the effectiveness of the Construction Site Runoff Controls program.

Responsible Position

City Staff and Consultant

Work Actions

1. Coordinate meeting with the authors of the MS4 SWMP and those responsible for implementing it.
2. Review past permit BMPs for construction site runoff controls.
3. Discuss effectiveness of past BMPs and ways to improve, if needed.
4. Set realistic and attainable goals.

Measurable Goals and Document Retention

1. Provide minutes of the review meeting.

Schedule

Development stage of the updated SWMP

BMP 3.2	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Construction Site Erosion and Sediment Control Ordinance

Activity

Develop, review, update, or formalize City ordinance and enforcement mechanism (including sanctions) to require erosion and sediment control BMPs at construction sites that disturb one acre or more. Ordinance must require a SWP3 in accordance with TCEQ's Construction Site Discharge Permit.

Objective

To require that erosion and sediment control BMPs are implemented and maintained at construction sites within the City of Seagoville to prevent illicit discharges and reduce pollution.

Responsible Position

City Attorney

Work Actions

1. City attorney to review city's existing ordinances to ensure they meet the requirements of Part III, Section B.3.a.1 and Part III, Section B.b of TCEQ's Small MS4 Discharge Permit.
2. If necessary, draft new ordinance or ordinance revisions for council review and approval.

Measurable Goals and Document Retention

1. City attorney to provide memo with date of ordinance review and findings.
2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary.
3. Provide resolution of new or revised ordinance.

Schedule

Year 1

BMP 3.3	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Site Plan Review Procedures

Activity

Develop, review, update, or formalize SOP for site plan reviews that describe which plans will be reviewed as well as when an operator may begin construction.

Objective

Ensure that construction site operators have considered potential water quality impacts and are compliant with state and local requirements.

Responsible Position

Building Inspection

Work Actions

1. Develop, review, update, or formalize SOP for site plan reviews that describe which plans will be reviewed as well as when an operator may begin construction.
 - a. Site plan review procedures must incorporate consideration of potential water quality impacts.
 - b. Ensure the site plans meet requirements described in Part III, Section B.3.a of TCEQ's small MS4 discharge permit.
2. Implement site plan review SOPs.
3. Create and maintain an inventory of reviewed construction plans in a log.

Measurable Goals and Document Retention

1. Document SOP for site plan reviews.
2. Provide a log of reviewed construction plans.

Schedule

Year 2

BMP 3.4	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Implement Procedures for Construction Site Inspection

Activity

Develop, review, update, or formalize and implement an SOP for inspecting construction sites.

Objective

Reduce stormwater pollution potential from construction sites.

Responsible Position

Code Enforcement

Work Actions

1. Create a construction site inventory.
2. Develop, review, update, or formalize SOP for construction site inspections and enforcement measures.
 - a. Determine frequency of inspections based on an evaluation of factors that are a threat to water quality.
3. Create a construction site controls inventory.
4. Create a construction project inspection log.
5. Conduct inspections and record, including follow-up inspections.
6. Implement and track enforcement procedures.

Measurable Goals and Document Retention

1. Provide a construction site inventory (Year 1).
2. Document construction runoff site inspection SOP (Year 2).
3. Document inspections performed in a construction site inspection log (Years 3-5).

Schedule

Year 1 - Create construction site inventory

Year 2 - Create construction site inspection SOP, forms, and log

Year 3, Year 4, and Year 5 - Conduct inspections and document

BMP 3.5	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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SOPs for Construction Site Report Response

Activity

Develop, review, update, or formalize SOPs for responding to a construction site report.

Objective

To develop a decision flowchart to define the severity of the construction site report, to determine the appropriate department to investigate the site, and to develop a procedure to determine how to handle the discharge or spill found on site.

Responsible Position

Code Enforcement

Work Actions

1. Develop, review, update, or formalize a SOP for responding to a construction site report:
 - a. Determine employee position flowchart. Who receives the report first, second, third?
 - b. Create a report tracking form and log.
 - c. Develop criteria to determine if a spill is of low or high pollution-potential.
 - d. Determine outside agency contacts and when to contact them.
2. Develop, review, update, or formalize the SOP for tracing, inspecting, and eliminating a discharge or spill on a construction site.
 - a. Determine point of contact for construction site report to be received.
 - b. Determine how to attain report tracking form.
 - c. Determine relative risk criteria in order to prioritize the discharge investigation.
 - d. Determine criteria to determine if report is an immediate threat to human health or environment; if so, contact TCEQ immediately.
 - e. If not an immediate threat, determine how to investigate the discharge.
 - f. Investigate the discharge.
 - g. When an investigation is complete, file completed report tracking form in log.

Measurable Goals and Document Retention

1. Document SOP for the construction site reports.
2. Create report tracking form and log.

Schedule

Year 3

BMP 3.6	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Train Employees on Construction Site Runoff Controls

Activity

Conduct training on the implementation of the SWMP on construction sites for all employees involved in its implementation. Teach SOP for Site Plan Reviews and Construction Site Inspections.

Objective

Ensure staff is able to permit, review plans, inspect construction sites, and enforce SWMP.

Responsible Position

Code Enforcement

Work Actions

1. Create training materials for construction site inspections.
2. Hold training session for employees involved in SWMP implementation and teach construction site inspection SOP.

Measurable Goals and Document Retention

1. Provide attendance list and date of training.
2. Document training materials and where they were attained.

Schedule

Year 3

BMP 3.7	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Construction Site Stormwater Runoff Reporting Web Portal

Activity

Improve the construction site stormwater runoff reporting web portal.

Objective

Increase reporting of construction site stormwater runoff through the website.

Responsible Position

I.T.

Work Actions

1. Improve the ability to locate the reporting web portal on the city website.
2. Add an explanation on the web portal for what a construction site stormwater runoff is and when and how to use the portal to report a construction site stormwater runoff.
3. Monitor reports from the community.

Measurable Goals and Document Retention

1. Document dates of additions or modifications to the construction site stormwater runoff reporting web portal.
2. Quantify number of web portal reports.

Schedule

Year 1

**Minimum Control Measure 4 – Post-Construction
Stormwater Management in New Development and
Redevelopment**

Section 7.0 - MCM 4 Post-Construction Stormwater Management in New Development and Redevelopment

The quality of stormwater runoff from a developed site can continue to be impacted long after construction activities are complete at the site. As runoff flows over areas altered by development, the water can pick up sediment and chemicals, such as oil and grease, pesticides, heavy metals, and nutrients (e.g., nitrogen and phosphorus). These pollutants can become suspended or dissolved in stormwater runoff and have the ability to impact the ecosystems in and around the surface waters.

Part III, Section B, 3. Post-Construction Stormwater Management in New Development and Redevelopment of the General Permit states:

(a) Post-Construction Stormwater Management Program

(1) All permittees shall develop, implement and enforce a program, to the extent allowable under state, federal, and local law, to control stormwater discharges from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale. The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.

(2) All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement, that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may propose an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.4.(b)(1)-(3)

(1) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be included in the annual report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.

(2) All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.

(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures

All permittees shall, to the extent allowable under state, federal, and local law, ensure the long-term operation and maintenance of structural stormwater control measures installed through one or both of the following approaches:

a. Maintenance performed by the permittee. See Part III.B.5

b. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan. The maintenance plan must be filed in the real property records of the county in which the property is located. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the offices of the owner or operator, and made available for review by the small MS4.

BMPs 4.1-4.4 address this general requirement.

BMP 4.1	MINIMUM CONTROL MEASURE NO. 4 Post-Construction Stormwater Management in New Development and Redevelopment	
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Assess and Modify Past Programs

Activity

Assess past BMPs related to Post-Construction Stormwater Management and modify as necessary.

Objective

Increase the effectiveness of the post-construction Stormwater management program.

Responsible Position

City Staff and Consultant

Work Actions

1. Coordinate meeting with the authors of the MS4 SWMP and those responsible for implementing it.
2. Review past permit BMPs for the post-construction stormwater management.
3. Discuss effectiveness of past BMPs and ways to improve, if needed.
4. Set realistic and attainable goals.

Measurable Goals and Document Retention

1. Provide detailed minutes of the review meeting(s).

Schedule

Development stage of the updated SWMP

BMP 4.2	MINIMUM CONTROL MEASURE NO. 4 Post Construction Stormwater Management in New Development and Redevelopment	
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Post-Construction Stormwater Management Ordinance

Activity

Develop, review, update, or formalize City ordinance(s) to require the design, installation, implementation, and maintenance of both structural and non-structural BMPs appropriate for the community and that protect water quality. The ordinance(s) should include provisions addressing the long-term maintenance of structural controls.

Objective

To legally require post-construction stormwater runoff to be managed in a manner that protects water quality in the City of Seagoville.

Responsible Position

City Attorney

Work Actions

1. City attorney to review ordinance relative to Part III, Section B.4 of TCEQ's small MS4 discharge permit.
2. If necessary, draft new ordinance(s) or ordinance revisions for council review and approval.

Measurable Goals and Document Retention

1. City attorney to provide memo with date of ordinance review and findings.
2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary.
3. Provide resolution of new or revised ordinance(s).

Schedule

Year 1

BMP 4.3	MINIMUM CONTROL MEASURE NO. 4 Post Construction Stormwater Management in New Development and Redevelopment	
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Post-Construction Controls Program

Activity

Develop, review, update, or formalize an SOP that addresses

- The review of stormwater controls plans and designs for conformance with the City's ordinance,
- The schedules and procedures for long-term operation and maintenance of controls and BMPs, and
- The inspections to oversee whether maintenance is being performed properly.

Objective

To implement the post-construction controls provisions of the City's ordinance so that controls are designed appropriately and operated as designed for the long-term removal of pollutants from stormwater.

Responsible Position

Code Enforcement

Work Actions

1. Develop, review, update, or formalize SOP for the review of design plans and operation and maintenance plans for structural stormwater controls.
2. Create an inventory of existing post-construction controls, including the location, owner(s) and entity responsible for operating and maintaining.
3. Create a structural stormwater control maintenance inspection log.
4. Conduct maintenance inspections and record, including follow-up inspections.

Measurable Goals and Document Retention

1. Provide inventory of existing post-construction controls (Year 2). Document structural stormwater control SOP, including inspection log (Year 3).
2. Document inspections performed (Year 4-5)

Schedule

Year 2 - Create inventory of existing post-construction controls.

Year 3 - Update structural control SOP and create maintenance inspection log

Year 4 and Year 5 - Conduct inspections and document.

BMP 4.4	MINIMUM CONTROL MEASURE NO. 4 Post Construction Stormwater Management in New Development and Redevelopment	
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Enforcement Records

Activity

Document and maintain records of enforcement actions.

Objective

To document that the post-construction Stormwater management provisions of the City's ordinances are being implemented by developers and that appropriate action is taken by the City to ensure compliance.

Responsible Position

Code Enforcement

Work Actions

1. Review ordinance provisions in place (after completion of BMP 4.2) relating to post-construction stormwater controls and the city's authority in the review, inspection and enforcement process.
2. Create a tracking system for enforcement actions, such as a log.
3. Maintain records of enforcement actions.

Measurable Goals and Document Retention

1. Provide log of enforcement actions.

Schedule

Annually starting in Year 3

**Minimum Control Measure 5 – Pollution Prevention and
Good Housekeeping for Municipal Operations**

Section 8.0 - MCM 5 Pollution Prevention and Good Housekeeping for Municipal Operations

The City of Seagoville recognizes that, in order to be successful, any Stormwater Management Program requires leading by example regarding good housekeeping and pollution prevention. The City of Seagoville owns and operates multiple municipal parks, a public works storage yard, police and fire stations, City Hall, and various other facilities. None of the properties owned by the City are permitted under the TPDES Industrial Stormwater Permit.

Pollution prevention and good housekeeping practices of the City government are critical to maintaining progress and achieving continued improvement with respect to environmental quality. A pollution prevention and good housekeeping program requires operators to examine and subsequently alter their own actions to help ensure a reduction in the type and amount of pollution. This includes pollution that collects on streets, parking lots, open spaces, and storage areas and that is discharged into local waterways.

The City of Seagoville recognizes that any Stormwater Management Program requires good housekeeping and pollution prevention to be successful.

The City of Seagoville owns and operates 15 municipal parks, a fleet maintenance and service facility, a public works storage yard, and various administrative facilities. None of the properties owned by the City are permitted under the TPDES Industrial Stormwater Permit.

Pollution prevention and good housekeeping practices of the City government are critical to maintaining progress and achieving continued improvement with respect to environmental quality, not just water quality. A pollution prevention and good housekeeping program requires operators to examine and subsequently alter their own actions to help ensure a reduction in the type and amount of pollution. This includes pollution that collects on streets, parking lots, open spaces, and storage areas and is discharged into local waterways, as well as from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm drainage systems and detention and retention areas.

Part III, Section B, 3. Pollution Prevention and Good Housekeeping for Municipal Operations of the General Permit states:

(a) Program development

(1) All permittees shall develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharges of

pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. See also Part III.A.1.(c)

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.(B(1)-(6) in the program:

(1) Permittee-owned Facilities and Control Inventory

All permittees shall develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the small MS4. If feasible, the inventory may include all applicable permit numbers, registration numbers, and authorizations for each facility or controls. The inventory must be available for review by TCEQ and must include, but is not limited, to the following, as applicable:

- a. Composting facilities;*
- b. Equipment storage and maintenance facilities;*
- c. Fuel storage facilities;*
- d. Hazardous waste disposal facilities;*
- e. Hazardous waste handling and transfer facilities;*
- f. Incinerators;*
- g. Landfills;*
- h. Materials storage yards;*
- i. Pesticide storage facilities;*
- j. Buildings, including schools, libraries, police stations, fire stations, and office buildings;*
- k. Parking lots;*
- l. Golf courses;*
- m. Swimming pools;*
- n. Public works yards;*
- o. Recycling facilities;*
- p. Salt storage facilities;*
- q. Solid waste handling and transfer facilities;*
- r. Street repair and maintenance sites;*
- s. Vehicle storage and maintenance yards; and*
- t. Structural stormwater controls.*

(2) Training and Education

All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for inspection by TCEQ when requested.

(3) Disposal of Waste Material -Waste materials removed from the small MS4 must be disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable.

(4) Contractor Requirements and Oversight

a. Any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures described in Parts III B.5.(2)-(6).

b. All permittees shall provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs. Oversight procedures must be developed before the end of the permit term and maintained on site and made available for inspection by TCEQ.

(5) Municipal Operation and Maintenance Activities

a. Assessment of permittee-owned operations

All permittees shall evaluate operation and maintenance (O&M) activities for their potential to discharge pollutants in stormwater, including but not limited to:

(i) Road and parking lot maintenance may include such areas as pothole repair, pavement marking, sealing, and re-paving;

(ii) Bridge maintenance may include such areas as re-chipping, grinding, and saw cutting;

(iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and

(iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.

b. All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).

c. All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:

(i) Replacing materials and chemicals with more environmentally benign materials or methods;

(ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and

(iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.

d. Inspection of pollution prevention measures -All pollution prevention measures implemented at permittee-owned facilities must be visually inspected at a frequency determined by the permittee to ensure they are working properly. A log of inspections must be maintained and made available for review by the TCEQ upon request.

(6) Structural Control Maintenance

If BMPs include structural controls, maintenance of the controls must be performed at a frequency determined by the permittee and consistent with maintaining the effectiveness of the BMP.

BMPs 5.1-5.6 address this general requirements.

<p>BMP</p> <p>5.1</p>	<p align="center">MINIMUM CONTROL MEASURE NO. 5</p> <p align="center">Pollution Prevention and Good Housekeeping for Municipal operations</p>	
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Assess and Modify Past Programs

Activity

Assess past Pollution Prevention and Good Housekeeping BMPs for municipal operations and modify as necessary.

Objective

Increase the effectiveness of the Pollution Prevention and Good Housekeeping program.

Responsible Position

City Staff and Consultant

Work Actions

1. Coordinate meeting with the authors of the MS4 SWMP and those responsible for implementing it.
2. Review past permit BMPs for municipal operations.
3. Discuss effectiveness of past BMPs and ways to improve, if needed.
4. Set realistic and attainable goals.

Measurable Goals and Document Retention

1. Provide minutes of the review meeting(s).

Schedule

Development stage of the updated SWMP

BMP 5.2	MINIMUM CONTROL MEASURE NO. 5 Pollution Prevention and Good Housekeeping For Municipal Operations	
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Inventory Municipal Facilities for Appropriate

Stormwater Pollution Prevention Controls

Activity

Develop, review, update, or formalize an inventory of municipal facilities, existing stormwater controls, and pollution prevention controls that are warranted. Also, assess the existing stormwater and pollution prevention controls to determine if changes are necessary.

Objective

To identify, inventory, and review controls to prevent or reduce pollution from city-owned facilities.

Responsible Position

Public Works

Work Actions

1. Develop a list of city-owned and operated facilities (refer to TCEQ's Small MS4 Discharge Permit Part III, Section B.5.b.1 for facilities list).
2. Perform a desktop review of each facility which is regulated or permitted. Identify applicable permit numbers, registration numbers, and authorizations for each facility and controls.
3. Train appropriate employees how to identify stormwater controls.
4. Inspect each facility to observe potential sources of stormwater pollution and infrastructure in place. Inventory stormwater controls and pollution prevention controls. Determine if changes are necessary.
5. Document inspections in a municipal facility controls inventory.

Measurable Goals and Document Retention

1. Provide municipal facilities inventory and desktop review (Year 1).
2. Provide training materials and attendance list (Year 1).
3. Provide inventory of stormwater and pollution prevention controls (Year 2-3)

Schedule

Year 1 - Create municipal facilities inventory, desktop review, and train

Year 2 and Year 3 Create inventory and assess stormwater and pollution prevention controls

BMP	MINIMUM CONTROL MEASURE NO. 5 Pollution Prevention and Good Housekeeping for Municipal Operations	
5.3		

Evaluate Municipal Operation and Maintenance Activities

Activity

Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.

Objective

To ensure that operation and maintenance activities performed by the City are being conducted in a manner that minimizes pollutant discharges into Seagoville's stormwater system.

Responsible Position

Public Works

Work Actions

1. Develop a list of operation and maintenance activities performed by City staff, including activities in municipal facilities and for structural controls.
2. Identify for each activity:
 - a. A general description of the major steps taken, procedures implemented or methods used to conduct the operation and maintenance activity
 - b. Where the activity is performed
 - c. Who performs the activity
 - d. What equipment and materials are used in the activity
 - e. When and how frequently is the activity performed
3. Identify potential stormwater pollutants associated with each activity.
4. Develop measures to reduce pollutant discharges
 - a. Identify activities where changes to operation and maintenance activities are warranted or where improvements can be made.
 - b. Consider replacing materials and chemicals used
 - c. Consider changing procedures and methods to minimize the exposure or mobilization of possible pollutants
 - d. Consider physical controls to prevent pollutant discharges during maintenance activities
5. Implement pollution prevention measures associated with O&M activities.
6. Determine an appropriate frequency to perform visual inspections of pollution prevention measures. Inspect pollution prevention measures at the determined frequency and maintain a log to record that inspections were performed.

Measurable Goals and Document Retention

1. List activities, nature of activities, and potential stormwater pollutants associated with each activity (Year 1)
2. Document measures developed to reduce pollutant discharges from at least 25 percent of the total number of operation and maintenance activities identified in Work Action 1 (Year 2).
3. Document implementation of process changes and other measures identified to reduce pollutants (Years 3 and 4).
4. Inspection log of implemented measures (Year 5).

Schedule

Year 1 Develop list of all activities, nature of activities, potential stormwater pollutants associated with each activity

Year 2 Develop measures to reduce pollutants associated with at least 25 percent of total activities (Work Action 4)

Year 3 and Year 4 Implement process changes and other measures identified to reduce pollutants

Year 5 Inspect pollution prevention measures

BMP 5.4	MINIMUM CONTROL MEASURE NO. 5 Pollution Prevention and Good Housekeeping for Municipal Operations	
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Contractually Require Contractor Maintenance

Activity

Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.

Objective

To ensure that operation and maintenance activities performed by City-hired contractors are being conducted in a manner that minimizes pollutant discharges into Seagoville's stormwater system.

Responsible Position

City Attorney and Public Works

Work Actions

1. Develop a list of City-hired contractors that perform operation and maintenance activities on City facilities.
2. City Attorney to review the contracts with City-hired contractors
 - a. Identify the contract term and when it expires
 - b. Identify existing provisions in each contract that require contractor compliance with City BMP's, specifically those related to good housekeeping requirements and Stormwater controls.
3. City Attorney to create a standard provision for future contracts requiring that contractors performing operations or maintenance activities on City facilities comply with the City's stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures. Implement this standard provision in all new contracts and contract extensions. Amend existing contracts that are not scheduled to expire or to be renewed within the permit term to include the standard provision.
4. Develop, update, or formalize an SOP to inspect City-hired contractor procedures to ensure they are complying with the City's contract terms relating to stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.
5. Determine an appropriate frequency to perform visual inspections of City-hired contractor activities. Inspect City-hired contractor activities for compliance with contract provisions at the determined frequency and maintain a log to record that inspections were performed.

Measurable Goals and Document Retention

1. Document the list of contractors and the term of each contract and the expiration date. (Year 1)
2. Provide a copy of the standard contract with the appropriate stormwater provision(s) or a copy of the standard provision to be incorporated into new contracts. (Year 1)
3. Document the number of contracts renewed or modified each year to incorporate the new Stormwater-related provisions. (Years 2 – 5)
4. Document the contractor oversight SOP (Year 2)
5. Document inspections performed in a contractor oversight inspection log (Years 3 – 5)

Schedule

Year 1 - City Attorney contract review and development of standard contract or contract provision
(Work Actions 1 and 2)

Year 2 and Annually - Implement standard stormwater provision in new, renewed, or extended contracts

Year 2 - Develop contractor oversight SOP and inspection log

Year 3 and Annually - Conduct oversight inspections of city-hired contractor activities

<p>BMP</p> <p>5.5</p>	<p align="center">MINIMUM CONTROL MEASURE NO. 5</p> <p align="center">Pollution Prevention and Good Housekeeping</p> <p align="center">For Municipal Operations</p>	
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Train Seagoville City Employees Responsible for Pollution Prevention/Good Housekeeping

Activity

Train Seagoville City employees responsible for implementing pollution prevention how to preform good housekeeping practices

Objective

Reduce stormwater pollution from municipal operations.

Responsible Position

Public Works

Work Actions

1. Conduct training to teach appropriate City employees how to implement pollution prevention measures and good housekeeping practices.

Measurable Goals and Document Retention

1. Provide dated record of names of employees trained.
2. Description of materials used for training and document source of training materials.

Schedule

Year 3

<p>BMP</p> <p>5.6</p>	<p align="center">MINIMUM CONTROL MEASURE NO. 5</p> <p align="center">Pollution Prevention and Good Housekeeping</p> <p align="center">For municipal Operations</p>	
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Proper Waste Disposal

Activity

Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.

Objective

To ensure waste is being disposed of lawfully and appropriately.

Responsible Position

Public Works

Work Actions

1. Request that the city’s solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations.

Measurable Goals and Document Retention

1. Provide copy of solid waste contractor certification.

Schedule

Annually

Appendix A - TPDES General Permit TXR 040000

Texas Commission on Environmental Quality

P.O. Box 13087, Austin, Texas 78711-3087



GENERAL PERMIT TO DISCHARGE UNDER THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM

under provisions of
402 of the Clean Water Act
and Chapter 26 of the Texas Water Code

This permit supersedes and replaces
TPDES General Permit No. TXR040000, issued August 13, 2007

Small Municipal Separate Storm Sewer Systems

located in the state of Texas

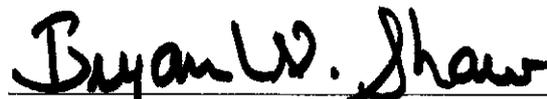
may discharge directly to surface water in the state

only according to requirements and conditions set forth in this general permit, as well as the rules of the Texas Commission on Environmental Quality (TCEQ or Commission), the laws of the State of Texas, and other orders of the the TCEQ. The issuance of this general permit does not grant to the permittee the right to use private or public property for conveyance of stormwater and certain non-stormwater discharges along the discharge route. This includes property belonging to but not limited to any individual, partnership, corporation or other entity. Neither does this general permit authorize any invasion of personal rights nor any violation of federal, state, or local laws or regulations. It is the responsibility of the permittee to acquire property rights as may be necessary to use the discharge route.

This general permit and the authorization contained herein shall expire at midnight, five years after the permit effective date.

EFFECTIVE DATE: DEC 13 2013

ISSUED DATE: DEC 13 2013



For the Commission

**TCEQ GENERAL PERMIT NUMBER TXR040000
RELATING TO DISCHARGES FROM
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS**

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Part I. Definitions

Arid Areas - Areas with an average annual rainfall of less than ten (10) inches.

Best Management Practices (BMPs) - Schedules of activities, prohibitions of practices, maintenance procedures, structural controls, local ordinances, and other management practices to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, or drainage from raw material storage areas.

Catch basins - Storm drain inlets and curb inlets to the storm drain system. Catch basins typically include a grate or curb inlet that may accumulate sediment, debris, and other pollutants.

Classified Segment - A water body that is listed and described in Appendix A or Appendix C of the Texas Surface Water Quality Standards, at 30 Texas Administrative Code (TAC) § 307.10.

Clean Water Act (CWA) - The Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Pub.L. 92-500, as amended Pub. L. 95-217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et. seq.

Common Plan of Development or Sale - A construction activity that is completed in separate stages, separate phases, or in combination with other construction activities. A common plan of development or sale is identified by the documentation for the construction project that identifies the scope of the project, and may include plats, blueprints, marketing plans, contracts, building permits, a public notice or hearing, zoning requests, or other similar documentation and activities.

Construction Activity - Soil disturbance, including clearing, grading, and excavating; and not including routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site (e.g., the routine grading of existing dirt roads, asphalt overlays of existing roads, the routine clearing of existing right-of-ways, and similar maintenance activities). Regulated construction activity is defined in terms of small and large construction activity.

Small Construction Activity is construction activity that results in land disturbance of equal to or greater than one (1) acre and less than five (5) acres of land. Small construction activity also includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one (1) and less than five (5) acres of land.

Large Construction Activity is construction activity that results in land disturbance of equal to or greater than five (5) acres of land. Large construction activity also includes the disturbance of less than five (5) acres of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than five (5) acres of land.

Construction Site Operator - The entity or entities associated with a small or large construction project that meet(s) either of the following two criteria:

- (a) The entity or entities that have operational control over construction plans and specifications (including approval of revisions) to the extent necessary to meet the requirements and conditions of this general permit; or
- (b) The entity or entities that have day-to-day operational control of those activities at a construction site that are necessary to ensure compliance with a stormwater pollution

prevention plan (SWP3) for the site or other permit conditions (for example they are authorized to direct workers at a site to carry out activities required by the SWP3 or comply with other permit conditions).

Control Measure - Any BMP or other method used to prevent or reduce the discharge of pollutants to water in the state.

Conveyance - Curbs, gutters, man-made channels and ditches, drains, pipes, and other constructed features designed or used for flood control or to otherwise transport stormwater runoff.

Discharge – When used without a qualifier, refers to the discharge of stormwater runoff or certain non-stormwater discharges as allowed under the authorization of this general permit.

Edwards Aquifer - As defined in 30 TAC §213.3 (relating to the Edwards Aquifer), that portion of an arcuate belt of porous, water-bearing, predominantly carbonate rocks known as the Edwards and Associated Limestones in the Balcones Fault Zone trending from west to east to northeast in Kinney, Uvalde, Medina, Bexar, Comal, Hays, Travis, and Williamson Counties; and composed of the Salmon Peak Limestone, McKnight Formation, West Nueces Formation, Devil's River Limestone, Person Formation, Kainer Formation, Edwards Formation, and Georgetown Formation. The permeable aquifer units generally overlie the less-permeable Glen Rose Formation to the south, overlie the less-permeable Comanche Peak and Walnut Formations north of the Colorado River, and underlie the less-permeable Del Rio Clay regionally.

Edwards Aquifer Recharge Zone - Generally, that area where the stratigraphic units constituting the Edwards Aquifer crop out, including the outcrops of other geologic formations in proximity to the Edwards Aquifer, where caves, sinkholes, faults, fractures, or other permeable features would create a potential for recharge of surface waters into the Edwards Aquifer. The recharge zone is identified as that area designated as such on official maps located in the offices of the TCEQ or the TCEQ website.

Final Stabilization - A construction site where any of the following conditions are met:

- (a) All soil disturbing activities at the site have been completed and a uniform (for example, evenly distributed, without large bare areas) perennial vegetative cover with a density of 70 percent of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures (such as the use of riprap, gabions, or geotextiles) have been employed.
- (b) For individual lots in a residential construction site by either:
 - (1) The homebuilder completing final stabilization as specified in condition (a) above; or
 - (2) The homebuilder establishing temporary stabilization for an individual lot prior to the time of transfer of the ownership of the home to the buyer and after informing the homeowner of the need for, and benefits of, final stabilization.
- (c) For construction activities on land used for agricultural purposes (for example pipelines across crop or range land), final stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural use. Areas disturbed that were not previously used for agricultural activities, such as buffer strips immediately adjacent to a surface water and areas which are not being returned to their preconstruction agricultural use must meet the final stabilization conditions of condition (a) above.

- (d) In arid, semi-arid, and drought-stricken areas only, all soil disturbing activities at the site have been completed and both of the following criteria have been met:
- (1) Temporary erosion control measures (e.g., degradable rolled erosion control product) are selected, designed, and installed along with an appropriate seed base to provide erosion control for at least three years without active maintenance by the operator, and
 - (2) The temporary erosion control measures are selected, designed, and installed to achieve 70 percent vegetative coverage within three years.

General Permit - A permit issued to authorize the discharge of waste into or adjacent to water in the state for one or more categories of waste discharge within a geographical area of the state or the entire state as provided by Texas Water Code (TWC) §26.040.

Groundwater Infiltration - For the purposes of this permit, groundwater that enters a municipal separate storm sewer system (including sewer service connections and foundation drains) through such means as defective pipes, pipe joints, connections, or manholes.

High Priority Facilities - High priority facilities are facilities with a high potential to generate stormwater pollutants. These facilities must include, at a minimum, the MS4 operator's maintenance yards, hazardous waste facilities, fuel storage locations, and other facilities where chemicals or other materials have a high potential to be discharged in stormwater. Among the factors that must be considered when giving a facility a high priority ranking are: the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must not be performed outside (for example, changing automotive fluids, vehicle washing), proximity to waterbodies, proximity to sensitive aquifer recharge features, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

Hyperchlorinated Water – Water resulting from hyperchlorination of waterlines or vessels, with a chlorine concentration greater than 10 milligrams per liter (mg/L).

Illicit Connection - Any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

Illicit Discharge - Any discharge to a municipal separate storm sewer that is not entirely composed of stormwater, except discharges pursuant to this general permit or a separate authorization and discharges resulting from emergency fire fighting activities.

Impaired Water - A surface water body that is identified on the latest approved CWA §303(d) List as not meeting applicable state water quality standards. Impaired waters include waters with approved or established total maximum daily loads (TMDLs), and those where a TMDL has been proposed by TCEQ but has not yet been approved or established.

Indian Country - Defined in 18 USC § 1151 as: (a) All land within the limits of any Indian reservation under the jurisdiction of the United States (U.S.) Government, notwithstanding the issuance of any patent, and including rights-of-way running through the reservation; (b) All dependent Indian communities within the borders of the U.S. whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; and (c) All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same. This definition includes all land held in trust for an Indian tribe.

Indicator Pollutant - An easily measured pollutant, that may or may not impact water quality that indicates the presence of other stormwater pollutants.

Industrial Activity - Any of the ten (10) categories of industrial activities included in the definition of “stormwater discharges associated with industrial activity” as defined in 40 Code of Federal Regulations (CFR) §122.26(b)(14)(i)-(ix) and (xi).

Maximum Extent Practicable (MEP) - The technology-based discharge standard for municipal separate storm sewer systems (MS4s) to reduce pollutants in stormwater discharges that was established by the CWA § 402(p). A discussion of MEP as it applies to small MS4s is found in 40 CFR § 122.34.

MS4 Operator - For the purpose of this permit, the public entity or the entity contracted by the public entity, responsible for management and operation of the small municipal separate storm sewer system that is subject to the terms of this general permit.

Municipal Separate Storm Sewer System (MS4) - A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):

- (a) Owned or operated by the U.S., a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over the disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under the CWA §208 that discharges to surface water in the state;
- (b) That is designed or used for collecting or conveying stormwater;
- (c) That is not a combined sewer; and
- (d) That is not part of a publicly owned treatment works (POTW) as defined in 40 CFR §122.2.

Non-traditional Small MS4 - A small MS4 that often cannot pass ordinances and may not have the enforcement authority like a traditional small MS4 would have to enforce the stormwater management program. Examples of non-traditional small MS4s include counties, transportation authorities (including the Texas Department of Transportation), municipal utility districts, drainage districts, military bases, prisons and universities.

Notice of Change (NOC) - A written notification from the permittee to the executive director providing changes to information that was previously provided to the agency in a notice of intent.

Notice of Intent (NOI) - A written submission to the executive director from an applicant requesting coverage under this general permit.

Notice of Termination (NOT) - A written submission to the executive director from a permittee authorized under a general permit requesting termination of coverage under this general permit.

Outfall - A point source at the point where a small MS4 discharges to waters of the U.S. and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream or other waters of the U.S. and are used to convey waters of the U.S. For the purpose of this permit, sheet flow leaving a linear transportation system without channelization is not considered an outfall. Point sources such as curb cuts; traffic or right-of-way barriers with drainage slots that drain into open culverts, open swales or an adjacent property, or otherwise not actually discharging into waters of the U.S. are not considered an outfall.

Permittee - The MS4 operator authorized under this general permit.

Point Source - (from 40 CFR § 122.22) any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Pollutant(s) of Concern – For the purpose of this permit, includes biochemical oxygen demand (BOD), sediment or a parameter that addresses sediment (such as total suspended solids (TSS), turbidity or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from an MS4. (Definition from 40 CFR § 122.32(e)(3)).

Redevelopment - Alterations of a property that changed the "footprint" of a site or building in such a way that there is a disturbance of equal to or greater than one (1) acre of land. This term does not include such activities as exterior remodeling, routine maintenance activities, and linear utility installation.

Semiarid Areas - Areas with an average annual rainfall of at least ten (10) inches, but less than 20 inches.

Small Municipal Separate Storm Sewer System (MS4) – A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains):

- (a) Owned or operated by the U.S., a state, city, town, borough, county, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under CWA § 208;
- (b) Designed or used for collecting or conveying stormwater;
- (c) Which is not a combined sewer;
- (d) Which is not part of a publicly owned treatment works (POTW) as defined in 40 CFR § 122.2; and
- (e) Which was not previously regulated under a National Pollutant Discharge Elimination System (NPDES) or a Texas Pollutant Discharge Elimination System (TPDES) individual permit as a medium or large municipal separate storm sewer system, as defined in 40 CFR §§122.26(b)(4) and (b)(7).

This term includes systems similar to separate storm sewer systems at military bases, large hospitals or prison complexes, and highways and other thoroughfares. This term does not include separate storm sewers in very discrete areas, such as individual buildings. For the purpose of this permit, a very discrete system also includes storm drains associated with certain municipal offices and education facilities serving a nonresidential population, where those storm drains do not function as a system, and where the buildings are not physically interconnected to a small MS4 that is also operated by that public entity.

Stormwater and Stormwater Runoff - Rainfall runoff, snow melt runoff, and surface runoff and drainage.

Stormwater Associated with Construction Activity - Stormwater runoff from an area where there is either a large construction or a small construction activity.

Stormwater Management Program (SWMP) - A comprehensive program to manage the quality of discharges from the municipal separate storm sewer system.

Structural Control (or Practice) - A pollution prevention practice that requires the construction of a device, or the use of a device, to capture or prevent pollution in stormwater runoff. Structural controls and practices may include but are not limited to: wet ponds, bioretention, infiltration basins, stormwater wetlands, silt fences, earthen dikes, drainage swales, vegetative lined ditches, vegetative filter strips, sediment traps, check dams, subsurface drains, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins.

Surface Water in the State - Lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, wetlands, marshes, inlets, canals, the Gulf of Mexico inside the territorial limits of the state (from the mean high water mark (MHW) out 10.36 miles into the Gulf), and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, navigable or nonnavigable, and including the beds and banks of all water courses and bodies of surface water, that are wholly or partially inside or bordering the state or subject to the jurisdiction of the state; except that waters in treatment systems which are authorized by state or federal law, regulation, or permit, and which are created for the purpose of waste treatment are not considered to be water in the state.

Total Maximum Daily Load (TMDL) - The total amount of a substance that a water body can assimilate and still meet the Texas Surface Water Quality Standards.

Traditional Small MS4 - A small MS4 that can pass ordinances and have the enforcement authority to enforce the stormwater management program. An example of traditional MS4s includes cities.

Urbanized Area (UA) - An area of high population density that may include multiple small MS4s as defined and used by the U.S. Census Bureau in the 2000 and the 2010 Decennial census.

Waters of the United States - (According to 40 CFR § 122.2) Waters of the United States or waters of the U.S. means:

- (a) All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
- (b) All interstate waters, including interstate wetlands;
- (c) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds that the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
 - (1) Which are or could be used by interstate or foreign travelers for recreational or other purposes;
 - (2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
 - (3) Which are used or could be used for industrial purposes by industries in interstate commerce;

- (d) All impoundments of waters otherwise defined as waters of the United States under this definition;
- (e) Tributaries of waters identified in paragraphs (a) through (d) of this definition;
- (f) The territorial sea; and
- (g) Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs (a) through (f) of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA (other than cooling ponds as defined in 40 CFR § 423.11(m) which also meet the criteria of this definition) are not waters of the U.S. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the U.S. (such as disposal area in wetlands) nor resulted from the impoundment of waters of the U.S. Waters of the U.S. do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.

Part II. Permit Applicability and Coverage

This general permit provides authorization for stormwater and certain non-stormwater discharges from small municipal separate storm sewer systems (MS4) to surface water in the state. The general permit contains requirements applicable to all small MS4s that are eligible for coverage under this general permit.

Section A. Small MS4s Eligible for Authorization under this General Permit

Discharges from a small MS4 must be authorized if any of the following criteria are met and may be authorized under this general permit if coverage is not otherwise prohibited.

1. Small MS4s Located in an Urbanized Area

Operators of small MS4s that are fully or partially located within an urbanized area (UA), as determined by the 2000 or 2010 Decennial Census by the U.S. Bureau of Census, must obtain authorization for the discharge of stormwater runoff and are eligible for coverage under this general permit unless otherwise prohibited.

2. Designated Small MS4s

A small MS4 that is outside an urbanized area that is *designated* by TCEQ based on evaluation criteria as required by 40 CFR § 122.32(a)(2) or 40 CFR § 122.26(a)(1)(v) and adopted by reference in Title 30, TAC § 281.25, is eligible for coverage under this general permit. Following designation, operators of small MS4s must obtain authorization under this general permit or apply for coverage under an individual TPDES stormwater permit within 180 days of notification of their designation.

3. Operators of Previously Permitted Small MS4s

Operators of small MS4s that were covered under the previous TPDES general permit for small MS4s (TXRo40000, Issued and Effective on August 13, 2007) must reapply for permit coverage, or must obtain a waiver if applicable (see Part II.B, related to Obtaining a Waiver.)

4. Regulated Portion of Small MS4

The portion of the small MS4 that is required to meet the conditions of this general permit are those portions that are located within the UA as defined and used by the U.S. Census Bureau in the 2000 or 2010 census, as well as any portion of the small MS4 that is designated by TCEQ.

For the purpose of this permit, the regulated portion of a small MS4 for a transportation entity is the land owned by the permittee within the UA which functions as, or is integral to a transportation system with drainage conveyance. Non-contiguous property that does not drain into the transportation drainage system is not subject to this general permit.

5. Categories of Regulated Small MS4s

This permit defines MS4 operators by the following categories, or levels, based on the population served within the 2010 UA. The level of a small MS4 may change during the permit term based on the MS4 operator acquiring or giving up regulated area, such as by annexing land or if land is annexed away. However, the level of a small MS4 will not change during the permit term based on population fluctuation.

- (a) Level 1: Operators of traditional small MS4s that serve a population of less than 10,000 within a UA;
- (b) Level 2: Operators of traditional small MS4s that serve a population of at least 10,000 but less than 40,000 within a UA. This category also includes all non-traditional small MS4s such as counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts and other special districts regardless of population served within the UA, unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage based on the population served;
- (c) Level 3: Operators of traditional small MS4s that serve a population of at least 40,000 but less than 100,000 within a UA;
- (d) Level 4: Operators of traditional small MS4s that serve a population of 100,000 or more within a UA.

For the purpose of this section “serve a population” means the residential population within the regulated portion of the small MS4 based on the 2010 census, except for non-traditional small MS4s listed in (b) above.

Section B. Available Waivers from Coverage

The TCEQ may waive permitting requirements for small regulated MS4 operators if the criteria are met for Waiver Option 1 or 2 below. To obtain Waiver Option 1, the MS4 operator must submit the request on a waiver form provided by the executive director. To obtain Waiver Option 2, the MS4 operator must contact the executive director and coordinate the activities required to meet the waiver conditions. A provisional waiver from permitting requirements begins 30 days after an administratively complete waiver form is postmarked for delivery to the TCEQ. Following review of the waiver form, the executive director may: (1) Determine that the waiver form is technically complete and approve the waiver by providing a notification and a waiver number; (2) Determine that the waiver form is incomplete and deny the waiver until a completed waiver form is submitted; or (3) Deny the waiver and require that permit coverage be obtained.

If the conditions of a waiver are not met by the MS4 operator, then the MS4 operator must submit an application for coverage under this general permit or a separate TPDES permit application.

At any time the TCEQ may require a previously waived MS4 operator to comply with this general permit or another TPDES permit if circumstances change so that the conditions of the waiver are no longer met. Changed circumstances can also allow a regulated MS4 operator to request a waiver at any time.

At any time the TCEQ can request to review any waivers granted to MS4 operators to determine whether any of the information required for granting the waiver has changed. At a minimum TCEQ will review all waivers when MS4 operators submit their renewal waiver applications.

For the purpose of obtaining a waiver, the population served refers to the residential population for traditional small MS4s and for certain non-traditional small MS4s with a residential population (such as counties and municipal utility districts). For other non-traditional small MS4s, the population served refers to the number of people using the small MS4 on an average operational day.

1. Waiver Option 1:

The small MS4 serves a population of less than 1,000 within a UA and meets the following criteria:

- (a) The small MS4 is not contributing substantially to the pollutant loadings of a physically interconnected MS4 that is regulated by the NPDES / TPDES stormwater program (40 CFR § 122.32(d)); and
- (b) If the small MS4 discharges any pollutant(s) that have been identified as a cause of impairment of any water body to which the small MS4 discharges, stormwater controls are not needed based on wasteload allocations that are part of an EPA approved or established TMDL that addresses the pollutant(s) of concern.

2. Waiver Option 2:

The small MS4 serves a population under 10,000 within a UA and meets the following criteria:

- (a) The TCEQ has evaluated all waters of the U.S., including small streams, tributaries, lakes, and ponds, that receive a discharge from the small MS4;
- (b) For all such waters, the TCEQ has determined that stormwater controls are not needed based on wasteload allocations that are part of an approved or established TMDL that addresses the pollutant(s) of concern or, if a TMDL has not been developed or approved, an equivalent analysis that determines sources and allocations for the pollutant(s) of concern; and
- (c) The TCEQ has determined that future discharges from the small MS4 do not have the potential to exceed Texas surface water quality standards, including impairment of designated uses, or other significant water quality impacts, including habitat and biological impacts.
- (d) For the purpose of this paragraph (2.), the pollutant(s) of concern include biochemical oxygen demand (BOD), sediment or a parameter that addresses sediment (such as total

suspended solids, turbidity or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the small MS4.

Section C. Allowable Non-Stormwater Discharges

The following non-stormwater sources may be discharged from the small MS4 and are not required to be addressed in the small MS4's Illicit Discharge and Detection or other minimum control measures, unless they are determined by the permittee or the TCEQ to be significant contributors of pollutants to the small MS4, or they are otherwise prohibited by the MS4 operator:

1. Water line flushing (excluding discharges of hyperchlorinated water, unless the water is first dechlorinated and discharges are not expected to adversely affect aquatic life);
2. Runoff or return flow from landscape irrigation, lawn irrigation, and other irrigation utilizing potable water, groundwater, or surface water sources;
3. Discharges from potable water sources that do not violate Texas Surface Water Quality Standards;
4. Diverted stream flows;
5. Rising ground waters and springs;
6. Uncontaminated ground water infiltration;
7. Uncontaminated pumped ground water;
8. Foundation and footing drains;
9. Air conditioning condensation;
10. Water from crawl space pumps;
11. Individual residential vehicle washing;
12. Flows from wetlands and riparian habitats;
13. Dechlorinated swimming pool discharges that do not violate Texas Surface Water Quality Standards;
14. Street wash water excluding street sweeper waste water;
15. Discharges or flows from emergency fire fighting activities (fire fighting activities do not include washing of trucks, run-off water from training activities, test water from fire suppression systems, and similar activities);
16. Other allowable non-stormwater discharges listed in 40 CFR § 122.26(d)(2)(iv)(B)(1);
17. Non-stormwater discharges that are specifically listed in the TPDES Multi Sector General Permit (MSGP) TXR050000 or the TPDES Construction General Permit (CGP) TXR150000;
18. Discharges that are authorized by a TPDES or NPDES permit or that are not required to be permitted; and
19. Other similar occasional incidental non-stormwater discharges such as spray park water, unless the TCEQ develops permits or regulations addressing these discharges.

Section D. Limitations on Permit Coverage

1. Discharges Authorized by Another TPDES Permit

Discharges authorized by an individual or other general TPDES permit may be authorized under this TPDES general permit only if the following conditions are met:

- (a) The discharges meet the applicability and eligibility requirements for coverage under this general permit;
- (b) A previous application or permit for the discharges has not been denied, terminated, or revoked by the executive director as a result of enforcement or water quality related concerns. The executive director may provide a waiver to this provision based on new circumstances at the regulated small MS4; and
- (c) The executive director has not determined that continued coverage under an individual permit is required based on consideration of an approved total maximum daily loading (TMDL) model and implementation plan, anti-backsliding policy, history of substantive non-compliance or other 30 TAC Chapter 205 considerations and requirements, or other site-specific considerations.

2. Discharges of Stormwater Mixed with Non-Stormwater

Stormwater discharges that combine with sources of non-stormwater are not eligible for coverage by this general permit, unless either the non-stormwater source is described in Part II.C of this general permit or the non-stormwater source is authorized under a separate TPDES permit.

3. Compliance with Water Quality Standards

Discharges to surface water in the state that would cause, has the reasonable potential to cause, or contribute to a violation of water quality standards or that would fail to protect and maintain existing designated uses are not eligible for coverage under this general permit except as described in Part II.D.4 below. The executive director may require an application for an individual permit or alternative general permit to authorize discharges to surface water in the state if the executive director determines that an activity will cause has the reasonable potential to cause, or contribute to, a violation of water quality standards or is found to cause, have the reasonable potential to cause, or contribute to the impairment of a designated use of surface water in the state. The executive director may also require an application for an individual permit based on factors described in Part II.F.2.

4. Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements

Discharges of the pollutant(s) of concern to impaired water bodies for which there is a TCEQ and EPA approved total maximum daily load (TMDL) are not eligible for this general permit unless they are consistent with the approved TMDL. A water body is impaired for purposes of the permit if it has been identified, pursuant to the latest TCEQ and EPA approved CWA §303(d) list, as not meeting Texas Surface Water Quality Standards.

The permittee shall control the discharges of pollutant(s) of concern to impaired waters and waters with approved TMDLs as provided in sections (a) and (b) below, and shall assess the progress in controlling those pollutants.

- (a) Discharges to Water Quality Impaired Water Bodies with an Approved TMDL

If the small MS4 discharges to an impaired water body with an approved TMDL, where stormwater has the potential to cause or contribute to the impairment, the permittee shall include in the SWMP controls targeting the pollutant(s) of concern along with any additional or modified controls required in the TMDL and this section.

The SWMP and required annual reports must include information on implementing any targeted controls required to reduce the pollutant(s) of concern as described below:

(1) Targeted Controls

The SWMP must include a detailed description of all targeted controls to be implemented, such as identifying areas of focused effort or implementing additional Best Management Practices (BMPs) to reduce the pollutant(s) of concern in the impaired waters.

(2) Measurable Goals

For each targeted control, the SWMP must include a measurable goal and an implementation schedule describing BMPs to be implemented during each year of the permit term.

(3) Identification of Benchmarks

The SWMP must identify a benchmark for the pollutant(s) of concern. Benchmarks are designed to assist in determining if the BMPs established are effective in addressing the pollutant(s) of concern in stormwater discharge(s) from the MS4 to the maximum extent practicable (MEP). The BMPs addressing the pollutant of concern must be re-evaluated on an annual basis for progress towards the benchmarks and modified as necessary within an adaptive management framework. These benchmarks are not numeric effluent limitations or permit conditions but intended to be guidelines for evaluating progress towards reducing pollutant discharges consistent with the benchmarks. The exceedance of a benchmark is not a permit violation and does not in itself indicate a violation of instream water quality standards.

The benchmark must be determined based on one of the following options:

- a. If the MS4 is subject to a TMDL that identifies a Waste Load Allocation(s) (WLA) for permitted MS4 stormwater sources, then the SWMP may identify it as the benchmark. Where an aggregate allocation is used as a benchmark, all affected MS4 operators are jointly responsible for progress in meeting the benchmark and shall (jointly or individually) develop a monitoring/assessment plan as required in Part II.D.4(a)(6).
- b. Alternatively, if multiple small MS4s are discharging into the same impaired water body with an approved TMDL, with an aggregate WLA for all permitted stormwater MS4s, then the MS4s may combine or share efforts to determine an alternative sub-benchmark for the pollutant(s) of concern (e.g., bacteria) for their respective MS4. The SWMP must clearly define this alternative approach and must describe how the sub-benchmark would cumulatively support the aggregate WLA. Where an aggregate benchmark has been broken into sub-benchmarks for individual MS4s, each permittee is only responsible for progress in meeting its sub-benchmark.

(4) Annual Report

The annual report must include an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark.

(5) Impairment for Bacteria

If the pollutant of concern is bacteria, the permittee shall include focused BMPs addressing the below areas, as applicable, in the SWMP and implement as appropriate. If a TMDL Implementation Plan (I-Plan) is available, the permittee may refer to the I-Plan for appropriate BMPs. The SWMP and annual report must include the selected BMPs. Permittees may not exclude BMPs associated with the minimum control measures required under 40 CFR §122.34 from their list of proposed BMPs. Proposed BMPs will be reviewed by the executive director during the NOI and SWMP review and approval process.

The BMPs shall, as appropriate, address the following:

- a. Sanitary Sewer Systems
 - (i) Make improvements to sanitary sewers to reduce overflows;
 - (ii) Address lift station inadequacies;
 - (iii) Improve reporting of overflows; and
 - (iv) Strengthen sanitary sewer use requirements to reduce blockage from fats, oils, and grease.
- b. On-site Sewage Facilities (for entities with appropriate jurisdiction)
 - (i) Identify and address failing systems; and
 - (ii) Address inadequate maintenance of On-Site Sewage Facilities (OSSFs).
- c. Illicit Discharges and Dumping

Place additional effort to reduce waste sources of bacteria; for example, from septic systems, grease traps, and grit traps.
- d. Animal Sources

Expand existing management programs to identify and target animal sources such as zoos, pet waste, and horse stables.
- e. Residential Education

Increase focus to educate residents on:

 - (i) Bacteria discharging from a residential site either during runoff events or directly;
 - (ii) Fats, oils, and grease clogging sanitary sewer lines and resulting overflows;
 - (iii) Decorative ponds; and
 - (iv) Pet waste.

(6) Monitoring or Assessment of Progress

The permittee shall monitor or assess progress in achieving benchmarks and determine the effectiveness of BMPs, and shall include documentation of this monitoring or assessment in the SWMP and annual reports. In addition, the SWMP must include methods to be used.

- a. The permittee may use either of the following methods to evaluate progress towards the benchmark and improvements in water quality as follows:

(i) Evaluating Program Implementation Measures

The permittee may evaluate and report progress towards the benchmark by describing the activities and BMPs implemented, by identifying the appropriateness of the identified BMPs, and by evaluating the success of implementing the measurable goals.

The permittee may assess progress by using program implementation indicators such as: (1) number of sources identified or eliminated; (2) decrease in number of illegal dumping; (3) increase in illegal dumping reporting; (4) number of educational opportunities conducted; (5) reductions in sanitary sewer flows (SSOs); or, (6) increase in illegal discharge detection through dry screening, etc.; or

(ii) Assessing Improvements in Water Quality

The permittee may assess improvements in water quality by using available data for segment and assessment units of water bodies from other reliable sources, or by proposing and justifying a different approach such as collecting additional instream or outfall monitoring data, etc. Data may be acquired from TCEQ, local river authorities, partnerships, and/or other local efforts as appropriate.

- b. Progress towards achieving the benchmark shall be reported in the annual report. Annual reports shall report the benchmark and the year(s) during the permit term that the MS4 conducted additional sampling or other assessment activities.

(7) Observing no Progress Towards the Benchmark

If, by the end of the third year from the effective date of the permit, the permittee observes no progress toward the benchmark either from program implementation or water quality assessments as described in Part II.D.4(a)(6), the permittee shall identify alternative focused BMPs that address new or increased efforts towards the benchmark or, as appropriate, shall develop a new approach to identify the most significant sources of the pollutant(s) of concern and shall develop alternative focused BMPs for those (this may also include information that identifies issues beyond the MS4's control). These revised BMPs must be included in the SWMP and subsequent annual reports.

Where the permittee originally used a benchmark based on an aggregated WLA, the permittee may combine or share efforts with other MS4s discharging to the same watershed to determine an alternative sub-benchmark for the pollutant(s) of concern for their respective MS4s, as described in Part II.D.4(a)(3)(b) above. Permittees must document, in their SWMP for the next permit term, the proposed schedule for the development and subsequent adoption of alternative sub benchmark for the pollutant(s) of concern for their respective MS4s and associated assessment of progress in meeting those individual benchmarks.

(b) Discharges Directly to Water Quality Impaired Water Bodies without an Approved TMDL

The permittee shall also determine whether the permitted discharge is directly to one or more water quality impaired water bodies where a TMDL has not yet been approved by TCEQ and EPA. If the permittee discharges directly into an impaired water body without an approved TMDL, the permittee shall perform the following activities:

(1) Discharging a Pollutant of Concern

- a. Within the first year following the permit effective date, the permittee shall determine whether the small MS4 may be a source of the pollutant(s) of concern by referring to the CWA §303(d) list and then determining if discharges from the MS4 would be likely to contain the pollutant(s) of concern at levels of concern.
- b. If the permittee determines that the small MS4 may discharge the pollutant(s) of concern to an impaired water body without an approved TMDL, the permittee shall, no later than two years following the permit effective date, ensure that the SWMP includes focused BMPs, along with corresponding measurable goals, that the permittee will implement, to reduce, the discharge of pollutant(s) of concern that contribute to the impairment of the water body.
- c. In addition, no later than three years following the permit effective date, the permittee shall submit an NOC to amend the SWMP to include any additional BMPs to address the pollutant(s) of concern.

(2) Impairment of Bacteria

Where the impairment is for bacteria, the permittee shall identify potential significant sources and develop and implement focused BMPs for those sources. The permittee may implement the BMPs listed in Part II.D.4(a)(5) or proposed alternative BMPs as appropriate.

- (3) The annual report must include information on compliance with this section, including results of any sampling conducted by the permittee.

5. Discharges to the Edwards Aquifer Recharge Zone

Discharges of stormwater from regulated small MS4s, and other non-stormwater discharges, are not authorized by this general permit where those discharges are prohibited by 30 TAC Chapter 213 (Edwards Aquifer Rule). New discharges located within the Edwards Aquifer Recharge Zone, or within that area upstream from the recharge zone and defined as the Contributing Zone, must meet all applicable requirements of, and operate according to, 30 TAC Chapter 213 (Edwards Aquifer Rule) in addition to the provisions and requirements of this general permit.

For existing discharges, the requirements of the agency-approved Water Pollution Abatement Plan (WPAP) under the Edwards Aquifer Rule are in addition to the requirements of this general permit. BMPs and maintenance schedules for structural stormwater controls, for example, may be required as a provision of the rule. All applicable requirements of the Edwards Aquifer Rule for reductions of suspended solids in stormwater runoff are in addition to the effluent limitation requirements found in Part VI.D. of this general permit.

The permittee's agency-approved WPAPs that are required by the Edwards Aquifer Rule must be referenced in the SWMP. Additional agency-approved WPAPs received after the SWMP submittal must be recorded in the annual report for each respective permit year. For discharges originating from the small MS4 permitted area, and located on or within ten stream miles upstream of the Edwards Aquifer recharge zone, applicants must also submit a copy of the MS4 NOI to the appropriate TCEQ regional office with each WPAP application submitted to TCEQ on or after August 13, 2012.

Counties: Comal, Bexar, Medina, Uvalde, and Kinney

Contact:

TCEQ, Water Program Manager
San Antonio Regional Office
14250 Judson Road
San Antonio, Texas 78233-4480
(210) 490-3096

Counties: Williamson, Travis, and Hays

Contact:

TCEQ, Water Program Manager
Austin Regional Office
12100 Park 35 Circle, Bldg. A, Rm 179
Austin, Texas 78753
(512) 339-2929

6. Discharges to Specific Watersheds and Water Quality Areas

Discharges of stormwater from regulated small MS4s and other non-stormwater discharges are not authorized by this general permit where prohibited by 30 TAC Chapter 311 (relating to Watershed Protection) for water quality areas and watersheds.

7. Protection of Streams and Watersheds by Home Rule Municipalities

This general permit does not limit the authority of a home-rule municipality provided by § 401.002 of the Texas Local Government Code.

8. Indian Country Lands

Stormwater runoff from small MS4s that occur on Indian Country lands are not under the authority of the TCEQ and are not eligible for coverage under this general permit. If discharges of stormwater require authorization under federal NPDES regulations, authority for these discharges must be obtained from the U.S. EPA.

9. Endangered Species Act

Discharges that would adversely affect a listed endangered or threatened species or its critical habitat are not authorized by this permit. Federal requirements related to endangered species apply to all TPDES permitted discharges, and site-specific controls may be required to ensure that protection of endangered or threatened species is achieved. If a permittee has concerns over potential impacts to listed species, the permittee shall contact TCEQ for additional information prior to submittal of the NOI and SWMP. If adverse impact is determined after submittal of the NOI and SWMP or after permit issuance, the permittee shall contact TCEQ immediately to determine corrective action and potential modification to the MS4's permit.

10. Other

Nothing in Part II of the general permit is intended to negate any person's ability to assert the force majeure (act of God, war, strike, riot, or other catastrophe) defenses found in 30 TAC § 70.7.

This permit does not transfer liability for the act of discharging without, or in violation of, a NPDES or a TPDES permit from the operator of the discharge to the permittee(s).

Section E. Obtaining Authorization

1. Application for Coverage

When submitting a notice of intent (NOI) and SWMP, for coverage under this general permit, as described in Parts II.E.3., II.E.4, and Part III, the applicant must follow the public notice and availability requirements found in Part II.E.12 of this general permit.

Applicants seeking authorization to discharge under this general permit must submit a completed NOI on a form approved by the executive director, and a SWMP as described in Part III. The NOI and SWMP must be submitted to the TCEQ Water Quality Division, at the address specified on the form. Following review of the NOI and SWMP, the executive director may determine that: 1) The submission is complete and confirm coverage by providing a notification and an authorization number, 2) The NOI or SWMP are incomplete and deny coverage and require that a new complete NOI and SWMP be submitted, 3) Approve the NOI and SWMP with revisions and provide a written description of the required revisions along with any compliance schedule(s), or 4) Deny coverage and provide a deadline by which the MS4 operator must submit an application for an individual permit. Discharge authorization begins when the applicant is notified by TCEQ that the NOI and SWMP have been administratively and technically reviewed and the applicant has followed the public participation provisions in Part II.E.12. Denial of coverage under this general permit is subject to the requirements of 30 TAC § 205.4(c). Application deadlines are as follows:

(a) Small MS4s Located in a 2010 Urbanized Area (UA) (Newly regulated Small MS4s)

Operators of small MS4s described in Part II.A.1 that were not previously regulated under the TPDES General Permit TXR040000, shall submit an NOI and SWMP within 180 days following the effective date of this general permit.

(b) Small MS4s Located in a 2000 UA (Previously Regulated Small MS4s)

Operators of small MS4s described in Part II.A.1 that were required to obtain authorization under the previous TPDES General Permit TXR040000 based on the 2000 UA maps shall submit an NOI and revised SWMP within 180 days following the effective date of this general permit.

(c) Designated Small MS4s

Following designation, operators of small MS4s described in Part II.A.2 shall submit an NOI and SWMP, or apply for coverage under an individual TPDES stormwater permit, within 180 days of being notified in writing by the TCEQ of the need to obtain permit coverage.

(d) Individual Permit Alternative

If an operator of a small MS4 described in Part II.A.1. of this general permit elects to apply for an individual permit, the application must be submitted within 90 days following the effective date of this general permit.

2. Late Submission of the NOI and SWMP

Operators are not prohibited from submitting an NOI and SWMP after the deadlines provided. If a late NOI and SWMP are submitted, then this general permit provides authorization only for discharges that occur after permit coverage is obtained. The TCEQ reserves the right to take appropriate enforcement actions for any unpermitted discharges.

3. Stormwater Management Program (SWMP)

A SWMP must be developed and submitted with the NOI for eligible discharges that will reach waters of the U.S., including discharges from the regulated small MS4 to other MS4s or to privately-owned separate storm sewer systems that subsequently drain to waters of the U.S., according to the requirements of Part III of this general permit. The SWMP must include, as appropriate, the months and years in which the permittee will undertake required actions, including interim milestones and the frequency of the action throughout the permit term.

New elements in the program must be completely implemented within five years of the effective date of this general permit, or within five years of being designated for those small MS4s which are designated following permit issuance. Previously regulated MS4s shall assess existing program elements set forth in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP.

Changes may be made to the SWMP during the permit term. The TCEQ may notify the permittee of the need to modify the SWMP to be consistent with the general permit, in which case the permittee will have 90 days to finalize such changes to the SWMP.

Changes that are made to the SWMP before the NOI is approved by the TCEQ must be submitted in a letter providing supplemental information to the NOI. Changes to the SWMP that are made after TCEQ approval of the NOI and SWMP may be made following submittal of a notice of change (NOC) and receipt of written approval of the NOC from the TCEQ, except as follows:

- (a) The following changes may be implemented without submitting an NOC form. The changes may be made immediately following revision of the SWMP, and must be included in the annual report:
- (1) Adding components, controls, or requirements to the SWMP; or replacing a BMP with an equivalent BMP. An equivalent BMP is one that is intended to address the same concern as the original BMP and is substantially similar in nature to the original BMP;
 - (2) Nonsubstantive changes, including:
 - a. A change in personnel, or a reorganization of departments responsible for implementing the SWMP;
 - b. Minor clarifications to the existing BMPs;
 - c. Correction of typographical errors;

- d. Other similar administrative or nonsubstantive comments.
- (3) Adding or subtracting area(s) during the permit term, such as by annexing land or if land is de-annexed.
- (b) The permittee may replace a less effective or infeasible BMP specifically identified in the SWMP with an alternative BMP, (for example, replacing a structural BMP with a non-structural BMP). Such a change may be implemented within 60 days following submittal of an NOC form, unless the NOC is denied in writing by TCEQ. Such requests must include the following:
 - (1) An explanation of why the BMP was eliminated;
 - (2) An explanation of the effectiveness of the replacement BMP; and
 - (3) An explanation of how the replacement BMP is expected to achieve the goals of the previous BMP.
- (c) All other changes must be submitted on an NOC form and may only be implemented following written approval by TCEQ (See Part II.E.5).

4. Contents of the NOI

The NOI must contain the following minimum information:

- (a) MS4 Operator Information
 - (1) The name, mailing address, electronic mail (email) address, telephone number, and facsimile (fax) number of the MS4 operator; and
 - (2) The legal status of the MS4 operator (for example, federal government, state government, county government, city government, or other government).
- (b) Site Information
 - (1) The name, physical location description, and latitude and longitude of the approximate center of the regulated portion of the small MS4;
 - (2) County or counties where the small MS4 is located;
 - (3) An indication if all or a portion of the small MS4 is located on Indian Country Lands;
 - (4) The name, mailing address, telephone number, email (if available) and fax number of the designated person(s) responsible for implementing or coordinating implementation of the SWMP;
 - (5) A signature and certification on the NOI, according to 30 TAC § 305.44, that a SWMP has been developed according to the provisions of this permit;
 - (6) A statement that the applicant will comply with the Public Participation requirements described in Part II.E.12.;
 - (7) The name of each classified segment that receives discharges, directly or indirectly, from the small MS4. If one or more of the discharge(s) is not directly to a classified segment, then the name of the first classified segment that those discharges reach must be identified;

- (8) The name of any MS4 receiving the discharge prior to discharge into waters of the U.S.;
- (9) The name of all surface water(s) receiving discharges from the small MS4 that are on the latest EPA-approved CWA § 303(d) list of impaired waters;
- (10) An indication of whether the small MS4 discharges within the Recharge Zone, the Contributing Zone or the Contributing Zone within the Transition Zone of the Edwards Aquifer; and
- (11) Any other information deemed necessary by the executive director.

5. Notice of Change (NOC)

If the MS4 operator becomes aware that it failed to submit any relevant facts, or submitted incorrect information in the NOI, the correct information must be provided to the executive director in a NOC within 30 days after discovery. If any information provided in the NOI changes, an NOC must be submitted within 30 days from the time the permittee becomes aware of the change.

Any revisions that are made to the SWMP must be made in accordance with Part II.E.3. above. Changes that are made to the SWMP following NOI approval must be made using an NOC form, in accordance with Part II.E.3. above.

6. Change in Operational Control of a Small MS4

If the operational control of the regulated small MS4 changes, the previous operator must submit a Notice of Termination (NOT) and the new operator must submit an NOI and SWMP. The NOT and NOI must be submitted concurrently not more than ten (10) calendar days after the change occurs.

7. Notice of Termination (NOT)

A permittee may terminate coverage under this general permit by providing a Notice of Termination (NOT) on a form approved by the executive director. Authorization to discharge terminates at midnight on the day that an NOT is postmarked for delivery to the TCEQ, or immediately following confirmation of receipt of the electronic NOT form by the TCEQ. A NOT must be submitted within 30 days after the MS4 operator obtains coverage under an individual permit.

8. Signatory Requirement for NOI, NOT, NOC, and Waiver Forms

NOI, NOT, NOC, and Waiver forms must be signed and certified consistent with 30 TAC § 305.44(a) and (b) (relating to Signatories to Applications).

9. Fees

An application fee of \$100.00 must be submitted with each NOI. A fee is not required for submission of a waiver form, a NOT, or an NOC.

A permittee authorized under this general permit must pay an annual Water Quality fee of \$100.00 under TWC § 26.0291 and 30 TAC Chapter 205 (relating to General Permits for Waste Discharges).

10. Permit Expiration

- (a) This general permit is effective for five (5) years from the permit effective date. Authorizations for discharge under the provisions of this general permit will continue until the expiration date of the general permit. This general permit may be amended, revoked, or canceled by the commission or renewed by the TCEQ for an additional term not to exceed five (5) years.
- (b) If the executive director proposes to reissue this general permit before the expiration date, the general permit will remain in effect until the date on which the commission takes final action on the proposal to reissue this general permit. For existing permittees, general permit coverage will remain in effect after the expiration date of the existing general permit, in accordance with 30 TAC, Chapter 205. No new NOIs will be accepted and no new authorizations will be processed under the general permit after the expiration date.
- (c) Following issuance of a renewed or amended general permit, all permittees, including those covered under the expired general permit, may be required to submit an NOI according to the requirements of the new general permit or to obtain a TPDES individual permit for those discharges. The renewed permit will include a deadline to apply for coverage, and authorization for existing permittees will be automatically extended until the deadline to apply for coverage, or until an application is submitted for renewal, whichever occurs first.
- (d) If the TCEQ does not propose to reissue this general permit within 90 days before the expiration date, permittees must apply for authorization under a TPDES individual permit or an alternative general permit. If the application for an individual permit is submitted before the expiration date of this general permit, authorization under this expiring general permit remains in effect until the issuance or denial of an individual permit.

11. Suspension of Permit Coverage

The executive director may suspend an authorization under this general permit for the reasons specified in 30 TAC § 205.4(d) by providing the discharger with written notice of the decision to suspend that authority, and the written notice will include a brief statement of the basis for the decision. If the decision requires an application for an individual permit or an alternative general permit, the written notice will also include a statement establishing the deadline for submitting an application. The written notice will state that the authorization under this general permit is either suspended on the effective date of the commission's action on the permit application, unless the commission expressly provides otherwise, or immediately, if required by the executive director.

12. Public Notice Process for NOI submittal

An applicant under this general permit shall adhere to the following procedures:

- (a) The applicant shall submit an NOI and SWMP to the executive director. The SWMP must include information about:
 - (1) BMPs the applicant will implement for each of the six MCMs, as appropriate;
 - (2) The measurable goals for each of the BMPs, including, as appropriate the months and years in which the applicant will take the required actions, including interim milestones and the frequency of the action; and

- (3) The person or persons responsible for implementing or coordinating the applicants SWMP.
- (b) After the applicant receives written instructions from the TCEQ's Office of Chief Clerk, the applicant must publish notice of the executive director's preliminary decision on the NOI and SWMP.
- (c) The notice will include the following information, at a minimum:
 - (1) The legal name of the MS4 operator;
 - (2) Indication of whether the NOI is for a new authorization or is a renewal of an existing authorization;
 - (3) The address of the applicant;
 - (4) A brief summary of the information included in the NOI, such as the general location of the small MS4 and a description of the classified receiving waters that receive the discharges from the small MS4;
 - (5) The location and mailing address where the public may provide comments to the TCEQ;
 - (6) The public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be reviewed; and
 - (7) If required by the executive director, the date, time, and location of the public meeting.
- (d) This notice must be published at least once in a newspaper of general circulation in the municipality or county where the small MS4 is located. If the small MS4 is located in multiple municipalities or counties, the notice must be published at least once in a newspaper of general circulation in the municipality or county containing the largest resident population for the regulated portion of the small MS4. This notice must provide opportunity for the public to submit comments on the NOI and SWMP. In addition, the notice must allow the public to request a public meeting. A public meeting will be held if the TCEQ determines that there is significant public interest.
- (e) The public comment period begins on the first date the notice is published and lasts for at least 30 days. If a public meeting is held, the comment period will end at the closing of the public meeting (see paragraph (f) below). The public may submit written comments to the TCEQ Office of Chief Clerk during the comment period detailing how the NOI or SWMP for the small MS4 fails to meet the technical requirements or conditions of this general permit.
- (f) If significant public interest exists, the executive director will direct the applicant to publish a notice of the public meeting and to hold the public meeting. The applicant shall publish notice of a public meeting at least 30 days before the meeting and hold the public meeting in a county where the small MS4 is located. TCEQ staff will facilitate the meeting.
- (g) If a public meeting is held, the applicant shall describe the contents of the NOI and SWMP. The applicant shall also provide maps and other data on the small MS4. The applicant shall provide a sign in sheet for attendees to register their names and addresses and furnish the sheet to the executive director. A public meeting held under this general permit is not an evidentiary proceeding.
- (h) The applicant shall file with the Chief Clerk a copy and an affidavit of the publication of notice(s) within 60 days of receiving the written instructions from the Chief Clerk.

- (i) The executive director, after considering public comment, will either approve, approve with conditions, or deny the NOI based on whether the NOI and SWMP meet the requirements of this general permit.
- (j) Persons whose names and addresses appear legibly on the sign-in sheet from the public meeting and persons who submitted written comments to the TCEQ will be notified by the TCEQ's Office of Chief Clerk of the executive director's decision regarding the authorization.

Section F. Permitting Options

1. Authorization Under the General Permit

An operator of a small MS4 is required to obtain authorization either under this general permit, or under an individual TPDES permit if it is located in a UA or designated by the TCEQ. Multiple small MS4s with separate operators must individually submit an NOI to obtain coverage under this general permit, regardless of whether the systems are physically interconnected, located in the same UA, or are located in the same watershed. Each regulated small MS4 will be issued a distinct permit number. These MS4 operators may combine or share efforts in meeting any or all of the SWMP requirements stated in Part III of this general permit. MS4 operators that share SWMP development and implementation responsibilities must meet the following conditions:

(a) Participants

The SWMP must clearly list the name and permit number for each MS4 operator that chooses to contribute to development or implementation of the SWMP, and provide written confirmation that the contributing MS4 operator has agreed to contribute. If a contributing small MS4 has submitted a NOI and SWMP to TCEQ, but has not yet received written notification of approval, along with the accompanying permit authorization number, a copy of the submitted NOI form must be made readily available or be included in the SWMP.

(b) Responsibilities

Each permittee is entirely responsible for meeting SWMP requirements within the boundaries of its small MS4. Where a separate MS4 operator is contributing to implementation of the SWMP, the SWMP must clearly define each minimum control measure and the component(s) each entity agrees to implement, within which MS4 area(s) each entity agrees to implement and clearly identify the contributing MS4 operator.

2. Alternative Coverage under an Individual TPDES Permit

An MS4 operator eligible for coverage under this general permit may alternatively be authorized under an individual TPDES permit according to 30 TAC Chapter 305 (relating to Consolidated Permits). The executive director may require a MS4 operator, authorized by this general permit, to apply for an individual TPDES permit because of: the conditions of an approved TMDL or TMDL implementation plan; a history of substantive non-compliance; or other 30 TAC Chapter 205 considerations and requirements; or other site-specific considerations. The executive director shall deny or suspend a facility's authorization for disposal under this general permit based on a rating of "unsatisfactory performer" according to commission rules in 30 TAC §60.3, *Use of Compliance History*. An applicant who owns or operates a facility classified as an "unsatisfactory performer" is

entitled to a hearing before the commission prior to having its coverage denied or suspended, in accordance with TWC § 26.040(h).

Part III. Stormwater Management Program (SWMP)

To the extent allowable under state and local law, a SWMP must be developed, implemented and enforced according to the requirements of Part III of this general permit, for stormwater discharges that reach waters of the U.S., regardless of whether the discharge is conveyed through a separately operated storm sewer system. The SWMP must be developed, implemented and enforced to reduce the discharge of pollutants from the small MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements of the CWA and the TWC.

A permittee that implements best management practices consistent with the provisions of their permit and SWMP constitutes compliance with the standard of reducing pollutants to the MEP and will be deemed in compliance with Part III of this permit. This permit does not extend any compliance deadlines set forth in the previous permit effective August 13, 2007.

Section A. Developing a Stormwater Management Program (SWMP)

1. SWMP Development and Schedule

(a) Existing regulated small MS4s

Permittees who were regulated under the previous TPDES general permit TXR040000, shall update and submit to the TCEQ an updated SWMP under this general permit along with the NOI for coverage. The NOI and SWMP are due within 180 days of the general permit effective date. The permittee shall continue to operate under the conditions of the previous permit and existing SWMP until the revised SWMP is approved.

(b) New regulated small MS4s

Operators of regulated small MS4s that were not required to obtain permit coverage under the previous TPDES general permit TXR040000, have 180 days from the effective date of the general permit to develop and submit their NOI and SWMP.

(c) Implementation of the SWMP

Existing small MS4 operators shall ensure full implementation of any new elements in the revised SWMP as soon as practicable, but no later than five years from the permit effective date. Previously regulated MS4 operators shall continue to implement existing elements in the approved SWMPs until the revised SWMPs has been approved.

Designated small MS4s must achieve full implementation of the SWMP as soon as practicable, but no later than five years from designation. Newly regulated small MS4s, based on the 2010 Decennial Census, must achieve full implementation of the SWMP as soon as practicable, but no later than five years from the permit effective date.

2. Content of the SWMP

At a minimum, the permittee shall include the following information in its SWMP:

- (a) A description of Minimum Control Measures (MCM) with measureable goals, including, as appropriate, the months and years in which the permittee will undertake required actions, including interim milestones and the frequency of the action for each MCM described in Part III, Section B.
- (b) A measurable goal that includes the development of ordinances or other regulatory mechanisms, allowed by state, federal and local law, providing the legal authority necessary to implement and enforce the requirements of this permit, including information on any limitations to the legal authority;
- (c) A summary of written procedures describing how the permittee will implement the provisions in Parts III and IV of this general permit.
- (d) A description of a program or a plan of compliance with the requirements in Part II.D.4. (relating to Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements)

3. Legal Authority

- (a) Traditional small MS4s, such as cities
 - (1) Within two years from the permit effective date, the permittee shall review and revise, if needed, its relevant ordinance(s) or other regulatory mechanism(s), or shall adopt a new ordinance(s) or other regulatory mechanism(s) that provide the permittee with adequate legal authority to control pollutant discharges into and from its small MS4 in order to meet the requirements of this general permit.
 - (2) To be considered adequate, this legal authority must, at a minimum, address the following:
 - a. Authority to prohibit illicit discharges and illicit connections;
 - b. Authority to respond to and contain other releases – Control the discharge of spills, and prohibit dumping or disposal of materials other than stormwater into the small MS4;
 - c. Authority to require compliance with conditions in the permittee’s ordinances, permits, contracts, or orders;
 - d. Authority to require installation, implementation, and maintenance of control measures;
 - e. Authority to receive and collect information, such as stormwater plans, inspection reports, and other information deemed necessary to assess compliance with this permit, from operators of construction sites, new or redeveloped land, and industrial and commercial facilities;
 - f. Authority, as needed, to enter and inspect private property including facilities, equipment, practices, or operations related to stormwater discharges to the small MS4;
 - g. Authority to respond to non-compliance with BMPs required by the small MS4 consistent with their ordinances or other regulatory mechanism(s);
 - h. Authority to assess penalties, including monetary, civil, or criminal penalties; and
 - i. Ability to enter into interagency or interlocal agreements or other maintenance agreements, as necessary.

- (b) Non-traditional small MS4s, such as counties, drainage districts, transportation entities, municipal utility districts, military bases, prisons and universities
 - (1) Where the permittee lacks the authority to develop ordinances or to implement enforcement actions, the permittee shall exert enforcement authority as required by this general permit for its facilities, employees, contractors, and any other entity over which it has operational control within the portion of the UA under the jurisdiction of the permittee. For discharges from third party actions, the permittee shall perform inspections and exert enforcement authority to the MEP.
 - (2) If the permittee does not have inspection or enforcement authority and is unable to meet the goals of this general permit through its own powers, then, unless otherwise stated in this general permit, the permittee shall perform the following actions in order to meet the goals of the permit:
 - a. Enter into interlocal agreements with municipalities where the small MS4 is located. These interlocal agreements must state the extent to which the municipality will be responsible for inspections and enforcement authority in order to meet the conditions of this general permit; or,
 - b. If it is not feasible for the permittee to enter into interlocal agreements, the permittee shall notify an adjacent MS4 operator with enforcement authority or TCEQs Field Operations Support Division as needed to report discharges or incidents that it cannot itself enforce against. In determining feasibility for entering into interlocal agreements, the permittee shall consider all factors, including, without limitations, financial considerations and the willingness of the municipalities in which the small MS4 is located.

4. Resources

It is the permittee's responsibility to ensure that it has adequate resources and funding to implement the requirements of this permit.

5. Effluent Limitations

The controls and BMPs included in the SWMP constitute effluent limitations for the purposes of compliance with state rules. This includes the requirements of 30 TAC Chapter 319, Subchapter B, which lists the maximum allowable concentrations of hazardous metals for discharge to water in the state.

6. Enforcement Measures

Permittees with enforcement authority (i.e. traditional small MS4s) shall develop a standard operating procedure (SOP) to respond to violations to the extent allowable under state and local law. When the permittee does not have enforcement authority over the violator, and the violations continue after violator has been notified by the permittee, the permittee shall notify either the adjacent MS4 operator with enforcement authority or TCEQ's Field Operations Support Division.

Section B. Minimum Control Measures

Operators of small MS4s seeking coverage under this general permit shall develop and implement a SWMP that includes the following six minimum control measures (MCMs), as applicable.

All program elements must be implemented according to the schedule mentioned in Part III.A. All six MCMs apply to all MS4s regardless of their level as described in Part II.A.5. Specific program elements under each MCM shall be implemented by all MS4 operators, unless it is specifically stated that particular program elements only are applicable for certain levels of small MS4s.

Permittees shall provide justification within the SWMP for any requirements that were not implemented because they were not feasible as described in each MCM.

1. Public Education, Outreach, and Involvement

(a) Public Education and Outreach

- (1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:

- a. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);
 - b. Identify the target audience(s);
 - c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;
 - d. Determine cost effective and practical methods and procedures for distribution of materials.
- (2) Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.
 - (3) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
 - (4) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach.

(b) Public Involvement

All permittees shall involve the public, and, at minimum, comply with any state and local public notice requirements in the planning and implementation activities related

to developing and implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

- (1) If feasible, consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;
- (2) If feasible, create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer "Adopt-A-Highway" programs, and educational activities;
- (3) Ensure the public can easily find information about the SWMP.

2. Illicit Discharge Detection and Elimination (IDDE)

(a) Program Development

- (1) All permittees shall develop, implement and enforce a program to detect, investigate, and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4 system.

Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. See also Part III.A.1(c).

The Illicit Discharge Detection and Elimination (IDDE) program must include the following:

- a. An up-to-date MS4 map (see Part III.B.2.(c)(1));
- b. Methods for informing and training MS4 field staff (See Part III.B.2.(c)(2));
- c. Procedures for tracing the source of an illicit discharge (see Part III.B.2.(c)(5));
- d. Procedures for removing the source of the illicit discharge (see Part III.B.2.(c)(5));
- e. For Level 2, 3 and 4 small MS4s, if applicable, procedures to prevent and correct any leaking on-site sewage disposal systems that discharge into the small MS4;
- f. For Level 4 small MS4s, procedures for identifying priority areas within the small MS4 likely to have illicit discharges, and a list of all such areas identified in the small MS4 (See Part III.B.2.(g)(1));
- g. For Level 4 small MS4s, field screening to detect illicit discharges (See Part III.B.2.(g)(2)).

- (2) For non-traditional small MS4s, if illicit connections or illicit discharges are observed related to another operator's MS4, the permittee shall notify the other MS4 operator within 48 hours of discovery. If notification to the other MS4 operator is not practicable, then the permittee shall notify the appropriate TCEQ regional office of the possible illicit connection.
- (3) If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in Part III.B.2.(c)(3).
- (4) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.

(b) Allowable Non-Stormwater Discharges

Non-stormwater flows listed in Part II.C do not need to be considered by the permittee as an illicit discharge requiring elimination unless the permittee or the TCEQ identifies the flow as a significant source of pollutants to the small MS4.

(c) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.2(c)(1)-(6)

(1) MS4 mapping

All permittees shall maintain an up-to-date MS4 map, which must be located on site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

- a. The location of all small MS4 outfalls that are operated by the permittee and that discharge into waters of the U.S;
- b. The location and name of all surface waters receiving discharges from the small MS4 outfalls;
- c. Priority areas identified under Part III.B.2.(e)(1) if applicable.

(2) Education and Training

All permittees shall implement a method for informing or training all the permittee's field staff that may come into contact with or otherwise observe an illicit discharge or illicit connection to the small MS4 as part of their normal job responsibilities. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

(3) Public Reporting of Illicit Discharges and Spills

To the extent feasible, all permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example by including a phone number for complaints and spill reporting.

- (4) All permittees shall develop and maintain on site procedures for responding to illicit discharges and spills.

(5) Source Investigation and Elimination

- a. Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.
 - (i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.
 - (ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.
 - (iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.
- b. Identification and Investigation of the Source of the Illicit Discharge –All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee’s boundary, all permittees shall notify the adjacent permitted MS4 operator or TCEQ’s Field Operation Support Division according to Part III.A.3.b.
- c. Corrective Action to Eliminate Illicit Discharge
 - (i) If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.

- (6) Inspections –The permittee shall conduct inspections, as determined appropriate, in response to complaints, and shall conduct follow-up inspections as needed to ensure that corrective measures have been implemented by the responsible party.

(d) Additional Requirements for Level 3 and 4 small MS4s

In addition to the requirements described in Parts III.B.2(c)(1)-(6) above, permittees who operate level 3 and 4 small MS4s shall meet the following requirements:

(1) Source Investigation and Elimination

Permittees who operate level 3 and 4 small MS4 shall upon being notified that the discharge has been eliminated, conduct a follow-up investigation or field screening, consistent with Part III.B.2.(e)(2), to verify that the discharge has been eliminated. The permittee shall document its follow-up investigation. The permittee may seek recovery and remediation costs from responsible parties consistent with Part III.A.3., and require compensation related costs. Resulting enforcement actions must follow the procedures for enforcement action in Part III.A.3. If the suspected source of the illicit discharge is authorized under an NPDES/TPDES permit or the discharge is listed as an authorized non-stormwater discharge, as described in Part III.C, no further action is required.

(e) Additional Requirements for Level 4 small MS4s

In addition to the requirements described in Parts III.B.2(c)-(d) above, permittees who operate level 4 small MS4s shall meet the following requirements:

(1) Identification of Priority Areas

Permittees who operate level 4 small MS4s shall identify priority areas and shall document the basis for the selection of each priority area and shall create a list of all priority areas identified. This priority area list must be available for review by the TCEQ.

(2) Dry Weather Field Screening

By the end of the permit term, permittees who operate level 4 small MS4s shall develop and implement a written dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4. Dry weather field screening must consist of (1) field observations; and (2) as needed, field screening.

If dry weather field screening is necessary, at a minimum, the permittee shall:

- a. Conduct dry weather field screening in priority areas as identified by the permittee in Part III.B.2(e)(1). By the end of the permit term, all of those priority areas, although not necessarily all individual outfalls must be screened.
- b. Field observation requirements – The permittee shall develop written procedures for observing flows from outfalls when there has been at least 72 hours of dry weather. The written procedures should include the basis used to determine which outfalls would be observed. The permittee shall record visual observations such as odor, color, clarity, floatables, deposits or stains.
- c. Field screening requirements – The permittee shall develop written procedures to determine which dry weather flows will be screened, based on results of field observations or complaint from the public or the permittee's trained field staff. At a minimum, when visual observations indicate a potential problem such as discolored flows, foam, surface sheen, and other similar indicators of contamination, the permittee shall conduct a field screening analysis for selected indicator pollutants as determined by the permittee. Screening methodology may be modified based on experience gained during the actual field screening activities. The permittee shall document the method used.

3. Construction Site Stormwater Runoff Control

(a) Requirements and Control Measures

- (1) All permittees shall develop, implement and enforce a program requiring operators of small and large construction activities, as defined in Part I of this general permit, to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal, and local law, to require erosion and sediment control.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the the program fully implemented by the end of this permit term.

If TCEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s).

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.3(b)(1)-(7)

- (1) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained on site or in the SWMP and made available for inspection by the TCEQ.
- (2) All permittees shall require that construction site operators implement appropriate erosion and sediment control BMPs. The permittee's construction program must ensure the following minimum requirements are effectively implemented for all small and large construction activities discharging to its small MS4.
 - a. Erosion and Sediment Controls - Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.
 - b. Soil Stabilization - Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the permittee. In arid, semiarid, and drought-stricken areas, as determined by the permittee, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the permittee.
 - c. BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:
 - (i) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters;
 - (ii) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and
 - (iii) Minimize the discharge of pollutants from spills and leaks.
 - d. As an alternative to (a) through (c) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP₃) in accordance with the TPDES CGP TXR150000. In arid, semiarid, and drought-stricken areas, as determined by the permittee, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the permittee. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.

(3) Prohibited Discharges - The following discharges are prohibited:

- a. Wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;
- b. Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;
- c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and,
- d. Soaps or solvents used in vehicle and equipment washing;
- e. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.

(4) Construction Plan Review Procedures

To the extent allowable by state, federal, and local law, all permittees shall maintain and implement site plan review procedures, that describe which plans will be reviewed as well as when an operator may begin construction. For those permittees without legal authority to enforce site plan reviews, this requirement is limited to those sites operated by the permittee and its contractors and located within the permittee's regulated area. The site plan procedures must meet the following minimum requirements:

- a. The site plan review procedures must incorporate consideration of potential water quality impacts.
- b. The permittee may not approve any plans unless the plans contain appropriate site specific construction site control measures that, at a minimum, meet the requirements described in Part III.B.3.(a) or in the TPDES CGP, TXR150000.

The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the CGP, TXR150000.

(5) Construction Site Inspections and Enforcement

To the extent allowable by state, federal, and local law, all permittees shall implement procedures for inspecting large and small construction projects. Permittees without legal authority to inspect construction sites shall at a minimum conduct inspections of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

- a. Inspections must occur at a frequency determined by the permittee, based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.
- b. Inspections must occur during the active construction phase.
 - (i) All permittees shall develop, implement, and revise as necessary, written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on site or in the SWMP and be made available to TCEQ.

(ii) Inspections of construction sites must, at a minimum:

1. Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000. If no coverage exists, notify the permittee of the need for permit coverage.
 2. Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained according to the small MS4's requirements.
 3. Assess compliance with the permittee's ordinances and other regulations.
 4. Provide a written or electronic inspection report.
- c. Based on site inspection findings, all permittees shall take all necessary follow-up actions (for example, follow-up-inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ.

For non-traditional small MS4s with no enforcement powers, the permittee shall notify the adjacent MS4 operator with enforcement authority or the TCEQ's Field Operations Support Division according to Part III.A.3(b).

(6) Information submitted by the Public

All permittees shall develop, implement and maintain procedures for receipt and consideration of information submitted by the public.

(7) MS4 Staff Training

All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.

(c) Additional Requirements for Level 3 and 4 small MS4s

In addition to the requirements described in Parts III.B.3(b)(1)-(7) above, permittees who operate level 3 and 4 small MS4s shall meet the following requirements:

(1) Construction Site Inventory

Permittees who operate level 3 and 4 small MS4s shall maintain an inventory of all permitted active public and private construction sites, that result in a total land disturbance of one or more acres or that result in a total land disturbance of less than one acre if part of a larger common plan or development or sale. Notification to the small MS4 should be made by submittal of a copy of an NOI or a small construction site notice. The permittee shall make this inventory available to the TCEQ upon request.

4. Post-Construction Stormwater Management in New Development and Redevelopment

(a) Post-Construction Stormwater Management Program

- (1) All permittees shall develop, implement and enforce a program, to the extent allowable under state, federal, and local law, to control stormwater discharges

from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale. The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.

- (2) All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement, that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may propose an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.4.(b)(1)-(3)

- (1) All permittees shall review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2.. Any changes must be included in the annual report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.
- (2) All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.
- (3) Long-Term Maintenance of Post-Construction Stormwater Control Measures
All permittees shall, to the extent allowable under state, federal, and local law, ensure the long-term operation and maintenance of structural stormwater control measures installed through one or both of the following approaches:
 - a. Maintenance performed by the permittee. See Part III.B.5
 - b. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan. The maintenance plan must be filed in the real property records of the county in which the property is located. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the offices of the owner or operator, and made available for review by the small MS4.

(c) Additional Requirements for Level 4 small MS4s

In addition to the requirements described in Parts III.B.5(b)(1)-(3) above, permittees who operate level 4 small MS4s shall meet the following requirements:

- (1) Inspections - Permittees who operate level 4 small MS4s shall develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained as required consistent with its applicable maintenance plan. For small MS4s with limited enforcement authority, this requirement applies to the structural controls owned and operated by the small MS4 or its contractors that perform these activities within the small MS4's regulated area.
 - a. Inspection Reports - The permittee shall document its inspection findings in an inspection report and make them available for review by the TCEQ.

5. Pollution Prevention and Good Housekeeping for Municipal Operations

(a) Program development

- (1) All permittees shall develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharges of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. See also Part III.A.1.(c)

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.5.(1)-(6) in the program:

(1) Permittee-owned Facilities and Control Inventory

All permittees shall develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the small MS4. If feasible, the inventory may include all applicable permit numbers, registration numbers, and authorizations for each facility or controls. The inventory must be available for review by TCEQ and must include, but is not limited, to the following, as applicable:

- a. Composting facilities;
- b. Equipment storage and maintenance facilities;
- c. Fuel storage facilities;
- d. Hazardous waste disposal facilities;
- e. Hazardous waste handling and transfer facilities;

- f. Incinerators;
- g. Landfills;
- h. Materials storage yards;
- i. Pesticide storage facilities;
- j. Buildings, including schools, libraries, police stations, fire stations, and office buildings;
- k. Parking lots;
- l. Golf courses;
- m. Swimming pools;
- n. Public works yards;
- o. Recycling facilities;
- p. Salt storage facilities;
- q. Solid waste handling and transfer facilities;
- r. Street repair and maintenance sites;
- s. Vehicle storage and maintenance yards; and
- t. Structural stormwater controls.

(2) Training and Education

All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for inspection by TCEQ when requested.

(3) Disposal of Waste Material - Waste materials removed from the small MS4 must be disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable.

(4) Contractor Requirements and Oversight

- a. Any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures described in Parts III B.5.(2)-(6).
- b. All permittees shall provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs. Oversight procedures must be developed before the end of the permit term and maintained on site and made available for inspection by TCEQ.

(5) Municipal Operation and Maintenance Activities

- a. Assessment of permittee-owned operations

All permittees shall evaluate operation and maintenance (O&M) activities for their potential to discharge pollutants in stormwater, including but not limited to:

- (i) Road and parking lot maintenance may include such areas as pothole repair, pavement marking, sealing, and re-paving;

- (ii) Bridge maintenance may include such areas as re-chipping, grinding, and saw cutting;
 - (iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and
 - (iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.
- b. All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).
- c. All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:
 - (i) Replacing materials and chemicals with more environmentally benign materials or methods;
 - (ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and
 - (iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.
- d. Inspection of pollution prevention measures - All pollution prevention measures implemented at permittee-owned facilities must be visually inspected at a frequency determined by the permittee to ensure they are working properly. A log of inspections must be maintained and made available for review by the TCEQ upon request.

(6) Structural Control Maintenance

If BMPs include structural controls, maintenance of the controls must be performed at a frequency determined by the permittee and consistent with maintaining the effectiveness of the BMP.

(c) Additional Requirements for Level 3 and 4 small MS4s:

In addition to the requirements described in Parts.B.5.(b)(1)-(6) above, permittees who operate level 3 or 4 small MS4s shall meet the following requirements:

(1) Storm Sewer System Operation and Maintenance

- a. Permittees who operate level 3 or 4 small MS4s shall develop and implement an O&M program to reduce to the maximum extent practicable the collection of pollutants in catch basins and other surface drainage structures.
- b. Permittees who operate level 3 or 4 small MS4s shall develop a list of potential problem areas. The permittees shall identify and prioritize problem areas for increased inspection (for example, areas with recurrent illegal dumping).

(2) Operation and Maintenance Program to Reduce Discharges of Pollutants from Roads

Permittees who operate level 3 or 4 small MS4s shall implement an O&M program that includes, if feasible and practicable, a street sweeping and cleaning program,

or an equivalent BMP such as an inlet protection program, which must include an implementation schedule and a waste disposal procedure. The basis for the decision must be included in the SWMP. If a street sweeping and cleaning program is implemented, the permittee shall evaluate the following permittee-owned and operated areas for the program: streets, road segments, and public parking lots including, but not limited to, high traffic zones, commercial and industrial districts, sport and event venues, and plazas, as well as areas that consistently accumulate high volumes of trash, debris, and other stormwater pollutants.

- a. Implementation schedules – If a sweeping program is implemented, the permittee shall sweep the areas in the program (for example, the streets, roads, and public parking lots) in accordance with a frequency and schedule determined in the permittee’s O&M program.
- b. For areas where street sweeping is technically infeasible (for example, streets without curbs), the permittee shall focus implementation of other trash and litter control procedures, or provide inlet protection measures to minimize pollutant discharges to storm drains and creeks.
- c. Sweeper Waste Material Disposal – If utilizing street sweepers, the permittee shall develop a procedure to dewater and dispose of street sweeper waste material and shall ensure that water and material will not reenter the small MS4.

(3) Mapping of Facilities

Permittees who operate level 3 or 4 small MS4s shall, on a map of the area regulated under this general permit, identify where the permittee-owned and operated facilities and stormwater controls are located.

(4) Facility Assessment

Permittees who operate level 3 or 4 small MS4s shall perform the following facility assessment in the regulated portion of the small MS4 operated by the permittee:

- a. Assessment of Facilities’ Pollutant Discharge Potential - The permittee shall review the facilities identified in Part III.B.5.(b) once per permit term for their potential to discharge pollutants into stormwater.
- b. Identification of *high priority* facilities - Based on the Part III.B.5.(c)(4)a. assessment, the permittee shall identify as *high priority* those facilities that have a high potential to generate stormwater pollutants and shall document this in a list of these facilities. Among the factors that must be considered in giving a facility a high priority ranking are the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must not be performed outside (for example, changing automotive fluids, vehicle washing), proximity to waterbodies, proximity to sensitive aquifer recharge features, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s). High priority facilities must include, at a minimum, the permittee’s maintenance yards, hazardous waste facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharged in stormwater.
- c. Documentation of Assessment Results - The permittee shall document the results of the assessments and maintain copies of all site evaluation checklists used to conduct the assessments. The documentation must include the results

of the permittee's initial assessment, and any identified deficiencies and corrective actions taken.

(5) Development of Facility Specific SOPs

Permittees who operate level 3 or 4 small MS4s shall develop facility specific stormwater management SOPs. The permittee may utilize existing plans or documents that may contain the following required information:

- a. For each high priority facility identified in Part III.B.5.(c)(4)b., the permittee shall develop a SOP that identifies BMPs to be installed, implemented, and maintained to minimize the discharge of pollutants in stormwater from each facility.
- b. A hard or electronic copy of the facility-specific stormwater management SOP (or equivalent existing plan or document) must be maintained and be available for review by the TCEQ. The SOP must be kept on site when possible and must be updated as necessary.

(6) Stormwater Controls for High Priority Facilities

Permittees who operate level 3 or 4 small MS4s shall implement the following stormwater controls at all high priority facilities identified in Part III.B.5.(c)(4)b. A description of BMPs developed to comply with this requirement must be included in each facility specific SOP:

- a. General good housekeeping – Material with a potential to contribute to stormwater pollution should be sheltered from exposure to stormwater when feasible.
- b. De-icing and anti-icing material storage - The permittee shall ensure, to the MEP, that stormwater runoff from storage piles of salt and other de-icing and anti-icing materials is not discharged; or shall ensure that any discharges from the piles are authorized under a separate discharge permit.
- c. Fueling operations and vehicle maintenance - The permittee shall develop SOPs (or equivalent existing plans or documents) which address spill prevention and spill control at permittee-owned and operated vehicle fueling, vehicle maintenance, and bulk fuel delivery facilities.
- d. Equipment and vehicle washing - The permittee shall develop SOPs that address equipment and vehicle washing activities at permittee-owned and operated facilities. The discharge of equipment and vehicle wash water to the small MS4 or directly to receiving waters from permittee-owned facilities is not authorized under this general permit. To ensure that wastewater is not discharged under this general permit, the permittee's SOP may include installing a vehicle wash reclaim system, capturing and hauling the wastewater for proper disposal, connecting to sanitary sewer (where applicable and approved by local authorities), ceasing the washing activity, or applying for and obtaining a separate TPDES permit.

(7) Inspections

Permittees who operate level 3 or 4 small Ms4s shall develop and implement an inspection program, which at a minimum must include periodic inspections of high priority permittee-owned facilities. The results of the inspections and observations must be documented and available for review by the TCEQ.

(d) Additional Requirements for Level 4 small MS4s:

In addition to all the requirements described in Parts III.B.5(b) and III.B.5.(c) above, permittees who operate level 4 small MS4s shall meet the following requirements:

(1) Pesticide, Herbicide, and Fertilizer Application and Management

- a. Landscape maintenance - The permittee shall evaluate the materials used and activities performed on public spaces owned and operated by the permittee such as parks, schools, golf courses, easements, public rights of way, and other open spaces for pollution prevention opportunities. Maintenance activities for the turf landscaped portions of these areas may include mowing, fertilization, pesticide application, and irrigation. Typical pollutants include sediment, nutrients, hydrocarbons, pesticides, herbicides, and organic debris.
- b. The permittee shall implement the following practices to minimize landscaping-related pollutant generation with regard to public spaces owned and operated by the permittee:
 - (i) Educational activities, permits, certifications, and other measures for the permittee's applicators and distributors.
 - (ii) Pest management measures that encourage non-chemical solutions where feasible. Examples may include:
 - (a) Use of native plants or xeriscaping;
 - (b) Keeping clippings and leaves out the small MS4 and the street by encouraging mulching, composting, or landfilling;
 - (c) Limiting application of pesticides and fertilizers if precipitation is forecasted within 24 hours, or as specified in label instructions;
 - (d) Reducing mowing of grass to allow for greater pollutant removal, but not jeopardizing motorist safety.
- c. The permittee shall develop schedules for chemical application in public spaces owned and operated by the permittee that minimize the discharge of pollutants from the application due to irrigation and expected precipitation.
- d. The permittee shall ensure collection and proper disposal of the permittee's unused pesticides, herbicides, and fertilizers.

6. Industrial Stormwater Sources

- (a) Permittees operating a level 4 small MS4 shall include the requirements described below in Part III. B.6.(1) – this requirement is only applicable to level 4 MS4s
 - (1) Permittees who operate level 4 small MS4s shall identify and control pollutants in stormwater discharges to the small MS4 from permittee's landfills; other treatment, storage, or disposal facilities for municipal waste (for example, transfer stations and incinerators); hazardous waste treatment, storage, disposal and recovery facilities and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA) Title III, Section 313; and any other industrial or commercial discharge the permittee determines are contributing a substantial pollutant loading to the small MS4. The program must include priorities and procedures for inspections and for implementing control measures for such discharges.

7. Authorization for Construction Activities where the Small MS4 is the Site Operator

The development of this MCM for construction activities, where the small MS4 is the site operator, is optional and provides an alternative to the MS4 operator seeking coverage under TPDES CGP, TXR150000 for each construction activity. Permittees that choose to develop this measure will be authorized to discharge stormwater and certain non-stormwater from construction activities where the MS4 operator meets the definition of a construction site operator in Part I of this general permit. When developing this measure, permittees are required to meet all requirements of, and be consistent with, applicable effluent limitation guidelines for the Construction and Development industry (40 CFR Part 450), TPDES CGP TXR150000, and Part III.B.3 of this permit. The authorization to discharge under this MCM is limited to the regulated area, such as the portion of the small MS4 located within a UA or the area designated by TCEQ as requiring coverage. However, an MS4 operator may also utilize this MCM over additional portions of their small MS4 that are also in compliance with all of the MCMs listed in this general permit. This MCM must be developed as a part of the SWMP that is submitted with the NOI for permit coverage. If this MCM is developed after submitting the initial NOI, a NOC must be submitted notifying the executive director of this change, and identifying the geographical area or boundary where the activities will be conducted under the provisions of this general permit. Utilization of this MCM does not preclude a small MS4 from obtaining coverage under the TPDES CGP, TXR150000, or under an individual TPDES permit.

This MCM is only available for projects where the small MS4 is a construction site operator or owner, and the MCM does not provide any authorization for other construction site operators at a municipal project.

Controls required under this MCM must be implemented prior to discharge from a municipal construction site into surface water in the state.

(a) The MCM must include:

- (1) A description of how construction activities will generally be conducted by the permittee so as to take into consideration local conditions of weather, soils, and other site specific considerations;
- (2) A description of the area that this MCM will address and where the permittee's construction activities are covered (for example within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary);
- (3) Either a description of how the permittee will supervise or maintain oversight over contractor activities to ensure that the SWP3 requirements are properly implemented at the construction site; or how the permittee will make certain that contractors have a separate authorization for stormwater discharges;
- (4) A general description of how a SWP3 will be developed for each construction site, according to Part VI of this general permit, "Authorization for Municipal Construction Activities"; and
- (5) Records of municipal construction activities authorized under this optimal MCM, in accordance with Part VI of this general permit.

Section C. General Requirements

Permittees shall provide information in the SWMP documenting the development and implementation of the program. At a minimum, the documentation must include:

1. A list of any public or private entities assisting with the development or implementation of the SWMP;
2. If applicable, a list of all MS4 operators contributing to the development and implementation of the SWMP, including a clear description of the contribution;
3. A list of all BMPs and measurable goals for each of the MCMs;
4. A schedule for the implementation of all SWMP requirements. The schedule must include, as appropriate, the months and years in which the permittee will undertake required actions, including interim milestones and the frequency of the action throughout the permit term.
5. A description of how each measurable goal will be evaluated; and
6. A rationale statement that addresses the overall program, including how the BMPs and measurable goals were selected.

Part IV. Recordkeeping and Reporting

Section A. Recordkeeping

1. The permittee shall retain all records, a copy of this TPDES general permit, and records of all data used to complete the application (NOI) for this general permit and satisfy the public participation requirements, for a period of at least three (3) years, or for the remainder of the term of this general permit, whichever is longer. This period may be extended by request of the executive director at any time.
2. The permittee shall submit the records to the executive director only when specifically asked to do so. The SWMP required by this general permit (including a copy of the general permit) must be retained at a location accessible to the TCEQ.
3. The permittee shall make the NOI and the SWMP available to the public at reasonable times during regular business hours, if requested to do so in writing. Copies of the SWMP must be made available within ten (10) working days of receipt of a written request. Other records must be provided in accordance with the Texas Public Information Act. However, all requests for records from federal facilities must be made in accordance with the Freedom of Information Act.
4. The period during which records are required to be kept shall be automatically extended to the date of the final disposition of any administrative or judicial enforcement action that may be instituted against the permittee.

Section B. Reporting

1. General Reporting Requirements

(a) Noncompliance Notification

According to 30 TAC § 305.125(9), any noncompliance which may endanger human health or safety, or the environment, must be reported by the permittee to the TCEQ. Report of such information must be provided orally or by electronic facsimile

transmission (FAX) to the TCEQ regional office within 24 hours of becoming aware of the noncompliance. A written report must be provided by the permittee to the appropriate TCEQ regional office and to the TCEQ Enforcement Division (MC-224) within five working days of becoming aware of the noncompliance. The written report must contain:

- (1) A description of the noncompliance and its cause;
- (2) The potential danger to human health or safety, or the environment;
- (3) The period of noncompliance, including exact dates and times;
- (4) If the noncompliance has not been corrected, the anticipated time it is expected to continue; and
- (5) Steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects.

(b) Other Information

When the permittee becomes aware that it either submitted incorrect information or failed to submit complete and accurate information requested in an NOI, NOT, or NOC, or any other report, the permittee shall promptly submit the facts or information to the executive director.

2. Annual Report

The MS4 operator shall submit a concise annual report to the executive director within 90 days of the end of each reporting year. For the purpose of this section, the reporting year may include either the permit year, the permittee's fiscal year or the calendar year, as elected by the small MS4 and notified to the TCEQ in the application submittal. The annual report must address the previous reporting year.

The first reporting year for annual reporting purposes shall begin on the permit effective date, and shall last for a period of one (1) year (the end of the "permit year"). Alternatively, if the permittee elects to report based on its fiscal year, the first reporting year will last until the end of the fiscal year following the end of the first permit year. If the permittee elects to report based on the calendar year, then the first reporting year will last until December 31, 2014.

Subsequent calendar years will begin at the beginning of the first reporting year (which will vary based on the previous paragraph) and last for one (1) year. The MS4 operator shall also make a copy of the annual report readily available for review by TCEQ personnel upon request. The report must include:

- (a) The status of the compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals;
- (b) A summary of the results of information collected and analyzed, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP;
- (c) If applicable, a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4s BMPs used to address the pollutant of concern;

- (d) A summary of the stormwater activities the MS4 operator plans to undertake during the next reporting year;
- (e) Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;
- (f) Description and schedule for implementation of additional BMP's that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementations plans;
- (g) Notice that the MS4 operator is relying on another government entity to satisfy some of its permit obligations (if applicable);
- (h) The number of construction activities where the small MS4 is the operator and authorized under the 7th optional MCM, including the total number of acres disturbed; and
- (i) The number of construction activities that occurred within the jurisdictional area of the small MS4 (as noticed to the permittee by the construction operator), and that were not authorized under the 7th MCM.

An annual report must be prepared whether or not the NOI and SWMP have been approved by the TCEQ. If the permittee has either not implemented the SWMP or not begun to implement the SWMP because it has not received approval of the NOI and SWMP, then the annual report may include that information.

If permittees share a common SWMP, they shall contribute to and submit a single system-wide report. Each permittee shall sign and certify the annual report in accordance with 30 TAC § 305.128 (relating to Signatories to Reports).

The annual report must be submitted with the appropriate TCEQ reporting forms if available, or as otherwise approved by TCEQ.

The annual report must be submitted to the following address:

Texas Commission on Environmental Quality
Stormwater & Pretreatment Team; MC - 148
P.O. Box 13087
Austin, Texas 78711-3087

A copy of the annual report must also be submitted to the TCEQ Regional Office that serves the area of the regulated small MS4.

If available, electronic submission of annual reports is encouraged. The Federal Waste Reduction Act and the Government Paperwork Elimination Act encourages governmental agencies to use electronic submission. See the TCEQ website at, www.tceq.texas.gov for additional information and instructions.

Part V. Standard Permit Conditions

- A. The permittee has a duty to comply with all permit conditions. Failure to comply with any permit condition is a violation of the general permit and statutes under which it was issued, and is grounds for enforcement action, for terminating coverage under this general permit, or for requiring a discharger to apply for and obtain an individual TPDES permit.

- B. It shall not be a defense for the permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- C. The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.
- D. Authorization under this general permit may be suspended or revoked for cause. Filing a notice of planned changes or anticipated non-compliance by the permittee does not stay any permit condition. The permittee shall furnish to the executive director, upon request and within a reasonable timeframe, any information necessary for the executive director to determine whether cause exists for modifying, revoking, suspending, reissuing or terminating authorization under this general permit. Additionally, the permittee shall provide to the executive director, upon request, copies of all records that the permittee shall maintain as a condition of this general permit.
- E. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used to achieve compliance with the conditions of this permit and with the condition of the permittee's SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed only when the operation is necessary to achieve compliance with the conditions of this permit.
- F. Inspection and entry shall be allowed under the TWC Chapters 26-28, Health and Safety Code §§ 361.032-361.033 and 361.037, and 40 CFR §122.41(i). The statement in TWC § 26.014 that commission entry of a facility shall occur according to an establishment's rules and regulations concerning safety, internal security, and fire protection is not grounds for denial or restriction of entry to any part of the facility or site, but merely describes the commission's duty to observe appropriate rules and regulations during an inspection.
- G. The discharger is subject to administrative, civil, and criminal penalties, as applicable, under the TWC, Chapters 26, 27, and 28, and the Texas Health and Safety Code, Chapter 361 for violations including but not limited to the following:
 - 1. Negligently or knowingly violating CWA, §§ 301, 302, 303, 306, 307, 308, 318, or 405, or any condition or limitation implementing any sections in a permit issued under CWA, § 402; and
 - 2. Knowingly making any false statement, representation, or certification in any record or other document submitted or required to be maintained under a permit, including monitoring reports or reports of compliance or noncompliance.
- H. All reports and other information requested by or submitted to the executive director must be signed by the person and in the manner required by 30 TAC § 305.128 (relating to Signatories to Reports).
- I. Authorization under this general permit does not convey property or water rights of any sort and does not grant any exclusive privilege.

- J. The permittee shall implement its SWMP on any new areas under its jurisdiction that are located in a UA or that are designated by the TCEQ. Implementation of the SWMP in these areas is required the greater of three (3) years from acquiring the new area, or five (5) years from the date of initial permit coverage.

Part VI. Authorization for Municipal Construction Activities – Applicable only if the 7th Optional MCM is selected

The MS4 operator may obtain authorization under TPDES CGP, TXR150000 to discharge stormwater runoff from each construction activity performed by the MS4 operator that results in a land disturbance of one (1) acre or more of land or less than one (1) acre of land, if the construction activity is part of a larger common plan of development or sale that would disturb one acre or more. Alternatively, the MS4 operator may develop the SWMP to include the optional seventh (7th) stormwater MCM listed in Part III.B.7 of this general permit if the eligibility requirements in Part VI.A. below are met. If an MS4 operator decides to utilize this MCM, then the MS4 operator must include this MCM in its SWMP submitted with the NOI or submit an NOC notifying the executive director of the addition of this MCM to its SWMP. The MS4 operator must identify the geographic area or boundary where the construction activities will be conducted under the provisions of this general permit. If the permittee meets the terms and requirements of this general permit, then discharges from these construction activities may be authorized under this general permit as long as they occur within the regulated geographic area of the small MS4. An MS4 operator may utilize this MCM over additional portions of their small MS4 if those areas are also in compliance with all MCMs listed in this general permit. Even if an MS4 operator has developed this optional seventh stormwater MCM, the MS4 operator may apply under TPDES CGP TXR150000 for authorization for particular municipal construction activities including those activities that occur during periods of low potential for erosion (for which no SWP3 must be developed).

Section A. Eligible Construction Sites

Discharges from construction activities within the regulated area where the MS4 operator meets the definition of construction site operator are eligible for authorization under this general permit. Discharges from construction activities outside of the regulated area, where the MS4 operator meets the definition of construction site operator, are only eligible for authorization under this general permit in those areas where the MS4 operator meets the requirements of Parts III.B.1. through III.B.6 of this general permit, related to MCMs.

Section B. Discharges Eligible for Authorization

1. Stormwater Associated with Construction Activity

Discharges of stormwater runoff from small and large construction activities may be authorized under this general permit.

2. Discharges of Stormwater Associated with Construction Support Activities

Discharges of stormwater runoff from construction support activities, including concrete batch plants, asphalt batch plants, equipment staging areas, material storage yards, material borrow areas, and excavated material disposal areas may be authorized under this general permit provided:

- (a) The activity is located within a one-mile distance from the boundary of the permitted construction site and directly supports the construction activity;
- (b) A SWP3 is developed according to the provisions of this general permit and includes appropriate controls and measures to control sediment and erosion and discharge of pollutants in stormwater runoff from the supporting construction activity site;
- (c) The construction support activity either does not operate beyond the completion date of the construction activity or obtains separate TPDES authorization for discharges as required; and
- (d) Discharge of stormwater from concrete production facilities must meet the requirements in Section E below

3. Non-Stormwater Discharges

The following non-stormwater discharges from construction sites authorized under this general permit are also eligible for authorization under this MCM:

- (a) Discharges from emergency fire fighting activities (fire fighting activities do not include washing of trucks, run-off water from training activities, test water from fire suppression systems, and similar activities);
- (b) Uncontaminated fire hydrant flushings (excluding discharges of hyperchlorinated water, unless the water is first dechlorinated and discharges are not expected to adversely affect aquatic life), which include flushings from systems that utilize potable water, surface water, or groundwater that does not contain additional pollutants (uncontaminated fire hydrant flushings do not include systems utilizing reclaimed wastewater as a source water);
- (c) Water from the routine external washing of vehicles, the external portion of buildings or structures, and pavement, where detergents and soaps are not used and where spills or leaks of toxic or hazardous materials have not occurred (unless spilled materials have been removed; and if local state, or federal regulations are applicable, the materials are removed according to those regulations), and where the purpose is to remove mud, dirt, or dust;
- (d) Uncontaminated water used to control dust;
- (e) Potable water sources including waterline flushings (excluding discharges of hyperchlorinated water, unless the water is first dechlorinated and discharges are not expected to adversely affect aquatic life);
- (f) Uncontaminated air conditioning condensate; and
- (g) Uncontaminated ground water or spring water, including foundation or footing drains where flows are not contaminated with industrial materials such as solvents.

4. Other Permitted Discharges

Any discharge authorized under a separate TPDES or TCEQ permit may be combined with discharges from construction sites operated by the small MS4, provided the discharge complies with the associated permit.

Section C. Limitations on Permit Coverage

Discharges that occur after construction activities have been completed, and after the construction site and any supporting activity site have undergone final stabilization, are not eligible for coverage under Part VI of the general permit.

Section D. Stormwater Pollution Prevention Plan (SWP3) Requirements

Operators of municipal construction activities that qualify for coverage under this general permit and that discharge stormwater associated with construction activities into surface water in the state must:

1. Develop a SWP3 according to the provisions of this general permit that covers the entire site and begin implementation of that plan prior to commencing construction activities;
2. Post a signed copy of a TCEQ approved site notice in a location at the construction site where it is readily available for viewing prior to commencing construction activities and maintain the notice in that location until completion of the construction activity and final stabilization of the site;
3. Ensure the project specifications allow or provide that adequate BMPs may be developed and modified as necessary to meet the requirements of this general permit and the SWP3;
4. Ensure all contractors are aware of the SWP3 requirements, are aware that municipal personnel are responsible for the day-to-day operations of the SWP3, and who to contact concerning SWP3 requirements; and
5. Ensure that the SWP3 identifies the municipal personnel responsible for implementation of control measures described in the plan.

Section E. Stormwater Runoff from Concrete Batch Plants

Discharges of stormwater runoff from concrete batch plants at regulated construction sites may be authorized under the provisions of this general permit provided that the following requirements are met for concrete batch plant(s) authorized under this permit. If discharges of stormwater runoff from concrete batch plants are not covered under this general permit, then discharges must be authorized under an alternative general permit or an individual permit. This permit does not authorize the discharge or land disposal of any wastewater from concrete batch plants at regulated construction sites. Authorization for these wastes must be obtained under an individual permit or an alternative general permit.

1. Benchmark Sampling Requirements

- (a) Operators of concrete batch plants authorized under this section must sample the stormwater runoff from the concrete batch plants according to the requirements of this section of the general permit, and must conduct evaluations of the effectiveness of the SWP3 based on the following benchmark monitoring values:

Table 1. Benchmark Monitoring

Benchmark Parameters	Benchmark Value	Sampling Frequency	Sample Type
Oil and Grease	15 mg/L	1/quarter (*1)(*2)	Grab (*3)

Benchmark Parameters	Benchmark Value	Sampling Frequency	Sample Type
Total Suspended Solids	100 mg/L	1/quarter (*1)(*2)	Grab (*3)
pH	6.0-9.0 S.U.	1/quarter (*1)(*2)	Grab (*3)
Total Iron	1.3 mg/L	1/quarter (*1)(*2)	Grab (*3)

(*1) When discharge occurs. Sampling is required within the first 30 minutes of discharge. If it is not practicable to take the sample, or to complete the sampling, within the first 30 minutes, sampling must be completed within the first hour of discharge. If sampling is not completed within the first 30 minutes of discharge, the reason must be documented and attached to all required reports and records of the sampling activity.

(*2) Sampling must be conducted at least once during each of the following periods. The first sample must be collected during the first full quarter that a stormwater discharge occurs from a concrete batch plant authorized under this general permit.

January through March
April through June
July through September
October through December

For projects lasting less than one full quarter, a minimum of one sample shall be collected, provided that a stormwater discharge occurred at least once following submission of the NOI.

(*3) A grab sample shall be collected from the stormwater discharge resulting from a storm event that is at least 0.1 inches of measured precipitation that occurs at least 72 hours from the previously measurable storm event. The sample shall be collected downstream of the concrete batch plant, and where the discharge exits any BMPs utilized to handle the runoff from the batch plant, prior to commingling with any other water authorized under this general permit.

(b) The permittee shall compare the results of sample analyses to the benchmark values above, and must include this comparison in the overall assessment of the SWP3's effectiveness. Analytical results that exceed a benchmark value are not a violation of this permit, as these values are not numeric effluent limitations. Results of analyses are indicators that modifications of the SWP3 should be assessed and may be necessary to protect water quality. The operator must investigate the cause for each exceedance and must document the results of this investigation in the SWP3 by the end of the quarter following the sampling event.

The operator's investigation must identify the following:

- (1) Any additional potential sources of pollution, such as spills that might have occurred;
- (2) Necessary revisions to good housekeeping measures that are part of the SWP3;
- (3) Additional BMPs, including a schedule to install or implement the BMPs; and

- (4) Other parts of the SWP3 that may require revisions in order to meet the goal of the benchmark values.

Background concentrations of specific pollutants may also be considered during the investigation. If the operator is able to relate the cause of the exceedance to background concentrations, then subsequent exceedances of benchmark values for that pollutant may be resolved by referencing earlier findings in the SWP3. Background concentrations may be identified by laboratory analyses of samples of stormwater run-on to the permitted facility, by laboratory analyses of samples of stormwater run-off from adjacent non-industrial areas, or by identifying the pollutant is a naturally occurring material in soils at the site.

2. BMPs and SWP3 Requirements

Minimum Stormwater Pollution Prevention Plan (SWP3) Requirements - The following are required in addition to other SWP3 requirements listed in this section:

- (a) Description of Potential Pollutant Sources - The SWP3 must provide a description of potential sources (activities and materials) that may reasonably be expected to affect the quality of stormwater discharges associated with concrete batch plants authorized under this permit. The SWP3 must describe practices that that will be used to reduce the pollutants in these discharges to assure compliance with this general permit, including the protection of water quality, and must ensure the implementation of these practices. The following must be developed, at a minimum, in support of developing this description:
 - (1) Drainage – The site map must include the following information:
 - a. The location of all outfalls for stormwater discharges associated with concrete batch plants that are authorized under this permit;
 - b. A depiction of the drainage area and the direction of flow to the outfall(s);
 - c. Structural controls used within the drainage area(s);
 - d. The locations of the following areas associated with concrete batch plants that are exposed to precipitation: vehicle and equipment maintenance activities (including fueling, repair, and storage areas for vehicles and equipment scheduled for maintenance); areas used for the treatment, storage, or disposal of wastes listed in the TPDES Construction General Permit TXR150000; liquid storage tanks; material processing and storage areas; and loading and unloading areas; and
 - e. The locations of the following: any bag house or other dust control device(s); recycle or sedimentation pond, clarifier or other device used for the treatment of facility wastewater (including the areas that drain to the treatment device); areas with significant materials; and areas where major spills or leaks have occurred.
 - (2) Inventory of Exposed Materials – A list of materials handled at the concrete batch plant that may be exposed to stormwater and that have a potential to affect the quality of stormwater discharges associated with concrete batch plants that are authorized under this general permit.
 - (3) Spills and Leaks - A list of significant spills and leaks of toxic or hazardous pollutants that occurred in areas exposed to stormwater and that drain to

stormwater outfalls associated with concrete batch plants authorized under this general permit must be developed, maintained, and updated.

- (4) Sampling Data - A summary of existing stormwater discharge sampling data must be maintained, if available.
- (b) Measures and Controls - The SWP₃ must include a description of management controls to regulate pollutants identified in the SWP₃'s "Description of Potential Pollutant Sources" from Part VI.E.2.(a) of this permit, and a schedule for implementation of the measures and controls. This must include, at a minimum:
 - (1) Good Housekeeping - Good housekeeping measures must be developed and implemented in the area(s) associated with concrete batch plants.
 - a. Operators must prevent or minimize the discharge of spilled cement, aggregate (including sand or gravel), settled dust, or other significant materials from paved portions of the site that are exposed to stormwater.

Measures used to minimize the presence of these materials may include regular sweeping or other equivalent practices. These practices must be conducted at a frequency that is determined based on consideration of the amount of industrial activity occurring in the area and frequency of precipitation, and shall occur at least once per week when cement or aggregate is being handled or otherwise processed in the area.
 - b. Operators must prevent the exposure of fine granular solids, such as cement, to stormwater. Where practicable, these materials must be stored in enclosed silos, hoppers or buildings, in covered areas, or under covering.
 - (2) Spill Prevention and Response Procedures - Areas where potential spills that can contribute pollutants to stormwater runoff, and the drainage areas from these locations, must be identified in the SWP₃. Where appropriate, the SWP₃ must specify material handling procedures, storage requirements, and use of equipment. Procedures for cleaning up spills must be identified in the SWP₃ and made available to the appropriate personnel.
 - (3) Inspections - Qualified facility personnel (for example, a person or persons with knowledge of this general permit, the concrete batch plant, and the SWP₃ related to the concrete batch plant(s) for the site) must be identified to inspect designated equipment and areas of the facility specified in the SWP₃. The inspection frequency must be specified in the SWP₃ based upon a consideration of the level of concrete production at the facility, but must be a minimum of once per month while the facility is in operation. The inspection must take place while the facility is in operation and must, at a minimum, include all areas that are exposed to stormwater at the site, including material handling areas, above ground storage tanks, hoppers or silos, dust collection or containment systems, truck wash down and equipment cleaning areas. Follow-up procedures must be used to ensure that appropriate actions are taken in response to the inspections. Records of inspections must be maintained and be made readily available for inspection upon request.
 - (4) Employee Training - An employee training program must be developed to educate personnel responsible for implementing any component of the SWP₃, or personnel otherwise responsible for stormwater pollution prevention, with the provisions of the SWP₃. The frequency of training must be documented in the SWP₃, and at a

minimum, must consist of one training prior to the initiation of operation of the concrete batch plant.

- (5) Record Keeping and Internal Reporting Procedures - A description of spills and similar incidents, plus additional information that is obtained regarding the quality and quantity of stormwater discharges, must be included in the SWP3. Inspection and maintenance activities must be documented and records of those inspection and maintenance activities must be incorporated in the SWP3.
 - (6) Management of Runoff - The SWP3 shall contain a narrative consideration for reducing the volume of runoff from concrete batch plants by diverting runoff or otherwise managing runoff, including use of infiltration, detention ponds, retention ponds, or reusing of runoff.
- (c) Comprehensive Compliance Evaluation – At least once per year, one (1) or more qualified personnel (for example, a person or persons with knowledge of this general permit, the concrete batch plant, and the SWP3 related to the concrete batch plant(s) for the site) shall conduct a compliance evaluation of the plant. The evaluation must include the following:
- (1) Visual examination of all areas draining stormwater associated with regulated concrete batch plants for evidence of, or the potential for, pollutants entering the drainage system. These include but are not limited to: cleaning areas, material handling areas, above ground storage tanks, hoppers or silos, dust collection or containment systems, and truck wash down and equipment cleaning areas. Measures implemented to reduce pollutants in runoff (including structural controls and implementation of management practices) must be evaluated to determine if they are effective and if they are implemented in accordance with the terms of this permit and with the permittee’s SWP3. The operator shall conduct a visual inspection of equipment needed to implement the SWP3, such as spill response equipment.
 - (2) Based on the results of the evaluation, the following must be revised as appropriate within two (2) weeks of the evaluation: the description of potential pollutant sources identified in the SWP3 (as required in Part VI.E.2(a), “Description of Potential Pollutant Sources”); and pollution prevention measures and controls identified in the SWP3 (as required in Part VI.E.2.(b) “Measures and Controls”). The revisions may include a schedule for implementing the necessary changes.
 - (3) The permittee shall prepare and include in the SWP3 a report summarizing the scope of the evaluation, the personnel making the evaluation, the date(s) of the evaluation, major observations relating to the implementation of the SWP3, and actions taken in response to the findings of the evaluation. The report must identify any incidents of noncompliance. Where the report does not identify incidences of noncompliance, the report must contain a statement that the evaluation did not identify any incidence(s), and the report must be signed according to 30 TAC Section 305.128, relating to Signatories to Reports.
 - (4) The Comprehensive Compliance Evaluation may substitute for one of the required inspections delineated in Part VI.E.2.(b)(3) of this general permit.

3. Prohibition of Wastewater Discharges

Wastewater discharges associated with concrete production including wastewater disposal by land application are not authorized under this general permit. These wastewater

discharges must be authorized under an alternative TCEQ water quality permit or otherwise disposed of in an authorized manner. Discharges of concrete truck washout at construction sites may be authorized if conducted in accordance with the requirements of Part VI of this general permit.

4. Concrete Truck Wash Out Requirements

This general permit authorizes the wash out of concrete trucks at construction sites regulated under this section of the general permit, provided the following requirements are met. Authorization is limited to the land disposal of wash out water from concrete trucks. Any other direct discharge of concrete production waste water must be authorized under a separate TCEQ general permit or individual permit.

- (a) Direct discharge of concrete truck wash out water to surface water in the state, including discharge to storm sewers, is prohibited by this general permit.
- (b) Concrete truck wash out water shall be discharged to areas at the construction site where structural controls have been established to prevent direct discharge to surface waters or to areas that have a minimal slope that allow infiltration and filtering of wash out water to prevent direct discharge to surface waters. Structural controls may consist of temporary berms, temporary shallow pits, temporary storage tanks with slow rate release, or other reasonable measures to prevent runoff from the construction site.
- (c) Wash out of concrete trucks during rainfall events shall be minimized. The direct discharge of concrete truck wash out water is prohibited at all times, and the operator shall insure that its BMPs are sufficient to prevent the discharge of concrete truck washout as the result of rain.
- (d) The discharge of wash out water shall not cause or contribute to groundwater contamination.
- (e) If a SWP3 is required to be implemented, the SWP3 shall include concrete wash out areas on the associated map.

Section F. Effective Date of Coverage

Construction activities may not commence under this section until the MS4 NOI and SWMP are approved in writing by the TCEQ. Following approval of the NOI and SWMP, operators of construction activities eligible for coverage under this general permit are authorized to discharge stormwater associated with construction activity immediately upon posting the signed construction site notice required under this section.

Section G. Deadlines for SWP3 Preparation and Compliance

The SWP3 must:

1. Be completed and initially implemented prior to commencing construction activities that result in soil disturbance;
2. Be updated as necessary to reflect the changing conditions of new contractors, new areas of responsibility, and changes in best management practices; and
3. Provide for compliance with the terms and conditions of this general permit.

Section H. Plan Review and Making Plans Available

The SWP3 must be retained on-site at the construction site or made readily available at the time of an on-site inspection to: the executive director; a federal, state, or local agency approving sediment and erosion plans, grading plans, or stormwater management plans; and to local government officials.

Section I. Keeping Plans Current

The permittee shall amend the SWP3 whenever either of the following occurs:

1. There is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants and that has not been previously addressed in the SWP3; or
2. Results of inspections or investigations by site operators, authorized TCEQ personnel, or a federal, state or local agency approving sediment and erosion plans indicate the SWP3 is proving ineffective in eliminating or significantly minimizing pollutants in discharges authorized under this general permit.

Section J. Contents of SWP3

The SWP3 must include, at a minimum, the information described in this section.

1. Site Description

A site description, or project description, which must include:

- (a) A description of the nature of the construction activity, potential pollutants and sources;
- (b) A description of the intended schedule or sequence of major activities that will disturb soils for major portions of the site;
- (c) The number of acres of the entire construction site property and the total number of acres of the site where construction activities will occur, including off-site material storage areas, overburden and stockpiles of dirt, and borrow areas;
- (d) Data describing the soil type or the quality of any discharge from the site;
- (e) A map showing the general location of the site (e.g. a portion of a city or county map);
- (f) A detailed site map indicating the following:
 - (1) Drainage patterns and approximate slopes anticipated after major grading activities;
 - (2) Areas where soil disturbance will occur;
 - (3) Locations of all major structural controls either planned or in place;
 - (4) Locations where temporary or permanent stabilization practices are expected to be used;
 - (5) Locations of construction support activities, including off-site activities that are authorized under the permittee's NOI, including material, waste, borrow, fill, or equipment storage areas;
 - (6) Surface waters (including wetlands) either at, adjacent, or in close proximity to the site;

- (7) Locations where stormwater discharges from the site directly to a surface water body or a MS4; and
- (8) Vehicle wash areas.
- (g) The location and description of asphalt plants and concrete plants (if any) providing support to the construction site and that are also authorized under this general permit;
- (h) The name of receiving waters at or near the site that will be disturbed or that will receive discharges from disturbed areas of the project; and
- (i) A copy of Part VI of this TPDES general permit.

2. Structural and non-structural controls

The SWP3 must describe the structural and the non-structural controls (best management practices) that will be used to minimize pollution in runoff. The description must identify the general timing or sequence for implementation and the party responsible for implementation. At a minimum, the description must include the following components:

- (a) Erosion and Sediment Controls
 - (1) Erosion and sediment controls must be designed to retain sediment on-site to the maximum extent practicable with consideration for local topography and rainfall.
 - (2) Control measures must be properly selected, installed, and maintained according to the manufacturer's or designer's specifications. If periodic inspections or other information indicates a control has been used incorrectly, or that the control is performing inadequately, the operator must replace or modify the control.
 - (3) Sediment must be removed from sediment traps and sedimentation ponds no later than the time that design capacity has been reduced by 50 per cent.
 - (4) If sediment escapes the site, accumulations must be removed at a frequency to minimize further negative effects and, whenever feasible, prior to the next rain event.
 - (5) Controls must be developed to limit offsite transport of litter, construction debris, and construction materials by stormwater runoff.

3. Stabilization Practices

The SWP3 must include a description of interim and permanent stabilization practices for the site, including a schedule of when the practices will be implemented. Site plans should ensure that existing vegetation is preserved where possible.

- (a) Stabilization practices may include but are not limited to: establishment of temporary vegetation, establishment of permanent vegetation, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of existing trees and vegetation and other similar measures.
- (b) The following records must be maintained and either attached to or referenced in the SWP3 and made readily available upon request to the parties in Part VI.H. of this general permit:
 - (1) The dates when major grading activities occur;
 - (2) The dates when construction activities temporarily or permanently cease on a portion of the site; and

- (3) The dates when stabilization measures are initiated.
- (c) Stabilization measures must be initiated immediately in portions of the site where construction activities have temporarily or permanently ceased, and will not resume for a period exceeding 14 calendar days, except as provided in (1) and (2) below.
 - (1) Where the initiation of stabilization measures by the 14th day after construction activity temporarily or permanently ceased is precluded by snow cover or frozen ground conditions, stabilization measures must be initiated as soon as practicable.
 - (2) Where the initiation of stabilization measures by the 14th day after construction activity has temporarily or permanently ceased is precluded by seasonably arid conditions, stabilization measures must be initiated as soon as practicable. These conditions exist in arid areas, semiarid areas, and areas experiencing drought conditions.

4. Structural Control Practices

The SWP3 must include a description of any structural control practices used to divert flows away from exposed soils, to limit the contact of runoff with disturbed areas, or to lessen the off-site transport of eroded soils.

- (a) Sites with a drainage area of ten (10) or more acres:
 - (1) A sediment basin is required, where feasible, for a common drainage location that serves an area with ten (10) or more acres disturbed at one time. A sedimentation basin may be temporary or permanent, but must provide sufficient storage to contain a calculated volume of runoff from a 2-year, 24-hour storm from each disturbed acre drained. When calculating the volume of runoff from a 2-year, 24-hour storm event, it is not required to include the flows from off-site areas and flow from on-site areas that are either undisturbed or have already undergone final stabilization, if these flows are diverted around both the disturbed areas of the site and the sediment basin. Capacity calculations must be included in the SWP3.
 - (2) Where rainfall data is not available or a calculation cannot be performed the sedimentation basin must provide at least 3,600 cubic feet of storage per acre drained until the site reaches final stabilization.
 - (3) If a sedimentation basin is not feasible, then the permittee shall provide equivalent control measures until the site reaches final stabilization. In determining whether installing a sediment basin is feasible, the permittee may consider factors such as site soils, slope, available area, public safety, precipitation pattern, site geometry, site vegetation, infiltration capacity, geotechnical factors, depth to groundwater, and other similar considerations. The permittee shall document the reason that the sediment basins are not feasible, and shall utilize equivalent control measures, which may include a series of smaller sediment basins.
 - (4) Perimeter Controls – At a minimum, silt fences, vegetative buffer strips, or equivalent sediment controls are required for all down slope boundaries of the construction area, and for those side slope boundaries deemed appropriate as dictated by individual site conditions.
- (b) Controls for sites with drainage areas less than ten acres:
 - (1) Sediment traps and sediment basins may be used to control solids in stormwater runoff for drainage locations serving less than ten (10) acres. At a minimum, silt

fences, vegetative buffer strips, or equivalent sediment controls are required for all down slope boundaries of the construction area, and for those side slope boundaries deemed appropriate as dictated by individual site conditions.

- (2) Alternatively, a sediment basin that provides storage for a calculated volume of runoff from a 2-year, 24-hour storm from each disturbed acre drained may be utilized. Where rainfall data is not available or a calculation cannot be performed, a temporary or permanent sediment basin providing 3,600 cubic feet of storage per acre drained may be provided. If a calculation is performed, then the calculation shall be included in the SWP3.

5. Permanent Stormwater Controls

A description of any measures that will be installed during the construction process to control pollutants in stormwater discharges that will occur after construction operations have been completed must be included in the SWP3. Permittees are only responsible for the installation and maintenance of stormwater management measures prior to final stabilization of the site.

6. Other Controls

- (a) Off-site vehicle tracking of sediments and the generation of dust must be minimized.
- (b) The SWP3 must include a description of construction and waste materials expected to be stored on-site and a description of controls to reduce pollutants from these materials.
- (c) The SWP3 must include a description of pollutant sources from areas other than construction (including stormwater discharges from dedicated asphalt plants and dedicated concrete plants), and a description of controls and measures that will be implemented at those sites to minimize pollutant discharges.

7. Effluent Limits

The federal Effluent Limitations Guidelines at 40 CFR Part 450.21(a) apply to all regulated construction activities under this 7th optional MCM, where the small MS4 is the operator.

8. Approved State and Local Plans

- (a) The permittee shall ensure the SWP3 is consistent with requirements specified in applicable sediment and erosion site plans or site permits, or stormwater management site plans or site permits approved by federal, state, or local officials.
- (b) SWP3s must be updated as necessary to remain consistent with any changes applicable to protecting surface water resources in sediment erosion site plans or site permits, or stormwater management site plans or site permits approved by state or local official for whom the permittee receives written notice.

9. Maintenance

All erosion and sediment control measures and other protective measures identified in the SWP3 must be maintained in effective operating condition. If through inspections the permittee determines that BMPs are not operating effectively, maintenance must be performed before the next anticipated storm event or as necessary to maintain the continued effectiveness of stormwater controls. If maintenance prior to the next anticipated

storm event is impracticable, maintenance must be scheduled and accomplished as soon as practicable.

10. Inspections of Controls

- (a) Personnel provided by the permittee must inspect disturbed areas of the construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, discharge locations, and structural controls for evidence of, or the potential for, pollutants entering the drainage system. Personnel conducting these inspections must be knowledgeable of this general permit, familiar with the construction site, and knowledgeable of the SWP3 for the site. Sediment and erosion control measures identified in the SWP3 must be inspected to ensure that they are operating correctly. Locations where vehicles enter or exit the site must be inspected for evidence of off-site sediment tracking. Inspections must be conducted at least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches or greater.

Where sites have been finally or temporarily stabilized or where runoff is unlikely due to winter conditions (e.g. site is covered with snow, ice, or frozen ground exists), inspections must be conducted at least once every month. In arid or semi-arid, or drought stricken areas, inspections must be conducted at least once every month and within 24 hours after the end of a storm event of 0.5 inches or greater

As an alternative to the above-described inspection schedule of once every 14 calendar days and within 24 hours of a storm event of 0.5 inches or greater, the SWP3 may be developed to require that these inspections will occur at least once every seven (7) calendar days. If this alternative schedule is developed, then the inspection must occur on a specifically defined day, regardless of whether or not there has been a rainfall event since the previous inspection. The inspections may occur on either schedule provided that the SWP3 reflects the current schedule and that any changes to the schedule are conducted in accordance with the following provisions: the schedule may be changed a maximum of one time each month, the schedule change must be implemented at the beginning of a calendar month, and the reason for the schedule change must be documented in the SWP3 (e.g., end of “dry” season and beginning of “wet” season).

- (b) Utility line installation, pipeline construction, and other examples of long, narrow, linear construction activities may provide inspection personnel with limited access to the areas described in Part VI.J.10(a) above. Inspection of these areas could require that vehicles compromise temporarily or even permanently stabilized areas, cause additional disturbance of soils, and increase the potential for erosion. In these circumstances, controls must be inspected at least once every 14 calendar days and within 24 hours of the end of a storm event of 0.5 inches, but representative inspections may be performed. For representative inspections, personnel must inspect controls along the construction site for 0.25 mile above and below each access point where a roadway, undisturbed right-of-way, or other similar feature intersects the construction site and allows access to the areas described in Part VI.J.10.(a) above. The conditions of the controls along each inspected 0.25 mile portion may be considered as representative of the condition of controls along that reach extending from the end of the 0.25 mile portion to either the end of the next 0.25 mile inspected portion, or to the end of the project, whichever occurs first.

As an alternative to the above-described inspection schedule of once every 14 calendar days and within 24 hours of a storm event of 0.5 inches or greater, the SWP3 may be

developed to require that these inspections will occur at least once every seven (7) calendar days. If this alternative schedule is developed, the inspection must occur on a specifically defined day, regardless of whether or not there has been a rainfall event since the previous inspection. The inspections may occur on either schedule provided that the SWP3 reflects the current schedule and that any changes to the schedule are conducted in accordance with the following provisions: the schedule may be changed a maximum of one time each month, the schedule change must be implemented at the beginning of a calendar month, and the reason for the schedule change must be documented in the SWP3 (e.g., end of “dry” season and beginning of “wet” season).

- (c) In the event of flooding or other uncontrollable situations which prohibit access to the inspection sites, inspections must be conducted as soon as access is practicable.
- (d) The SWP3 must be modified based on the results of inspections, as necessary, to better control pollutants in runoff. Revisions to the SWP3 must be completed within seven (7) calendar days following the inspection. If existing BMPs are modified or if additional BMPs are necessary, an implementation schedule must be described in the SWP3 and wherever possible those changes implemented before the next storm event. If implementation before the next anticipated storm event is impracticable, these changes must be implemented as soon as practicable.
- (e) A report summarizing the scope of the inspection, the date(s) of the inspection, and major observations relating to the implementation of the SWP3 must be made and retained as part of the SWP3. Major observations should include: The locations of discharges of sediment or other pollutants from the site; locations of BMPs that need to be maintained; locations of BMPs that failed to operate as designed or proved inadequate for a particular location; and locations where additional BMPs are needed.

Actions taken as a result of inspections must be described within, and retained as a part of, the SWP3. Reports must identify any incidents of non-compliance. Where a report does not identify any incidents of non-compliance, the report must contain a certification that the facility or site is in compliance with the SWP3 and this permit. The report must be signed by the person and in the manner required by 30 TAC §305.128 (relating to Signatories to Reports).

- (f) The names and qualifications of personnel making the inspections for the permittee may be documented once in the SWP3 rather than being included in each report.

11. Pollution Prevention Measures

The SWP3 must identify and ensure the implementation of appropriate pollution prevention measures for all eligible non-stormwater components of the discharge.

Section K. Additional Retention of Records

The permittee shall retain the following records for a minimum period of three (3) years from the date that final stabilization has been achieved on all portions of the site. Records include:

1. A copy of the SWP3; and
2. All reports and actions required by this section, including copies of the construction site notices.

Appendix B - Notice of Intent



TCEQ Notice of Intent (NOI) for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) under the TPDES Phase II MS4 General Permit (TXR040000)

IMPORTANT:

- Use the [INSTRUCTIONS](#) to fill out each question in this form.
- Use the [CHECKLIST](#) to make certain you filled out all required information. Incomplete applications WILL delay approval or result in automatic denial.
- Once processed your authorization can be viewed at: http://www2.tceq.texas.gov/wq_dpa/index.cfm

APPLICATION FEE:

- You must pay the **\$100** Application Fee to TCEQ for the paper application to be complete.
- Payment and NOI must be mailed to separate addresses.
- Did you know you can pay on line?
 - Go to <https://www3.tceq.texas.gov/epay/index.cfm>
 - Select Fee Type: GENERAL PERMIT MS4 PHASE II STORM WATER DISCHARGE NOI APPLICATION

• **Provide your payment information below, for verification of payment:**

Mailed	Check/Money Order No.:	_____
	Name Printed on Check:	_____
EPAY	Voucher No.:	_____
	Is the Payment Voucher copy attached?	Yes

One (1) copy of the NOI and Stormwater Management Program (SWMP) with the completed SWMP Cover Sheet MUST be submitted with the original NOI and SWMP.

Is the copy attached? Yes

RENEWAL: Is this NOI a Renewal of an existing Phase II MS4 General Permit Authorization?

(Note: An authorization cannot be renewed after June 11, 2014.)

Yes The existing authorization number is: TXR04_____ **(If an authorization number is not provided, a new number will be assigned.)**

No

1) OPERATOR (Applicant)

a. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? You may search for your CN at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

CN _____

b. What is the Legal Name of the entity (applicant) applying for this permit?

(The exact legal name must be provided.)

c. What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in 30 TAC 305.44(a).

Prefix (Mr. Ms. Miss): _____

First/Last Name: _____ Suffix: _____

Title: _____ Credential: _____

d. What is the contact information for the Operator Contact (Responsible Authority)? The mailing address must be recognized by the US Postal Service. You may verify the address at:

<https://tools.usps.com/go/ZipLookupAction!input.action>

Phone Number: _____ Ext: _____ Fax Number: _____

E-mail: _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

If outside USA: Territory: _____ Country Code: _____ Postal Code: _____

e. Indicate the type of Customer (The instructions will help determine your customer type):

Federal Government

State Government

County Government

City Government

Other Government

f. Number of Employees:

0-20;

21-100;

101-250;

251-500; or

501 or higher

2) BILLING ADDRESS

The Operator is responsible for paying the annual fee. The annual fee will be assessed to authorizations active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The Operator is responsible for terminating the permit when it is no longer needed.

Is the billing address the same as the Operator Address?

Yes, go to Section 3).

No, complete section below

Phone Number: _____ Ext: _____ Fax Number: _____

E-mail: _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

Mailing Information if outside USA:

Territory: _____ Country Code: _____ Postal Code: _____

3) REGULATED ENTITY (RE) INFORMATION

If the site of your business is part of a larger business site or if other businesses were located at this site before yours, a Regulated Entity Number (RN) may already be assigned for the larger site. Use the RN assigned for the larger site. Search TCEQ's Central Registry to see if the larger site may already be registered as a regulated site at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>.

If the site is found, provide the assigned Regulated Entity Reference Number and provide the information for the site to be authorized through this application below. The site information for this authorization may vary from the larger site information.

a. TCEQ issued RE Reference Number (RN): RN _____

b. Name that is used to identify the small MS4 (Example: City of XXX MS4)

c. Provide a brief description of the regulated MS4 boundaries: (Example: Area within the City of XXXX limits that is located within the xxx (e.g. Dallas) urbanized area):

d. City where the largest residential population exists within the regulated MS4 boundaries:

e. ZIP code where the largest residential population exists within the regulated MS4 boundaries:

f. County where the largest residential population exists within the regulated MS4 boundaries:

Is the MS4 located within additional counties?

Yes – If Yes, what county (or counties)?

No _____

g. Latitude: _____ Longitude: _____

4) GENERAL CHARACTERISTICS

a. Is the project/site located on Indian Country Lands?

Yes – If Yes, you must obtain authorization through EPA, Region 6.

No _____

b. What is applicant's Standard Industrial Classification (SIC) code?

SIC Code: _____

c. What is the category or level of the MS4 based on the population served?

Level 1: Operators of traditional small MS4s that serve a population of less than 10,000 within an urbanized area (UA).

Level 2: Operators of traditional small MS4s that serve a population of at least 10,000 but less than 40,000 within an UA.

This category also includes all non-traditional small MS4s such as counties, drainage districts, transpiration entities, military bases, universities, colleges, correctional institutions, municipal utility districts and other special districts regardless of population served within the UA, unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage based on the population served.

Level 3: Operators of traditional small MS4s that serve a population of at least 40,000 but less than 100,000 within an UA.

Level 4: Operators of traditional small MS4s that serve a population of 100,000 or more within an UA.

d. Has TCEQ “designated” the small MS4 as needing coverage under this general permit?
Yes

No - If No and no portion of the small MS4 is located within an UA as determined by the 2000 or 2010 Decennial Census by the U.S Bureau of Census requiring a NOI be submitted, the operator is not eligible for coverage under this general permit through the NOI.

e. What is your annual reporting year?

Calendar year

MS4 general permit year

Fiscal year – If Fiscal year, what is the last day of the fiscal year? _____

f. Stormwater Management Program (SWMP)

1. I certify that the SWMP submitted with this Notice of Intent has been developed according to the provisions of this general permit TXRo40000.

Yes

No – If No, the application is considered incomplete and may be returned.

2. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP.

Yes

No – If No, the application is considered incomplete and may be returned.

3. Who is the person responsible for implementing or coordinating implementation of the SWMP? (Note: All contact information requested below is required.)

First/Last Name: _____

Title: _____

Company: _____

Phone Number: _____ Ext: _____ Fax Number: _____

E-mail: _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

g. 7th Minimum Control Measure (MCM) for Municipal Construction Activities

1. Is the MCM for authorization to discharge stormwater from municipal construction activities included with the attached SWMP?

Yes – If Yes, what are the boundaries within which those activities will occur?
(Note: If the boundaries are located outside of the urbanized area, then the entire SWMP must also incorporate the additional areas.)

No

2. Is the discharge or potential discharge from regulated construction activities within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer?

Yes – If Yes, please note that a copy of the agency approved Water Pollution Abatement Plan (WPAP) required by the Edward Aquifer Rule (30 TAC Chapter 213) must be either included or referenced in the construction stormwater pollution prevention plan(s).

No

h. Discharge Information

1. What is the name of the water body (ies) receiving stormwater from the MS4?
-

2. What is the classified segment number(s) that receives discharges, directly or indirectly, from the small MS4?
-

3. Are any of the surface water body (ies) receiving discharges from the small MS4 on the latest EPA-approved Clean Water Act (CWA) §303(d) list of impaired waters?

Yes – If Yes:

What is the name of the impaired water body (ies) receiving the discharge from the small MS4?

What are the pollutants of concern?

No

4. Is the discharge into any other MS4 prior to discharge into surface water in the state?

Yes – If Yes, what is the name of the MS4 Operator?

No

i. Edwards Aquifer

Is the discharge or potential discharge from the MS4 within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer?

Yes - If Yes, complete certification below by checking "Yes".

No

I certify that a copy of the TCEQ approved WPAP required by the Edwards Aquifer Rule (30 TAC Chapter 213) is either included or referenced in the SWMP.

Yes

j. Public Participation Process

The Office of Chief Clerk will send the operator or person responsible for publishing, the notice of the executive director's preliminary determination of the NOI and SWMP, in a newspaper of general circulation in the county where the small MS4 is located. If multiple counties, notice must be published at least once in the newspaper of general circulation in the county containing the largest resident population.

The applicant must file with the Chief Clerk a copy of an affidavit of the publication within 60 days of receiving the written instructions from the Office of Chief Clerk.

1. I will comply with the Public Participation requirements described in Part II.E.12 of the general permit.

Yes

No – If No, coverage under this general permit is not obtainable.

2. Who is the person responsible for publishing notice of the executive director's preliminary determination on the NOI and SWMP? (Note: All contact information requested below is required.)

First/Last Name: _____

Title: _____

Company: _____

Phone Number: _____ Ext: _____ Fax Number: _____

E-mail: _____

Mailing Address: _____

Internal Routing (Mail Code, Etc.): _____

City: _____ State: _____ ZIP Code: _____

3. What is the name and location of the public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be reviewed?

Name of Public Place:

Address of Public Place:

County of Public Place:

5) CERTIFICATION

Check Yes to the certifications below. Failure to indicate Yes to **ALL** items may result in denial of coverage under the general permit.

- a. I certify that I have obtained a copy and understand the terms and conditions of the Phase II (Small) MS4 General Permit TXRo40000. Yes
- b. I certify that the small MS4 qualifies for coverage under the general permit TXRo40000. Yes
- c. I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed. Yes
- d. I understand that authorization active on September 1st of each year will be accessed an Annual Water Quality Fee. Yes

Operator Certification:

I, _____
Typed or printed name *Title*

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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature: _____ Date: _____
(Use blue ink)

NOTICE OF INTENT CHECKLIST (TXR040000)

- Did you complete everything? Use this checklist to be sure!
- Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of coverage under the general permit. (See NOI process description in the Instructions)

Application Fee:

If paying by Check:

Check was mailed **separately** to the TCEQs Cashier's Office. (See Instructions for Cashier's address and Application address.)

Check number and name on check is provided in this application.

If using ePay:

The voucher number is provided in this application or a copy of the voucher is attached.

AUTHORIZATION NUMBER:

Authorization number provided – if this application is for renewal of an existing authorization.

OPERATOR INFORMATION - Confirm each item is complete:

Customer Number (CN) issued by TCEQ Central Registry

Legal name as filed to do business in Texas (Call TX SOS 512/463-5555)

Name and title of responsible authority signing the application

Mailing address is complete & verifiable with USPS. www.usps.com

Phone numbers/e-mail address

Type of operator (entity type)

Number of employees

Billing address is complete & verifiable with USPS. <http://www.usps.com>

REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE - Confirm each item is complete:

MS4/Regulated Entity Name

Site description

Latitude and longitude <http://www.tceq.texas.gov/gis/sqmaview.html>

County

Site/project physical address. Do not use a rural route or post office box.

Business description

GENERAL CHARACTERISTICS - Confirm each item is complete:

Indian Country Lands –the facility is not on Indian Country Lands

Standard Industrial Classification (SIC) Code www.osha.gov/oshstats/sicser.html

Level of MS4

Qualifying TCEQ “Designated” small MS4

Annual Reporting Year

7th Minimum Control Measurement (MCM) for Municipal Construction Activities

Discharge information

Edwards Aquifer rule

Public participation information

CERTIFICATION

Certification statements have been checked indicating “Yes”

Signature meets 30 Texas Administrative Code (TAC) 305.44 and is original.

Stormwater Management Program (SWMP), and completed SWMP Cover Sheet are attached to the NOI.

STORMWATER MANAGEMENT PROGRAM (SWMP) COVER SHEET
Confirm Each Minimum Control Measure (MCM) Below is Included in the SWMP

This cover sheet MUST be completed by indicating the page number where the requested item will be found in the SWMP. Provide the page number to the left of each item.

This cover sheet MUST be attached to the front of the SWMP.

Operator:

Operator name on NOI: _____

Assessment of program elements:

Program elements that were described in the previous permit have been assessed and modified as necessary. New elements have been developed and implemented as necessary.

N/A, If newly regulated MS4.

MCM 1: Public Education, Outreach, and Involvement

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

Requirements for all MS4s:

1. SWMP includes a stormwater education and outreach program to educate public employees, business, and the general public about hazards associated with the illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.
2. Defines the goals and objectives of the program based on high-priority community-wide issues.
3. Identifies the target audiences.
4. Appropriate educational material is developed or used.
5. Education material is distributed.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs include, but are not limited to, the following:

- Classroom Education
- Use of media
- Education/Outreach for Commercial Activities
- Lawn and garden activities
- Promotional giveaways
- Water conservation practices for homeowners
- Outreach programs tailored to specific communities and children
- Stormwater educational materials
- Educational displays, pamphlets, booklets, and utility stuffers
- Webpage
- Storm drain stenciling
- Speakers to community groups
- Encouragement of proper lawn and garden care
- Encouragement of low impact development
- Support of pollution prevention for businesses

- Encouragement of water conservation practices
 - Encouragement of pet waste management
 - Stormwater hotlines
6. SWMP includes a program that complies with state and local public notice requirements.
 7. May include using public input in the implementation of the program.
 8. May include opportunities for citizen to participate in implementation of control measures.
 9. Ensure the public easily can find information about the SWMP.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs include, but are not limited to, the following:

- Stakeholder meetings
- Community hotline
- Coordination with school groups/scouting
- Listserver
- Stream cleanup and monitoring
- Adopt-A-Stream programs
- Incentives for businesses to participate, such as web links
- Volunteer monitoring
- Watershed Organization
- Storm drain stenciling programs
- Advisory/partner committees
- Mailing list development and use
- Reforestation programs
- Wetland plantings
- Coordinate volunteer programs.

SWMP includes measureable goals, and the method of measurement, for addressing stormwater quality

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

MCM 2: Illicit Discharge Detection and Elimination

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

Requirements for all MS4s:

1. Description of program that will be used to detect, investigate and eliminate illicit discharges
2. MS4 map:
 - a. Location of all small MS4 outfalls operated by the MS4 and that discharge into waters of the U.S.
 - b. Location and name of all surface waters receiving discharge from the MS4s outfalls.
 - c. Priority areas, if applicable.
3. Methods for informing and training MS4 field staff.
4. Procedures for tracing the source of an illicit discharge.

5. Procedures for removing the source of the illicit discharge.
6. Facilitate public reporting of illicit discharges of water quality impacts associated with discharges into or from the small MS4.
7. Procedures for responding to illicit discharges and spills.
8. Inspections in response to complaints.

Additional Requirements for Level 2, 3, and 4 small MS4s:

For Level 2, 3, and 4 small MS4, procedures to prevent and correct leaking on-site sewage disposal systems.

Additional Requirements for Level 3 and 4 small MS4s:

Follow-up investigation after the illicit discharge has been eliminated.

Additional Requirements for Level 4 small MS4s:

1. Procedures for identifying and creating a list of priority areas within the small MS4s likely to have illicit discharges.
2. Implement a dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM.

Examples of possible BMPs may include the following:

- List of non-stormwater discharges that will not be considered illicit
- Procedures to address illegal dumping
- Hazardous materials disposal opportunities
- Industrial/Business connections
- Addressing wastewater connections to MS4
- Addressing recreational sewage (boats/camping/etc.)
- System inspections
- Dye testing
- Recycling programs
- Informing public/employees/businesses of hazards associated with illicit discharges
- Identification of illicit discharges
- Used oil collection centers
- Public outreach and education programs regarding illicit discharges
- Publicize and facilitate public reporting

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

MCM 3: Construction Site Stormwater Runoff Control

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

Requirements for all MS4s:

1. Description of program that will be developed, implemented and enforced, to address stormwater runoff from construction once acre and greater (including larger common plan).
2. Ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law.
3. Program requires construction site operators to implement erosion and sediment control – BMPs to minimize the discharge of pollutants.
 - a. Program requires soil stabilization measures, and implementation of BMPs to control pollutants from equipment and vehicle washing and other wash waters.
 - b. Program requires operators to minimize exposure to stormwater of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials.
 - c. Minimize the discharge of pollutants from spills and leaks. As an alternative, ensure that the construction site has developed a stormwater pollution prevention plan in accordance with the TPDES Construction General Permit TXR150000.
4. Program prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.
5. Procedures for construction site plan review to consider water quality impacts.
6. Procedures for construction site inspections and enforcement of control measures, to the extent allowable under state and local law.
7. Procedures for receipt and consideration of information submitted by the public.
8. Procedures for MS4 staff training.

Additional Requirements for Level 3, and 4 small MS4s:

Includes an inventory of all permitted active construction sites greater than one acre or less than one acre if part of a larger common plan of development.

SWMP lists BMPs used to fulfill this MCM. Examples may include:

- Requirement to comply with TPDES CGP
- Notification to discharger of responsibilities under TPDES CGP
- Hire staff to review construction site plans
- Provide a web page for public input on construction activities
- Require overall construction site waste management
- Perform site inspections and enforcement
- Provide education and training for construction site operators
- Notify dischargers of requirement to obtain TPDES permit coverage
- Mechanism to prohibit discharges into MS4 where necessary

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

MCM 4: Post-Construction Stormwater Management in New Development and Redevelopment

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

Requirements for all MS4s:

1. Description of program that will be developed, implemented and enforced, to address stormwater runoff from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale.
2. Ordinance or other regulatory mechanism is in place or planned which will regulate discharges from new development and redevelopment projects.
3. Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality.
4. Document and maintain records of enforcement actions.
5. Long-term operation and maintenance of post construction stormwater control measures is addressed.
6. Operation and maintenance is documented.

Additional Requirements for Level 4 small MS4s:

1. Develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained.
2. Inspections are documented.

SWMP lists BMPs used to fulfill this MCM. Examples may include:

- Local ordinance in place or planned
- Guidance document for developers to utilize
- Specific BMPs established for particular watersheds
- List of appropriate BMPs provided to operators
- Elimination of curbs and gutters is encouraged
- Zoning takes into account stormwater issues
- Incentives for use of permeable choices, such as porous pavement
- Requirements for wet ponds or other BMPs for certain size sites
- Xeriscaping

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

The SWMP includes the following required elements:

Requirements for all MS4s:

1. An operation and maintenance (O&M) program, including an employee training component, in place or scheduled, to reduce/prevent pollution from municipal activities and municipally owned areas included but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.
2. Develop and maintain an inventory of the MS4's facilities and stormwater controls.
3. Inform or train staff involved in good housekeeping practices.
4. Waste from the MS4 is removed and properly disposed.
5. Contractors hired by the MS4 must be required to comply with operating procedures.
 - a. MS4 develop contractor oversight procedures.
6. MS4 evaluates O&M activities for their potential to discharge pollutants in stormwater for road and parking lot maintenance, bridge maintenance, cold weather operations, and right-of-way maintenance etc.
 - a. MS4 identifies pollutants of concern that could be discharged from the O&M activities.
 - b. MS4s develop and implement pollution prevention measures that will reduce discharge of pollutants from O&M activities.
 - c. MS4s inspects pollution prevention measures at MS4 facilities.
7. MS4 maintains structural controls.

Additional requirements for Level 3 and 4 small MS4s:

1. Storm sewer system O&M.
 - a. MS4 develops and implements an O&M program to reduce the collection of pollutants in catch basins and other surface structures.
 - b. MS4 develops a list of potential problem areas for increased inspection (for example, areas with recurrent illegal dumping).
2. Implement an O&M program to reduce discharge of pollutants from roads that might include a street sweeping and cleaning program, or inlet protection. The program includes an implementation schedule and a waste disposal procedure.
3. MS4 map identify MS4 facilities and stormwater controls.
4. MS4 assess its facilities for their potential to discharge pollutants into stormwater.
 - a. The MS4 identifies high priority facilities that have a high potential to generate stormwater pollutants. At a minimum, facilities include the MS4s maintenance yards, hazardous waste facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharge in stormwater.
 - b. The MS4 documents the result of the assessments.
5. The MS4 develops stormwater management Standard Operation Procedures for high priority facilities.
6. The MS4 implements stormwater controls at high priority facilities that address:
 - a. Good housekeeping

- b. De-icing and anti-icing storage
 - c. Fueling operations and vehicle maintenance
 - d. Equipment and vehicle washing
7. The MS4 develops and implements an inspection program that includes high priority facilities.

Additional requirements for Level 4 small MS4s:

MS4 has an application and management program for pesticides, herbicides, and fertilizers that address:

- a. Evaluating materials and activities used at public open spaces.
- b. Implementing the following practices to minimize generating pollutants related to landscaping.
 - i. Education for applicators and distributors
 - ii. Encouragement of non-chemical solutions for pest management
- c. Development of schedules that minimizes discharge of pollutants.
- d. Ensuring collection and proper disposal of unused pesticides, herbicides, and fertilizers.

SWMP lists BMPs used to fulfill this MCM. Examples may include:

- BMPs which address fleet vehicle maintenance/washing
- BMPs which address parking lot and street cleaning
- Catch basin and storm drain system cleaning
- Landscaping and lawn care (e.g. xeriscaping)
- Waste materials management
- Road salt application and storage practices
- Used oil recycling
- Pest management practices
- Fire training facilities
- BMPs which address roadway and bridge maintenance
- Golf course maintenance/waste disposal
- Disposal of cigarette butts
- Park maintenance (e.g., providing trash bags)

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

MCM 6: Industrial Stormwater Sources

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

Requirements for Level 4 MS4 only:

Program to identify and control industrial stormwater sources that at least includes:

- a. MS4 landfills, other treatment, storage, or disposal facilities for municipal waste, hazardous waste treatment, storage, disposal and recovery facilities and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA).
- b. Priorities and procedures for inspections and for implementing control measures for such discharges.

Optional 7th MCM: Municipal Construction Activities (only available within the regulated area where the MS4 operator meets the definition of construction site operator)

Page # (s) – Provide the page number (s) to the left of each item.

If this MCM is applicable, the SWMP includes the following information:

1. Description of how construction activities will generally be conducted so as to take into consideration local conditions of weather, soils, and other site specific considerations.
2. Description of the area that this MCM will address and where the MS4 operator's construction activities are covered (e.g. within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary).
3. If the area included in this MCM includes areas outside of the UA, then all MCMs will be implemented over those additional areas as well.
4. Description provided for one of the following:
 - a. How contractor activities will be supervised or overseen to ensure that the Stormwater Pollution Prevention Plan (SWP3) requirements are properly implemented at the construction site(s); or
 - b. How the MS4 operator will make certain that contractors have a separate authorization for stormwater discharges if needed.
5. General description of how a construction SWP3 will be developed for each construction site.
6. Records of municipal construction activities authorized under this optional MCM.

Notice of Intent (NOI) for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) under the TPDES Phase II MS4 General Permit (TXRo40000)

General Information and Instructions

GENERAL INFORMATION

Where to Send the Notice of Intent (NOI):

BY REGULAR U.S. MAIL:

Texas Commission on Environmental Quality
Applications Review and Processing Team
(MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

BY OVERNIGHT/EXPRESS MAIL:

Texas Commission on Environmental Quality
Applications Review and Processing Team
(MC-148)
12100 Park 35 Circle
Austin, TX 78753

TCEQ Contact List:

Small Business and Local Government Assistance	800/447-2827
Application – status and form questions:	512/239-4671
Technical questions:	512/239-4671
Environmental Law Division:	512/239-0600
Records Management - obtain copies of forms:	512/239-0900
Reports from databases (as available):	512/239-DATA (3282)
Cashier's office:	512/239-0357 or 512/239-0187

Notice of Intent Process:

When your NOI and SWMP is received by the program, the form will be processed as follows:

- 1) **Administrative Review:** Each item on the form will be reviewed for a complete response. In addition, the operator's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as receiving regular mail delivery. Never give an overnight/express mailing address.

An application will not be declared administratively complete or approved if delinquent fees and/or penalties of \$25 or more are owed to the TCEQ. All such fees must be paid prior to approval of the NOI.

- 2) **Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.
- 3) **Technical Review of SWMP:** More information may be requested by phone or technical NOD letter mailed to the SWMP contact. The executive director's preliminary determination on the NOI and SWMP will be prepared and filed with the TCEQ Chief Clerk.
- 4) **Public Participation Process:** The TCEQ Chief Clerk will mail written instructions for publishing the executive director's preliminary determination on the NOI and SWMP at least once in the newspaper of general circulation in the county where the small MS4 is located. If applicable, a public meeting may be held.

- 5) **Acknowledgment of Coverage:** An Acknowledgment Certificate will be mailed to the operator. This certificate acknowledges coverage under the general permit.

-or-

Denial of Coverage: Coverage may be denied if the operator fails to respond to the NOD, the response is inadequate, or find the NOI and SWMP do not meet the requirements of this general permit. If coverage is denied, the operator will be notified.

General Permit

Coverage under the general permit begins upon approval of the NOI and the SWMP by TCEQ and after the public notice process has been completed. You should have a copy of the general permit when submitting your application. You may view and print the permit for which you are seeking coverage, on the TCEQ web site <http://www.tceq.texas.gov>. Search using key word TXR040000.

General Permit Forms

The Notice of Intent (NOI), Notice of Termination (NOT), and Notice of Change (NOC) (including instructions) are available in Adobe Acrobat PDF format on the TCEQ web site <http://www.tceq.texas.gov>.

Change in Operator

An authorization under the general permit is not transferable. If the operator of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator must submit a Notice of Intent. The NOT and NOI must be submitted concurrently not more than ten (10) calendar days after the change occurs.

TCEQ Central Registry Core Data Form

The Core Data Form has been incorporated into this form. Do not send a Core Data Form to TCEQ. After final acknowledgment of coverage under the general permit, the program will assign a Customer Number and Regulated Entity Number.

You can find the information on the Central Registry web site at <http://www12.tceq.texas.gov/crpub/index.cfm>. You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your authorization number under the search field labeled *Additional ID*. Capitalize all letters in the authorization number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur. For General Permits, a Notice of Change form must be submitted to the program area.

Fees associated with a General Permit

Payment of the fee may be made by check or money order, payable to TCEQ, or through EPAY (electronic payment through the web).

Application Fee: This fee is required to be paid at the time the NOI is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit.

Mailed Payments:

Payment must be mailed under separate cover at one of the addresses below using the attached Application Fee submittal form. (DO NOT SEND A COPY OF THE NOI WITH THE APPLICATION FEE SUBMITTAL FORM)

BY REGULAR U.S. MAIL
Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL
Texas Commission on Environmental Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circles
Austin, TX 78753

ePAY Electronic Payment: <http://www.tceq.texas.gov/epay>

When making the payment you must select Water Quality, and then select the fee category "General Permit MS4 Phase II Stormwater Discharge NOI Application". You must include a copy of the payment voucher with your NOI. Your NOI will not be considered complete without the payment voucher.

Annual Water Quality Fee: This fee is assessed to permittees with an active authorization under the general permit on September 1 of each year. The designated billing contact will receive an invoice for payment of the annual fee in December of each year. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1.

It's important for the permittees to submit a Notice of Termination (NOT) when coverage under the general permit is no longer required. A NOT is effective on the postmarked date of mailing the form to TCEQ. It is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

Mailed Payments:

You must return your payment with the billing coupon provided with the billing statement.

ePAY Electronic Payment: <http://www.tceq.texas.gov/epay>

You must enter your account number provided at the top portion of your billing statement.

Payment methods include American Express, MasterCard, Visa, and electronic check payment (ACH).

INSTRUCTIONS FOR FILLING OUT THE NOI FORM

Renewal of General Permit: Dischargers holding active authorizations under the expired General Permit are required to submit a NOI to continue coverage. The existing authorization number is required. If the authorization number is not provided or has been terminated, expired, or denied a new permit number will be issued.

1. Operator (Applicant)

a) Enter assigned Customer Number (CN)

TCEQ's Central Registry will assign each customer a number that begins with CN, followed by nine digits. **This is not an authorization number, registration number, or license number.**

If this customer has not been assigned a CN, leave the space for the CN blank. If this customer has already been assigned this number, enter the permittee's CN.

b) Legal Name

Provide the current legal name of the permittee.

c) Operator Mailing Address

Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at <http://www.usps.com> for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.

The area code and phone number should provide contact to the operator. Leave Extension blank if not applicable.

The fax number and e-mail address are optional and should correspond to the operator.

d) Type of Customer (Entity Type)

Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type. Note that the selected entity type also indicates the name that must be provided as an applicant for a permit, registration or authorization.

Government

Federal, state, county, or city government (as appropriate)

The customer is either an agency of one of these levels of government or the governmental body itself. The government agency's 'legal name' must be provided as the applicant. A department name or other description of the organization should not be included as a part of the 'legal name' as applicant.

Other Government

A utility district, water district, tribal government, college district, council of governments, or river authority. Write in the specific type of government.

e) Number of Employees

Check one box to show the number of employees for this customer's entire company, at all locations. This is not necessarily the number of employees at the site named in the application.

2. BILLING ADDRESS

An annual fee is assessed to each operator holding an active authorization under the general permit on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the operator's representative responsible for payment of the invoice.

Country Mailing Information: If this address is outside the United States, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.

3. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE

a. Regulated Entity Reference Number (RN)

A number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not an authorization number, registration number, or license number. If this regulated entity has not been assigned an RN, leave this space blank.

If the site of your business is part of a larger business site, a Regulated Entity Number (RN) may already be assigned for the larger site. Use the RN assigned for the larger site. Search TCEQ's Central Registry to see if the larger site may already be registered as a regulated site at: <http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>

If the site is found, provide the assigned Regulated Entity Reference Number (RN) and provide the information for the site to be authorized through this application. The site information for this authorization may vary from the larger site information.

An example is a chemical plant where a unit is owned or operated by a separate corporation that is accessible by the same physical address of your unit or facility. Other examples include industrial parks identified by one common address but different corporations have control of defined areas within the site. In both cases, an RN would be assigned for the physical address location and the permitted sites would be identified separately under the same RN.

b. Site/Project Name/Regulated Entity

Provide the name of the site as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity name.

c. Describe the boundaries of the regulated portion of the small MS4.

In your own words, briefly describe the boundaries of the regulated portion of the small MS4. Do not repeat the SIC Code description.

d. Provide the city where the largest residential population exists within the regulated MS4 boundaries. If there is no city within the boundaries of the MS4, provide the name of the nearest city.

e. Provide the ZIP code where the largest residential population exists within the regulated MS4 boundaries.

f. County

Identify the county or counties in which the regulated entity is located.

g. Latitude and Longitude

Enter the latitude and longitude of the site in degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to:

<http://www.tceq.texas.gov/gis/sqmvview.html> or <http://nationalmap.gov/ustopo>

4. GENERAL CHARACTERISTICS

a. Indian Country Lands

If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. You must obtain authorization through EPA, Region 6, Dallas. Do not submit this form to TCEQ.

Indian Country means (1) all land within the limits of any American Indian reservation under the jurisdiction of the U.S. government, notwithstanding the issuance of any patent, and including rights-of-way running throughout the reservation; (2) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or outside the limits of a State;

and (3) all Indian allotments, the Indian titles which have not been extinguished, including rights-of-way running through the same.

Indian Tribe means any Indian Tribe, band, nation, or community recognized by the Secretary of the Interior and exercising substantial governmental duties and powers.

b. Standard Industrial Classification (SIC) code

Provide the SIC code that best describes the operator's primary business. Common SIC Codes are provided below. For help with SIC codes, go to:

www.osha.gov/oshstats/sicscr.html

9111 - Executive offices (such as for a city, county, ect.)

8221 - Colleges, Universities, and Professional Schools

8222 - Junior Colleges and Technical Institutes

9621 - Regulation and Administration of Transportation Programs

4111 - Local and Suburban Transit

4952 - Sewerage Systems

4971 - Irrigation Systems

9223 - Correctional Institutions

9511 - Air and Water Resource and Solid Waste Management (including flood control, drainage development, etc.)

c. Category or level of the MS4

The general permit defines MS4s by four different categories or levels, based on the population served within the 2010 UA. "Population served" means the residential population within the regulated portion of the small MS4 based on the 2010 Census, except for non-traditional small MS4s.

A reference map identifying the 2010 Census UAs can be found at

www.epa.gov/npdes/stormwater/urbanmaps

d. TCEQ "Designated" small MS4

A small MS4 that is outside of urbanized area that is "designated" by TCEQ is eligible for coverage under this general permit. The small MS4 Operator must obtain authorization under this general permit or apply for coverage under an individual TPDES stormwater permit within 180 days of notification of their designation.

Information about urbanized areas (UAs) and a link to the UA maps are found on the EPAs website at: <http://cfpub1.epa.gov/npdes/stormwater/urbanmaps.cfm>

e. Annual Reporting Year

The annual report must address the previous reporting year. The selected reporting year cannot be changed during the permit year.

1. The first reporting year begins on the permit effective date (December 13, 2013) and lasts for a period of one (1) year.
2. If the MS4 selects the fiscal year, the first reporting year will last until the end of the fiscal year following the end of the first permit year.

3. If the MS4 selects the calendar year then the first reporting year will last until December 31, 2014.

f. SWMP

1. The NOI must include the SWMP when submitted to TCEQ for processing, and the Operator is required to certify the SWMP has been developed according to the general permit. Also, the SWMP Cover Sheet must be completed and placed to the front of the SWMP. When completing the SWMP Cover Sheet, be sure to enter the page number and/or page range for each item under an MCM.
2. The general permit requires the name, address, phone number and fax number of the designated person responsible for implementing and coordinating implementation of the SWMP. All information is required with an exception of email, however, this information is desired.

Changes to the SWMP may require TCEQ approval. Changes must be submitted by Notice of Change to the same address as the NOI. Notice of Change will either be automatically approved or additional information may be request before approval.

g. 7th Minimum Control Measure (MCM)

1. Indicate if the municipality is seeking coverage under this general permit for municipal construction activities where the municipality meets the definition of “construction site operator”.
2. If authorization for municipal construction activities is proposed in this NOI the developed MCM must be included with the SWMP and the NOI must include a description of the boundaries covered in the MCM. The area included for this MCM must include only the regulated MS4 area; or it may include additional areas of the MS4 if all other MCMs are implemented over the additional area as well.

This coverage may be obtained after the original NOI is approved. This may be accomplished by submitting a Notice of Change that includes the developed MCM and a description of the proposed municipal construction activity boundaries addressed in the MCM. If the MS4 operator proposes to include additional areas outside of the regulated MS4, then the Notice of Change must also indicate that the MS4 operator will implement the entire SWMP over the additional areas.

3. If the discharge or potential discharge from regulated construction activities is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer, then additional requirements may exist under the Edwards Aquifer Protection Program (30 TAC Chapter 213). For construction activities that will be regulated under TXRo40000, the approved Contributing Zone Plan or Water Pollution Abatement Plan must be included or referenced as part of the construction site stormwater pollution prevention plan. For other activities regulated under 30 TAC Chapter 213, information must be included in the SWMP. Compliance with any Edwards Aquifer requirements is required in addition to the requirements of this general permit.

h. Discharge Information

1. The stormwater may be discharged directly to a receiving stream or through another **MS4*** from your MS4. It eventually reaches a receiving water body such as a local

stream or lake, possibly via a drainage ditch. You must provide the name of the surface water body that receives the discharge from the site (a local stream or lake). Please note that this general permit does not grant permission to use another MS4 as a conveyance of stormwater and certain non-storm water discharges along the discharge route.

2. Identify the classified segment number(s) receiving a discharge directly or indirectly. Go to the link below to find the segment number of the classified water body where wastewater would flow: www.tceq.texas.gov/publications/gi/gi-316
3. Identify any surface water bodies receiving discharges from the small MS4 that are on the latest EPA-approved CWA § 303(d) list of impaired waters.

EPA approved CWA 303d list of impaired waters can be found at:
http://www.tceq.texas.gov/waterquality/assessment/305_303.html

4. Identify the **MS4*** Operator name if the stormwater discharge is into an MS4.

***MS4 is an acronym for Municipal separate storm sewer system. MS4 is defined as** a separate storm sewer system owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, that discharges to water in the state.

For assistance, you may call the technical staff of the Water Quality Assessment & Standards Section at 512/239-4671.

i. Edwards Aquifer Rule

See maps on the TCEQ website to determine if the site is located within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer at <http://www.tceq.texas.gov/field/eapp/viewer.html>

If the discharge or potential discharge is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer, then additional requirements may exist under the Edwards Aquifer Protection Program (30 TAC Chapter 213). For activities regulated under 30 TAC Chapter 213, any required plans must be included in the SWMP. Compliance with any Edwards Aquifer requirements is required in addition to the requirements of this general permit.

j. Public Participation

The applicant must indicate on the NOI that it will comply with the public participation requirements described in Part II.D.12 of the general permit. The person responsible for receiving the information from the TCEQ Chief Clerk for publishing in the newspaper must be identified and all contact information must be provided.

After review of the NOI and SWMP is completed, the Office of Chief Clerk will mail the Executive Director's preliminary determination to the contact provided in the NOI for publishing in the newspaper of largest circulation in the county of the small MS4.

The comment period begins on the first date the notice is published and ends 30 days later, unless a public meeting is held. If a public meeting is held it will end at the closing of the public meeting.

The applicant must file with the Chief Clerk a copy and an affidavit of the publication of notice(s) within 60 days of receiving the written instructions from the Office of Chief Clerk.

If significant public interest exists, the executive director will direct the applicant to publish notice of the meeting and to hold the public meeting. The applicant must publish the notice of public meeting at least 30 days prior to the public meeting and hold the meeting in the county where the MS4 is located.

5. CERTIFICATIONS

Failure to indicate **Yes** to ALL of the certification items may result in denial of coverage under the general permit.

Operator Certification:

The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code (TAC) §305.44.

IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see below). According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(3) (see below). According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at (512)239-0600.

30 Texas Administrative Code

§305.44. Signatories to Applications

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

Texas Commission on Environmental Quality General Permit Payment Submittal Form

Use this form to submit your Application Fee only if you are mailing your payment.

- Complete items 1 through 5 below:
- Staple your check in the space provided at the bottom of this document.
- Do not mail this form with your NOI form.
- Do not mail this form to the same address as your NOI.

Mail this form and your check to:

BY REGULAR U.S. MAIL

Texas Commission on Environmental
Quality
Financial Administration Division
Cashier's Office, MC-214
P.O. Box 13088
Austin, TX 78711-3088

BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental
Quality
Financial Administration Division
Cashier's Office, MC-214
12100 Park 35 Circle
Austin, TX 78753

Fee Code: GPA

General Permit:

TXRo40000

1. Check / Money Order No: _____
2. Amount of Check/Money Order: _____
3. Date of Check or Money Order: _____
4. Name on Check or Money Order: _____
5. NOI INFORMATION

If the check is for more than one NOI, list each Project/Site (RE) Name and Physical Address exactly as provided on the NOI. DO NOT SUBMIT A COPY OF THE NOI WITH THIS FORM AS IT COULD CAUSE DUPLICATE PERMIT ENTRIES.

See Attached List of Sites (If more space is needed, you may attach a list.)

Project/Site (RE) Name: _____

Project/Site (RE) Physical Address:

Staple Check in This Space

Appendix C – BMP Assessments

Meeting Minutes

MEETING MINUTES

To: File
From: Pamela Varela
Subject: Seagoville MS4 SWMP
Meeting Date: May 14, 2014
Location: Seagoville City Hall
Minutes Date: May 14, 2014
AVO No.: 30067

Attendees: Phil Dechant
Jeff Swaggerty
Jayson Melcher
Pamela Varela



Item	Description
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1. The purpose of the meeting was to review past BMP requirements, discuss the overall effectiveness of past BMPs, determine where improvements can be made, and preliminarily review new permit requirements and resulting BMPs
2. MS4 Stormwater Management Plan (SWMP) Introduction
 - Phil Dechant is Assistant Public Works Director and Jeff Swaggerty is Sr. Code Enforcement. Both will be in charge of executing SWMP.
 - Jeff Swaggerty recently went through a course and received a stormwater certification.
 - The new permit implemented in December 2013 requires more detailed documentation and the creation of stand procedures.
 - New permit classifies cities into levels based on population. Seagoville falls under level two, between 10,000-40,000 people.
 - The only difference identified between level one and two is the onsite sewage facility requirement.
 - The new permit offers three annual reporting year options: calendar year, MS4 general permit year, or fiscal year. Halff recommended the City coincide with their fiscal year to give more time for preparation and to track annual budgets easier. Seagoville agreed and stated that the fiscal year begins in October.
 - Halff recommended having quarterly meetings with staff to help ensure the SMWP was being implemented correctly and to facilitate annual reporting, and. Seagoville agreed that quarterly meetings will be helpful due to the more detailed requirements in the new permit.
 - The permit must be submitted to TCEQ by June 11th.
 - The Notice of Intent (NOI) must be sent to TCEQ along with the SWMP. Halff has filled out most of the information, but needs Seagoville to review and provide missing information before the permit is submitted.
 - The new permit requires a submittal fee of \$100 and a yearly fee also of \$100.
 - Seagoville keeps track of the SWMP budget. For next meeting, Seagoville will provide annual summaries of SWMP budget spent.

3. Review of Past BMPs

Highlights

- The annual city-wide cleanup is an example of one of the most successful BMP's implemented in the last permit. It was publicized at least two months in advance, involved the public, and was easily quantified by documenting the number of volunteers present and the amount of filled trash bags at the end of the event. Plus it had an immediate, direct impact on stormwater pollution reduction.
- Construction site inspections exceeded the measurable goal by inspecting 100% of sites.
- The newsletter was an effective way to reach a large audience before the City stopped producing it.

Areas for Improvement

- Although BMP requirements were met, the purpose or the goals were often missed. The misunderstandings were likely due in part to vagueness of the original permit, a lack of clarity and consistency in BMP descriptions in the SWMP, and not reading the BMP in its entirety. The new permit is much more specific, and Halff's goal is to make the SWMP easier to follow and implement. We recommend regular meetings during each permit year to help staff responsible for implementing the SWMP understand their requirements.
- Web portal instructions need to be more clear and the portal needs to be advertised more so that citizens know it exists and when to use it.
- Although hazardous waste drop off is a successful program, only a small number of Seagoville residents used it annually. More advertisement regarding the center and why it is important to use would be one way to improve the effectiveness of the SWMP.
- The storm sewer map only shows outfalls, and does not meet the minimum requirements specified in the new permit. The map needs to be updated and revised to show additional information in order to be helpful for the IDDE program.
- Miscellaneous section will be added to new SWMP in order to add comments as the BMPs are implemented.

4. Review of Proposed BMPs

- Most of the BMPs from the old permit will be carried over to the new permit, but more specificity must be added to comply with the new permit.
- A few BMPs that Halff is presenting are optional. By next meeting, Halff needs comments from Seagoville on which BMPs it wants to include.
- Each BMP will have a cut sheet that explains what the BMP is, its objective, and specific work actions outlining how to implement it.
- Halff needs feedback on who will be responsible for each BMP.

MCM 1

- The social media account that Seagoville uses most is facebook.
- The police department can incorporate stormwater education at their 4th of July Festival booth.
- Water accounts are organized as Residential and Nonresidential. Seagoville will find out how easy it is for stormwater education to be sent out in water bills.
- Seagoville proposed including stormwater education information with violation notices.
- Staff wasn't sure the status of participation in the Adopt-a-Spot program.

MCM 2

- OSSF requirements and enforcement are handled by Dallas County but Seagoville also documents complaints and OSSF location.

- Seagoville suggested discussing stormwater at neighborhood watch meetings as another BMP.

MCM 3

- Seagoville briefly discussed their construction site review procedures.

MCM 4

- Seagoville indicated that further consideration of a Tree Preservation Ordinance is not a good idea due to the negative feedback when the last ordinance was considered.
- Seagoville staff is currently generating reports specifically for stormwater issues and is cleaning out vegetation in drainage ways.
- Private businesses maintain their stormwater infrastructure.

MCM 5

- The need for an improved inventory was discussed.
- Past training programs were described by Seagoville.

6. Next Meeting

- A follow-up meeting will be conducted to review proposed BMP's in more detail.
 - Additional Seagoville staff who will be involved in the SWMP implementation will be invited.
 - Seagoville will provide information summaries of the last permit's annual budget.
 - Seagoville will provide comments on what BMPs are not feasible or desired.
 - Seagoville will inform Halff if water bill inserts are feasible.
 - Seagoville will provide input on the responsible positions or departments for each BMP.
 - Seagoville will inform Halff if anyone is currently participating in the Adopt-a-spot program.
-

MEETING MINUTES

To:	File	Attendees:	Steve Miller Liz Gant
From:	Pamela Varela		Phil Dechant
Subject:	Seagoville MS4 SWMP		Jeff Swaggerty Jayson Melcher Pamela Varela
Meeting Date:	June 2, 2014		
Location:	Seagoville City Hall		
Minutes Date:	June 6, 2014		
AVO No.:	30067		

Item	Description	Action
1.	<p>The purpose of this meeting was to review new and updated BMP's for the new SWMP and get feedback from those responsible for implementing them. Also, this was the first day on the job for the new public works director (Mr. Miller), so a brief history of the last SWMP implementation was reviewed.</p> <p>(Note: Only MCM 1 and 2 were covered in the allotted meeting time, so an additional meeting for the following day was scheduled.)</p>	
1.	<p>MS4 Stormwater Management Program (SWMP) Overview</p> <ul style="list-style-type: none"> ▪ Steve Miller is the new Public Works Director and will be the primary person in charge of implementing the SWMP for Seagoville. His first day of work was June 2nd but he had prior experience with SWMPs in other cities. ▪ Liz Gant is the Librarian in charge of organizing and implementing the online BMPs and public outreach and involvement events. ▪ Halff reviewed the difference between the old and new TCEQ Small MS4 Discharge Permit. The new permit is more detailed and requires more effort from the City. ▪ Halff also reviewed the three schedule options and it was agreed that the fiscal year schedule was the best option. ▪ Halff explained its experience with Seagoville and their old SWMP. Goals were all generally met, although sometimes misunderstood, and room exists for improvement. ▪ New and clearer BMPs are proposed for the new Permit, and were reviewed in the last meeting. No additional comments from Seagoville were provided for the BMPs reviewed in the last meeting. 	
2.	<p>MCM 1 Public Education, Outreach, and Involvement</p> <ul style="list-style-type: none"> ▪ Halff obtained feedback on the responsible position for each BMP. ▪ Halff asked about the ability to quantify online page views. Ms. Gant stated that she was able to view website views, but wasn't sure how to track page views. She stated she will learn how to track individual page views if possible. Halff decided to leave the BMP wording to include specific page views, and if 	

determined infeasible, a (notice of change) NOC will be submitted.

- Halff changed the schedule for social media posting from starting in year 3 to it being an annual BMP. Ms. Gant said it was a simple task that she could start right away.
 - The stormwater management page improvements were discussed. Reorganization would make it more user friendly and helpful.
 - The volunteer cleanup events were clarified. Seagoville has two trash cleanups in the same week of April. Ms. Gant organizes the Trash-Off through the Keep Seagoville Beautiful Program since she is the liaison for the Keep Seagoville Beautiful City Council committee. Her program consists of gathering community volunteers and cleaning designated areas in town. Mr. DeChant explained that his program is the City-Wide Cleanup where the City sponsors dumpsters and places them in a central location for the community to use.
 - Stenciling of the storm drains was changed to “labeling.” Seagoville isn’t sure what material they will utilize but they are hesitant to use spray paint because it is messy. Also, they would prefer to use City staff to ensure that that labels are done neatly.
 - Currently there are four Adopt-A-Spot groups. Ms. Gant usually notifies the groups to clean their designated spot through an email. A request was noted to change “enforce” to “notify” clean up.
 - The Seagoville community events were discussed. A comment was made to delete the examples of community events so that the activity was more generic.
3. MCM 2 Illicit Discharge Detection and Elimination
- BMPs 2.4 and 2.5 that include creating SOPs for responding to a web portal report are a bit confusing. Halff will review and clarify by the end of the week.
 - For the Hazardous Waste Chemical Collection Center, the City staff was unsure who quantified the people who used it, but the “Billing Official” was determined to be the likely candidate.
4. Submission Procedure
- Halff will bring to the next meeting a schedule detailing the completion of the SWMP and NOI for submittal to TCEQ.
 - Halff explained that an NOI, the SWMP, and an application fee must be submitted by June 11, 2015, and that an annual report will be turned in for the five permit years. Mr. Miller asked for the TCEQ address that the documents would need to be sent.
 - Halff stated that the NOI was almost complete, but was missing information that could now be filled out with Mr. Miller’s information.
 - Mr. Miller asked what the requirements were to sign the NOI and if TCEQ is anticipating an annual report for the transition period from the old to new permit. Halff will look into it.
 - Mr. Miller asked if there was a SWMP cover sheet and Halff stated they would send it.
-

Past BMP Assessment

MCM 1 - PUBLIC EDUCATION AND OUTREACH		
BMP	Activity	Assessment
Public Notice	Publish Public Notice and meeting on SWMP	Continued. Will be implemented once TCEQ notification is received.
Use of Media	City webpage information	Continued and updated to have all stormwater information linked to one page.
Storm Water Educational Material	Distribute and make available storm water handouts and brochures	Continued and updated so that three handouts will be sent out covering topics specified in the permit.
Lawn and Garden Activities	Distribute materials about good landscaping	Eliminated as a separate BMP, but good landscape practice messages will be incorporated with other public education BMPs.
	Encourage efficient irrigation practices	
	Participation with NCTCOG	
Proper Disposal of Household Hazardous Wastes	Household Hazardous Waste Program: drop-off days, brochure distribution	Continued, but separated into individual BMPs to increase clarity and effectiveness.
	Keep Texas Beautiful programs	
Trash Management	Public notice of trash pickup/recycling options	Continued, but separated into individual BMPs to increase clarity.
	Adopt-a-Road	
	Annual citywide cleanup program	
Encourage Water Conservation Practices	Participation with NCTCOG in Smartscape CD program	Eliminated due to direct relevance to stormwater pollution and due to refinement of other public education BMPs. Water conservation and good landscape practices will continue to be information disseminated, likely through other BMPs, such as social media.
	Develop or purchase articles for distribution through water bills, local newspaper or other local publications means	

MCM 2 - PUBLIC INVOLVEMENT / PARTICIPATION		
BMP	Activity	Assessment
Public Notice	Hold public meetings about permit requirements	Continued (single BMP). Will be implemented once TCEQ notification is received.
Trash Management	Keep Texas and Seagoville Beautiful participation	Continued.
Display SWMP on Webpage	Display the SWMP on the City's Webpage for public review	Continued and updated to display new SWMP.
River/Stream Volunteer Cleanups	Facilitate river/stream volunteer cleanups	Continued.
Storm Water Hotline or Dedicated Email	Develop and implement a dedicated input for citizens, businesses and Public Employees to provide feedback and information for storm water related issues	Continued and updated to clarify the purpose of the web portal and how and when to use it.
Public Notice	Brief City Council on Plan Status	Continued.

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Activity	Assessment
Develop Stormwater System Outfall Map	Begin project to map storm drain system and outfalls	Continued and updated to improve the MS4 map.
Education of Illicit Discharges	Provide educational materials to the general public, city employees and local businesses about illicit discharges to the MS4	Continued, but included in MCM 1.
Education of Illicit Discharges	Educate the city employees about illicit discharges to the MS4	Continued in BMP 2.6, and updated to include specific IDDE SOPs developed for the City.
Develop Storm Water System Outfall Map	Begin mapping process with field investigation	Continued, but included as a task in a single “MS4 map improvement” BMP (2.2).
Education of Illicit Discharges	Educate the general public and local businesses about illicit discharges to the MS4	Continued but included in MCM 1.
Used Oil Collection Center	Encourage and facilitate the use of used oil recycling centers	This BMP has been separated into two BMPs to improve the focus on the encouragement component. Publicizing (encouragement) of the household hazardous waste collection center is included as BMP 1.10, while the facilitate component continues under BMP 2.10.
Develop Storm Water System Outfall Map	Begin electronic and paper mapping	Continued, but included as a task in a single “MS4 map improvement” BMP (2.2).
Storm Water Hotline or Email	Encourage use of Storm Water Hotline or Email to report illicit connections or discharges to MS4	Revised to refer to the website portal and to make improvements to this portal to increase use (BMP 2.3).
Illicit Discharge Detection and Elimination	Develop draft program, ordinance and/or enforcement procedures to detect and eliminate illicit discharges	The IDDE program has been broken up into five BMPs (2.4 – 2.8) at the direction of the new permit, which will help the City focus on one component at a time and to improve the development of the overall program
Storm Water Hotline or Email	Respond to reports generated through the Storm Water Hotline or Email for illicit connections or discharges to MS4	Continued as part of various BMPs, primarily 2.4.
Illicit Discharge Detection and Elimination	Implement Illicit Discharge Detection and Elimination Program	Continued, BMP 2.5 relating to the implementation of IDDE field activities.
Develop Storm Water System Outfall Map	Finalize maps and maintain mapping efforts for new projects	Continued, but included as a task in a single “MS4 map improvement” BMP (2.2).

MCM 4 – CONSTRUCTION SITE RUNOFF CONTROL		
BMP	Activity	Assessment
Ordinance / Regulatory Mechanism	Erosion and Sediment Control Ordinance that includes an enforcement mechanism to require waste, erosion, and sediment controls.	Continued and updated to include an ordinance review (BMP 3.2).
Inspections	Training for public employees for the inspection of storm water runoff controls at construction sites	Continued, BMP 3.6.
Erosion and Sediment Control BMPs	Participation with the NCTCOG in the development of the regional integrated storm water management and design manual for construction sites	Eliminated due to the completion of the integrated stormwater management and design manual (iSWM). Seagoville will continue to be a paying member of NCTCOG.
Inspections	Inspect construction sites for proper use of erosion control measures	Continued and updated to ensure documentation and implementation of a construction site inspection SOP.
Ordinance / Regulatory Mechanism	Erosion and Sediment Control Ordinance	Combined into a single BMP (3.2) for clarity.
Educational Materials	Distribute educational materials regarding Erosion and Sediment Control Ordinances	Eliminated due to effectiveness. The ordinance requires implementation of a SWPPP in accordance with TPDES General Permit No TXR150000, of which with contractor's are typically familiar. Seagoville's resources can be better utilized in other ways.
Construction Site Plan Review	Review of storm water pollution prevention plans for construction site plans	Continued and updated to include SOP (BMP 3.3).
Public Involvement	Provide Storm Water Hotline or email for Public Input regarding construction site storm water runoff	Revised to refer to the website portal and to make improvements to this portal to increase use (BMP 3.7).

MCM 5 – POST CONSTRUCTION RUNOFF CONTROL		
BMP	Activity	Assessment
Regional Program Participation	Participate with NCTCOG in Integrated Storm Water Management Design Manual program	Eliminated due to the completion of the integrated stormwater management and design manual (iSWM). Seagoville will continue to be a paying member of NCTCOG.
Tree Preservation Ordinance	Consider adoption of Tree Preservation Ordinance	Eliminated - This ordinance did not make it to council for approval due to negative public sentiment.
Parks and Open Space Requirements	Apply Parks and Open Space requirements of all new developments	Broadened in BMP 4.4 to include enforcement of all post-construction stormwater management provisions of the City's ordinance.
Flood Damage Prevention Ordinance	Continue prior activities	This BMP did not require clear, significant action, and was thus eliminated. The City will continue to implement its ordinance provisions related to stormwater quantity, conveyance, and flood prevention.
Develop Naturally	Distribute brochure encouraging better site design and developing naturally	This BMP was eliminated due to the small size of the target audience.
Long-term Operation and Maintenance for post-construction storm water controls	Develop and implement a long-term post-construction controls maintenance strategy, create mechanism to ensure maintenance is addressed	Continued and updated to include SOP and inspections (BMP 4.3).

MCM 6 – Pollution Prevention and Good Housekeeping for Municipal Operations		
BMP	Activity	Assessment
Spill Response & Prevention Plans	Assess municipal operations for appropriate storm water pollution preventions measures	Continued (BMP 5.2).
Municipal Employee Training	Employee training regarding municipal operations and pollution prevention	Continued (BMP 5.2 and 5.5)
Park Maintenance Practices	Park and open space maintenance to reduce floatables and other trash or debris	Broadened in BMP 5.3 to evaluate all City-performed O&M activities and in BMP 5.4 to require contractors to implement BMPs
Park and Open Space Maintenance Practices	Performing Park and Open Space maintenance	Broadened in BMP 5.3 to evaluate all City-performed O&M activities and in BMP 5.4 to require contractors to implement BMPs
Inspection and Maintenance	Develop policy, procedures and schedule for maintenance of municipal operations BMPs	Continued (BMP 5.3).
Inspection and Maintenance	Develop policy and procedures for reducing floatables	Broadened in BMP 5.3 to evaluate all City-performed O&M activities
Inspection and Maintenance	Develop policy and procedures for proper disposal of waste including dredge spoil, accumulated sediment, and floatables as defined in the General permit	Broadened in BMP 5.3 to evaluate all City-performed O&M activities and in BMP 5.4 to require contractors to implement BMPs

New BMP Assessment

SPECIAL ACTIONS		
BMP	Activity	Status (New or Continued) / Reason for New
A	Review, update, or formalize City ordinance that provides the permittee with legal authority to control pollutant discharges into and from the MS4 in order to meet the requirements of TCEQ's Small MS4 Discharge Permit.	New. Required by General Permit
B	Ensure adequate resources and funding to implement the requirements of the SWMP.	New. Required by General Permit
C	Develop, formalize, or update an enforcement standard operating procedure (SOP) to respond to violations.	New. Required by General Permit

MCM 1 - PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT		
BMP	Activity	Status (New or Continued) / Reason for New
1.1	Assess past public education, outreach, and involvement BMPs and modify as necessary. Define community wide stormwater related issues, goals, and the target audience of new programs.	New. Required by General Permit
1.2	Hold public meeting for public comment on the SWMP.	Continued.
1.3	Update City Council on SWMP progress.	Continued.
1.4	Display SWMP on City website.	Continued.
1.5	Provide stormwater educational material to new residents and businesses as they apply for new water service.	Continued.
1.6	Distribute stormwater educational handouts to the community.	Continued.
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	New. Code Enforcement suggestion during BMP assessment
1.8	Use social media accounts to provide educational stormwater information.	New. Use developing technologies to help implement MCM 1. Allows more frequent education at little to no cost.
1.9	Publicize the illicit discharge reporting web portal.	New. BMP was formerly combined with another. The BMP assessment identified the need to separate the publicizing component to increase effectiveness.
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	New. BMP was formerly combined with another. The BMP assessment identified the need to separate the publicizing component to increase effectiveness.
1.11	Update and maintain the stormwater page on the City website. The stormwater page may include the SWMP, links to the social media accounts, the Stormwater Reporting Web Portal, information about stormwater related events, programs, and locations, and/or links to outside stormwater web sources such as the EPA, TCEQ, and iSWM Guidelines.	Continued with planned improvements.
1.12	Use the library as a central location for stormwater information.	Continued.
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	Continued.
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	New. Common component of SWMP’s that can incorporate public involvement and/or collection of data for storm system map.

MCM 1 - PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT		
BMP	Activity	Status (New or Continued) / Reason for New
1.15	Continue implementing the Adopt-A-Spot program as a part of the Keep Seagoville Beautiful program.	Continued.
1.16	Continue organizing arbor day celebration as part of the Keep Seagoville Beautiful program.	Continued.
1.17	Display stormwater information at community events.	New. BMP developed as an additional method to actively (rather than reactively) communicate and educate stormwater information at community events that are well attended.

MCM 2 - ILLICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Activity	Status (New or Continued) / Reason for New
2.1	Assess and modify past Illicit discharge detection and elimination BMPs.	New. Required by General Permit.
2.2	Improve the Seagoville MS4 map showing outfalls, names of the Waters of the United States, delineated drainage basins, land uses, stormwater infrastructure and other important information as needed.	Continued, with planned improvements required by the General Permit.
2.3	Improve the illicit discharge reporting web portal.	Continued, with planned improvements.
2.4	Develop, review, update, or formalize an SOP for responding to an illicit discharge and spill report.	Continued, with planned improvements required by the General Permit.
2.5	Develop, review, update, or formalize an SOP for locating and investigating the source of the reported illicit discharge or spill. Implement inspection.	Continued, with planned improvements required by the General Permit.
2.6	Conduct an illicit discharge training program for City employees who may come into contact with illicit discharges or receive reports in the course of their normal job responsibilities. The training will review the SOP of how to trace, inspect, and eliminate an illicit discharge.	Continued.
2.7	Perform dry-weather screening downstream of each stormwater outfall.	New. Required by General Permit.
2.8	Develop SOP to prevent and correct leaking OSSFs.	New. Required by General Permit.
2.9	Provide an illicit discharge presentation during an existing neighborhood watch group meeting.	New. Code Enforcement suggestion during BMP assessment
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	Continued.

MCM 3 - CONSTRUCTION SITE STORMWATER CONTROL		
BMP	Activity	Status (New or Continued) / Reason for New
3.1	Assess past construction site runoff control BMPs and modify as necessary.	New. Required by General Permit.
3.2	Develop, review, update, or formalize City ordinance and enforcement mechanism (including sanctions) to require erosion and sediment control BMPs at construction sites that disturb one acre or more. Ordinance must require a SWP3 in accordance with TCEQ's construction site discharge permit.	Continued.
3.3	Develop, review, update, or formalize SOP for site plan reviews that describe which plans will be reviewed as well as when an operator may begin construction.	Continued, with planned improvements required by the General Permit.
3.4	Develop, review, update, or formalize and implement a SOP for inspecting construction sites.	Continued, with planned improvements required by the General Permit.
3.5	Develop, review, update, or formalize SOPs for responding to a construction site report.	Continued, with planned improvements required by the General Permit.
3.6	Conduct training on the implementation of the SWMP on construction sites for all employees involved in its implementation. Teach SOP for site plan reviews and construction site inspections.	Continued, with planned improvements.
3.7	Improve the construction site stormwater runoff reporting web portal.	Continue, with planned improvements.

MCM 4 - POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT		
BMP	Activity	Status (New or Continued) / Reason for New
4.1	Assess past BMPs related to post-construction Stormwater management and modify as necessary.	New. Required by General Permit.
4.2	Develop, review, update, or formalize City ordinance(s) to require the design, installation, implementation, and maintenance of both structural and non-structural BMPs appropriate for the community and that protect water quality. The ordinance(s) should include provisions addressing the long-term maintenance of structural controls.	New. Required by General Permit.
4.3	Review and update a program for implementation and long-term operation and maintenance of structural stormwater controls and conduct maintenance inspections.	Continued, with planned improvements required by the General Permit.
4.4	Document and maintain records of enforcement actions.	Continued, with planned improvements required by the General Permit.

MCM 5 - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS		
BMP	Activity	Status (New or Continued) / Reason for New
5.1	Assess past Pollution Prevention and Good Housekeeping BMPs for municipal operations and modify as necessary.	New. Required by General Permit.
5.2	Develop, review, update, or formalize an inventory of municipal facilities, existing stormwater controls, and pollution prevention controls that are warranted. Also, assess the existing stormwater and pollution prevention controls to determine if changes are necessary.	Continued with planned improvements.
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	Continued with planned improvements.
5.4	Contractually require contractors hired by the city to perform maintenance activities on city facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	New. Required by General Permit.
5.5	Train Seagoville City employees responsible for implementing pollution prevention how to perform good housekeeping practices.	Continued.
5.6	Dispose of waste appropriately according to 30 TAC chapters 330 or 335, as applicable.	New. Required by General Permit.

MCM	BMP	Action	D	1	2	3	4	5
Special Actions	A.	Legal authority City ordinance		X				
	B.	Ensure adequate resources		X	X	X	X	X
	C.	Enforcement and violation response SOP		X				
1	1.1	Assess past public education, outreach, and involvement BMPs	X					
	1.2	Hold public meeting for public comment		X				
	1.3	Display SWMP on City website		X	X	X	X	X
	1.4	Update City Council on SWMP progress		X	X	X	X	X
	1.5	Provide SW material to new water accounts		X	X	X	X	X
	1.6	Distribute handout to community		X		X		X
	1.7	Disseminate handouts to City ordinance violators		X	X	X	X	X
	1.8	Update social media accounts		X	X	X	X	X
	1.9	Publicize the SWMP Reporting Web Portal		X	X	X	X	X
	1.10	Publicize the HHWCCC		X	X	X	X	X
	1.11	Update stormwater page on City website			X			
	1.12	Use the library as a central location for SW information		X	X	X	X	X
	1.13	Facilitate volunteer trash clean ups		X	X	X	X	X
	1.14	Create storm drain inventory and order materials		X				
		Label 15 storm drain inlets				X	X	X
	1.15	Keep Seagoville Beautiful Adopt-a-Spot Program		X	X	X	X	X
	1.16	Keep Seagoville Beautiful Arbor Day Program		X	X	X	X	X
1.17	Display SW information at community events					X	X	
2	2.1	Assess and modify past Illicit Discharge Detection and Elimination BMPs	X					
	2.2	Improve Seagoville MS4 map		X				
	2.3	Improve illicit discharge reporting web portal		X				
	2.4	SOP for responding to an illicit discharge and spill report			X			
	2.5	SOP for locating and investigating the source				X		
	2.6	Illicit discharge training program				X		
	2.7	Dry weather screening downstream of SW outfalls				X	X	X
	2.8	SOP to prevent and correct leaking OSSFs				X		
	2.9	Illicit discharge presentation during an existing neighborhood watch group meeting						X
	2.10	Facilitate HHWCCC		X	X	X	X	X

MCM	BMP	Action	D	1	2	3	4	5
3	3.1	Assess past Construction Site Runoff Control BMPs	X					
	3.2	City ordinance to require erosion and sediment control BMPs at construction sites		X				
	3.3	SOP for contractor site plan reviews			X			
	3.4	Create construction site inventory		X				
		Create construction site inspection SOP, forms, and log			X			
		Conduct inspections and document				X	X	X
	3.5	SOPs for responding to a construction site report				X		
	3.6	Training on the implementation of the SWMP on construction sites				X		
3.7	Improve construction site stormwater runoff reporting web portal		X					
4	4.1	Assess Post-Construction Stormwater Management BMPs	X					
	4.2	City ordinance(s) to require structural and non-structural BMPs		X				
	4.3	Create inventory of post-construction controls			X			
		Document structural stormwater control SOP, including inspection				X		
		Conduct inspections and document					X	X
	4.4	Document records of enforcement actions		X	X	X	X	X
5	5.1	Assess past Pollution Prevention and good housekeeping BMPs for municipal operations	X					
	5.2	Create municipal facilities inventory, desktop review, and train		X				
		Create inventory and assess stormwater and pollution prevention controls			X	X		
	5.3	Develop list of all activities, nature of activities, and potential stormwater pollutants associated with each activity		X				
		Develop measures to reduce pollutants associated with at least 25% of total activities			X			
		Implement process changes and other measures identified to reduce pollutants				X	X	
		Inspect pollution prevention measures						X
	5.4	City Attorney contract review and development of standard contract or contract provision		X				
		Implement standard stormwater provision in new, renewed, or extended contracts.			X	X	X	X
		Develop oversight SOP and inspection log			X			
		Conduct oversight inspections				X	X	X
	5.5	Train Seagoville City employees how to preform good housekeeping practices				X		
	5.6	Dispose of waste according to 30 TAC Chapters 330 or 335		X	X	X	X	X

Appendix D – Program Year 1 Implementation

Year 1 Summary

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 1 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
A.	Review, update, or formalize City ordinance that provides the permittee with legal authority to control pollutant discharges into and from the MS4 in order to meet the requirements of TCEQ’s Small MS4 Discharge Permit.	<ol style="list-style-type: none"> 1. City Attorney to review City’s existing ordinance to ensure it meets the requirements of Part III, Section A.3 of TCEQ’s Small MS4 Discharge Permit. 2. If necessary, draft new ordinance or ordinance revisions for council review and approval. 			<ol style="list-style-type: none"> 1. City Attorney to provide memo with date of ordinance review and findings. 2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary. 3. Provide resolution of new or revised ordinance. 	
B.	Ensure adequate resources and funding to implement the requirements of the SWMP.	<ol style="list-style-type: none"> 1. Create a yearly SWMP budget with an itemized list of expenditures by BMP. 2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund. 			<ol style="list-style-type: none"> 1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP. 	
C.	Develop, formalize, or update a standard operating procedure (SOP) to respond to violations.	<ol style="list-style-type: none"> 1. Develop an SOP to respond to violations, take necessary enforcement actions, and refer violations to adjacent MS4 operators or to TCEQ, as appropriate. 			<ol style="list-style-type: none"> 1. Document violation response and enforcement SOP. 	
1.2	Hold public meeting for public comment on the SWMP.	<ol style="list-style-type: none"> 1. Coordinate a public meeting according to the City Council meeting schedule. 2. Publicize meeting in the newspaper in accordance with The Texas Government Code Chapter 2051, Section 44. 3. Hold Public meetings according to the Texas Government Code Title 5, Subtitle A, Chapter 551 and open the floor for public comment on SWMP. 			<ol style="list-style-type: none"> 1. Keep a copy of the newspaper publication with date published. 2. Provide meeting minutes with SWMP public input. 	
1.3	Update City Council on SWMP progress.	<ol style="list-style-type: none"> 1. Coordinate date of City Council meeting. 2. Update the City Council on SWMP progress 			<ol style="list-style-type: none"> 1. Provide City Council meeting minutes including council questions and comments. 	
1.4	Display SWMP on City website.	<ol style="list-style-type: none"> 1. Finalize the SWMP. 2. Upload SWMP to The City of Seagoville website. 			<ol style="list-style-type: none"> 1. Document date of SWMP initially uploaded or tested. 2. Record number of views on website. 	
1.5	Provide stormwater educational material to new water accounts.	<ol style="list-style-type: none"> 1. Determine program message and create handouts. 2. Insert handouts in new water account welcome packages. 3. Distribute materials to new water account holders. 			<ol style="list-style-type: none"> 1. Record number of new water accounts and welcome packages distributed. 2. Keep a copy of a welcome package including stormwater handouts. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 1 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.6	Distribute stormwater educational handouts to the community.	<ol style="list-style-type: none"> 1. Create a handout in English and Spanish. Include information on hazards associated with illegal discharges and the improper disposal of waste. 2. Determine the method for handout distribution. 3. Distribute materials to the community. 			<ol style="list-style-type: none"> 1. Document dates of material distribution, type of distribution, and quantify amount. 2. Keep a copy of the stormwater handouts. 	
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	<ol style="list-style-type: none"> 1. Determine the five most common stormwater related City citations. 2. Create five handouts with general tips pertaining to each citation. 3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations. 4. Track citations and handouts issued. 			<ol style="list-style-type: none"> 1. Quantify number of stormwater related citations. 2. Quantify number of stormwater general tips handouts included in citation notices. 3. Keep a copy of each stormwater general tips handout. 	
1.8	Use social media accounts to provide educational stormwater information.	<ol style="list-style-type: none"> 1. Encourage Seagoville citizens to follow/connect to the City of Seagoville’s social media accounts. 2. Post stormwater related information once a quarter. 			<ol style="list-style-type: none"> 1. Maintain electronic record of quarterly messages posted. 	
1.9	Publicize the illicit discharge reporting web portal.	<ol style="list-style-type: none"> 1. Determine different options to publicize the illicit discharge reporting web portal. 2. Publicize Stormwater Reporting Web Portal. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication 	
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Household Hazardous Waste Disposal Location. 2. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication. 	
1.12	Use the library as a central location for stormwater information.	<ol style="list-style-type: none"> 1. Create 50 hard copies with stormwater educational material such as handouts, brochures, or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater. 2. Stock library with materials and replenish as necessary. 			<ol style="list-style-type: none"> 1. Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized. 2. Keep a copy of the materials stocked. 3. Quantify the number of materials disseminated. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 1 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	<ol style="list-style-type: none"> 1. Publicize two announcements promoting the community clean up. 2. Organize and participate with volunteer efforts to clean up debris and trash, including creeks and drainage ways. 			<ol style="list-style-type: none"> 1. Keep copy of publicity materials. 2. Record number of volunteers and quantify trash collected. 3. Take pictures of event. 	
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	<ol style="list-style-type: none"> 1. Inventory city storm drains. 2. Order materials. 3. Organize staff or volunteers to label storm drain inlets. Label at least 15 per year. 4. Document storm drain inlets labeled and dates in a storm drain log. 			<ol style="list-style-type: none"> 1. Provide storm drain log identifying at least 15 drains that are labeled each year. 2. Include a photograph of a marked drain. 	
1.15	Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville beautiful program.	<ol style="list-style-type: none"> 1. Identify “spot” and volunteer group assigned to it. 2. Publicize available “spots.” 3. When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log. 4. Send reminders to volunteers to clean their spot. 			<ol style="list-style-type: none"> 1. Provide Adopt-A-Spot log. 	
1.16	Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.	<ol style="list-style-type: none"> 1. Coordinate with the Keep Texas Beautiful program to attain materials used at the event. 2. Publicize event. 3. Hold event outside of the Public Library. 			<ol style="list-style-type: none"> 1. Record date event was publicized. 2. Keep a copy of the publicity materials. 3. Quantify number of attendees. 4. Take pictures of the event. 	
2.2	Improve the Seagoville MS4 map showing outfalls, names of the Waters of the United States, delineated drainage basins, land uses, stormwater infrastructure and other important information as needed.	<ol style="list-style-type: none"> 1. Compile relevant stormwater outfall location data from existing records. Perform field observations as necessary. 2. Coordinate activity with the storm drain inventory in BMP 1.14. 3. Delineate watersheds. 4. Develop electronic and paper maps of all stormwater outfalls and receiving waters. 5. Maintain map and make it available for review by TCEQ. 			<ol style="list-style-type: none"> 1. Document date of outfall inventory or other field survey. 2. Record date that map is drafted and/or updated. 	
2.3	Improve stormwater reporting web portal.	<ol style="list-style-type: none"> 1. Improve the ability to locate the reporting web portal on the city website. 2. Add an explanation on the web portal for what an illicit discharge is and when and how to use the portal to report illicit discharges. 3. Monitor written reports from the community. 			<ol style="list-style-type: none"> 1. Document dates of additions or modifications to the illicit discharge reporting web portal. 2. Quantify number of web portal reports. 	
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Facilitate the household hazardous waste chemical collection center. 			<ol style="list-style-type: none"> 1. Quantify the number of users. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 1 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
3.2	Develop, review, update, or formalize City ordinance and enforcement mechanism (including sanctions) to require erosion and sediment control BMPs at construction sites that disturb one acre or more. Ordinance must require a SWP3 in accordance with TCEQ’s Construction Site Discharge Permit.	<ol style="list-style-type: none"> 1. City attorney to review city’s existing ordinances to ensure they meet the requirements of Part III, Section B.3.a.1 and Part III, Section B.b of TCEQ’s Small MS4 Discharge Permit. 2. If necessary, draft new ordinance or ordinance revisions for council review an approval. 			<ol style="list-style-type: none"> 1. City attorney to provide memo with date of ordinance review and findings. 2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary. 3. Provide resolution of new or revised ordinance. 	
3.4	Develop, review, update, or formalize and implement an SOP for inspecting construction sites.	<ol style="list-style-type: none"> 1. Create a construction site inventory. 			<ol style="list-style-type: none"> 1. Provide a construction site inventory (Year 1) 	
3.7	Improve the construction site stormwater runoff reporting web portal.	<ol style="list-style-type: none"> 1. Improve the ability to locate the reporting web portal on the city website. 2. Add an explanation on the web portal for what a construction site stormwater runoff is and when and how to use the portal to report a construction site stormwater runoff. 3. Monitor reports from the community. 			<ol style="list-style-type: none"> 1. Document dates of additions or modifications to the construction site stormwater runoff reporting web portal. 2. Quantify number of web portal reports. 	
4.2	Develop, review, update, or formalize City ordinance(s) to require the design, installation, implementation, and maintenance of both structural and non-structural BMPs appropriate for the community and that protect water quality. The ordinance(s) should include provisions addressing the long-term maintenance of structural controls.	<ol style="list-style-type: none"> 1. City attorney to review ordinance relative to part III, section B.4 of TCEQ’s small MS4 discharge permit. 2. If necessary, draft new ordinance(s) or ordinance revisions for council review and approval. 			<ol style="list-style-type: none"> 1. City attorney to provide memo with date of ordinance review and findings. 2. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary. 3. Provide resolution of new or revised ordinance(s). 	
4.4	Document and maintain records of enforcement actions.	<ol style="list-style-type: none"> 1. Review ordinance provisions in place (after completion of BMP 4.2) relating to post-construction stormwater controls and the city’s authority in the review, inspection and enforcement process. 2. Create a tracking system for enforcement actions, such as a log. 3. Maintain records of enforcement actions. 			<ol style="list-style-type: none"> 1. Provide log of enforcement actions. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 1 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
5.2	Develop, review, update, or formalize an inventory of municipal facilities, existing stormwater controls, and pollution prevention controls that are warranted. Also, assess the existing stormwater and pollution prevention controls to determine if changes are necessary.	<ol style="list-style-type: none"> 1. Develop a list of city-owned and operated facilities (refer to TCEQ’s Small MS4 Discharge Permit Part III, Section B.5.b.1 for facilities list). 2. Perform a desktop review of each facility which is regulated or permitted. Identify applicable permit numbers, registration numbers, and authorizations for each facility and controls. 3. Train appropriate employees how to identify stormwater controls. 			<ol style="list-style-type: none"> 1. Provide municipal facilities inventory and desktop review (Year 1). 2. Provide training materials and attendance list (Year 1). 	
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	<ol style="list-style-type: none"> 1. Develop a list of operation and maintenance activities performed by City staff 2. Identify for each activity: <ol style="list-style-type: none"> a. A general description of the major steps taken, procedures implemented or methods used to conduct the operation and maintenance activity b. Where the activity is performed c. Who performs the activity d. What equipment and materials are used in the activity e. When and how frequently is the activity performed 3. Identify potential stormwater pollutants associated with each activity. 			<ol style="list-style-type: none"> 1. List activities, nature of activities, and potential stormwater pollutants associated with each activity (Year 1) 	
5.4	Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	<ol style="list-style-type: none"> 1. Develop a list of City-hired contractors that perform operation and maintenance activities on City facilities. 2. City Attorney to review the contracts with City-hired contractors <ol style="list-style-type: none"> a. Identify the contract term and when it expires b. Identify existing provisions in each contract that require contractor compliance with City BMP’s, specifically those related to good housekeeping requirements and Stormwater controls. 			<ol style="list-style-type: none"> 1. Document the list of contractors and the term of each contract and the expiration date. (Year 1) 2. Provide a copy of the standard contract with the appropriate stormwater provision(s) or a copy of the standard provision to be incorporated into new contracts. (Year 1) 	
5.6	Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.	<ol style="list-style-type: none"> 1. Request that the city’s solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations 			<ol style="list-style-type: none"> 1. Provide copy of solid waste contractor certification. 	

Records and Documentation

Annual Report

Appendix E – Program Year 2 Implementation

Year 2 Summary

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 2 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
B.	Ensure adequate resources and funding to implement the requirements of the SWMP.	<ol style="list-style-type: none"> 1. Create a yearly SWMP budget with an itemized list of expenditures by BMP. 2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund. 			<ol style="list-style-type: none"> 1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP. 	
1.3	Update City Council on SWMP progress.	<ol style="list-style-type: none"> 1. Coordinate date of City Council meeting. 2. 2.Update the City Council on SWMP progress 			<ol style="list-style-type: none"> 1. Provide City Council Meeting Minutes including council questions and comments. 	
1.4	Display SWMP on City website.	<ol style="list-style-type: none"> 1. Finalize the SWMP. 2. Upload SWMP to The City of Seagoville website. 			<ol style="list-style-type: none"> 1. Document date of SWMP uploaded. 2. Record number of views on website. 	
1.5	Provide stormwater educational material to new water accounts.	<ol style="list-style-type: none"> 1. Determine program message and create handouts. 2. Insert handouts in new water account welcome packages. 3. Distribute materials to new water account holders. 			<ol style="list-style-type: none"> 1. Record number of new water accounts and welcome packages distributed. 2. Keep a copy of a welcome package including stormwater handouts. 	
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	<ol style="list-style-type: none"> 1. Determine the five most common stormwater related City citations. 2. Create five handouts with general tips pertaining to each citation. 3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations. 4. Track citations and handouts issued. 			<ol style="list-style-type: none"> 1. Quantify number of stormwater related citations. 2. Quantify number of stormwater general tips handouts included in citation notices. 3. Keep a copy of each stormwater general tips handout. 	
1.8	Use social media accounts to provide educational stormwater information.	<ol style="list-style-type: none"> 1. Encourage Seagoville citizens to follow/connect to the City of Seagoville’s social media accounts. 2. Post stormwater related information once a quarter. 			<ol style="list-style-type: none"> 1. Maintain electronic record of quarterly messages posted. 	
1.9	Publicize the illicit discharge reporting web portal.	<ol style="list-style-type: none"> 1. Determine different options to publicize the illicit discharge reporting web portal. 2. Publicize the illicit discharge reporting web portal. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication 	
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Household Hazardous Waste Disposal Location. 2. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 2 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.11	Update and maintain the Stormwater page on the City website. The stormwater page may include the SWMP, links to the social media accounts, the Stormwater Reporting Web Portal, information about stormwater related events, programs, and locations, and/or links to outside stormwater web sources such as the EPA, TCEQ, and SWM Guidelines.	<ol style="list-style-type: none"> 1. Update and maintain stormwater information on City of Seagoville page. 2. Ensure all links work. 			<ol style="list-style-type: none"> 1. Record date that stormwater webpage and links are made available. 2. Document dates of additions or modifications to stormwater webpage. 3. Record number of views on webpage. 	
1.12	Use the library as a central location for stormwater information.	<ol style="list-style-type: none"> 1. Create 50 hard copies with stormwater educational material such as handouts, brochures, or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater. 2. Stock library with materials and replenish as necessary. 			<ol style="list-style-type: none"> 1. Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized. 2. Keep a copy of the materials stocked. 3. Quantify the number of materials disseminated. 	
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	<ol style="list-style-type: none"> 1. Publicize two announcements promoting the community clean up. 2. Organize and participate with volunteer efforts to clean up debris and trash, including creeks and drainage ways. 			<ol style="list-style-type: none"> 1. Keep copy of publicity materials. 2. Record number of volunteers and quantify trash collected. 3. Take pictures of event. 	
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	<ol style="list-style-type: none"> 1. Organize staff or volunteers to label storm drain inlets. Label at least 15 per year. 2. Document storm drain inlets labeled and dates in a storm drain log. 			<ol style="list-style-type: none"> 1. Provide storm drain log. 2. Include a photograph of a marked drain. 	
1.15	Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville beautiful program.	<ol style="list-style-type: none"> 1. Identify “spot” and volunteer group assigned to it. 2. Publicize available “spots.” 3. When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log. 4. Remind volunteers to clean their spot 4 times a year by sending a notice. 			<ol style="list-style-type: none"> 1. Provide Adopt-A-Spot log. 	
1.16	Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.	<ol style="list-style-type: none"> 1. Coordinate with the Keep Texas Beautiful program to attain materials used at the event. 2. Publicize event. 3. Hold event outside of the Public Library. 			<ol style="list-style-type: none"> 1. Record date event was publicized. 2. Keep a copy of the publicity materials. 3. Quantify number of attendees. 4. Take pictures of the event. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 2 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
2.4	Develop, review, update, or formalize an SOP for responding to an illicit discharge and spill report.	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize an SOP for responding to a report: <ol style="list-style-type: none"> a. Determine employee position flowchart. Who receives the report first, second, third? b. Create a Report Tracking Form and a log. c. Develop criteria to determine if a spill is of low or high pollution-potential. d. Determine outside agency contacts and when to contact them. 2. Implement SOP. 			<ol style="list-style-type: none"> 1. Document SOP for illicit discharge and spill report response. 2. Create report tracking form and log. 	
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Facilitate the household hazardous waste chemical collection center. 			<ol style="list-style-type: none"> 1. Quantify the number of users. 	
3.3	Develop, review, update, or formalize SOP for site plan reviews that describe which plans will be reviewed as well as when an operator may begin construction.	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize SOP for site plan reviews that describe which plans will be reviewed as well as when an operator may begin construction. <ol style="list-style-type: none"> a. Site plan review procedures must incorporate consideration of potential water quality impacts. b. Ensure the site plans meet requirements described in Part III, Section B.3.a of TCEQ’s small MS4 discharge permit. 2. Implement site plan review SOPs. 3. Create and maintain an inventory of reviewed construction plans in a log. 			<ol style="list-style-type: none"> 1. Document SOP for site plan reviews. 2. Provide a log of approved construction plans. 	
3.4	Develop, review, update, or formalize and implement an SOP for inspecting construction sites	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize SOP for construction site inspections and enforcement measures. <ol style="list-style-type: none"> a. Determine frequency of inspections based on an evaluation of factors that are a threat to water quality. 2. Create a construction site controls inventory. 3. Create a construction project inspection log. 			<ol style="list-style-type: none"> 1. Document construction runoff site inspection SOP (Year 2). 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 2 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
4.3	Develop, review, update, or formalize an SOP that addresses <ul style="list-style-type: none"> • The review of stormwater controls plans and designs for conformance with the City’s ordinance, • The schedules and procedures for long-term operation and maintenance of controls and BMPs, and • The inspections to oversee whether maintenance is being performed properly. 	1. Create an inventory of existing post-construction controls, including the location, owner(s) and entity responsible for operating and maintaining.			1. Provide inventory of existing post-construction controls (Year 2).	
5.2	Develop, review, update, or formalize an inventory of municipal facilities, existing stormwater controls, and pollution prevention controls that are warranted. Also, assess the existing stormwater and pollution prevention controls to determine if changes are necessary.	1. Inspect each facility to observe potential sources of stormwater pollution and infrastructure in place. Inventory pollution prevention controls and determine if changes are necessary. 2. Identify and inventory existing stormwater controls. Assess stormwater controls and determine if additional controls are necessary. 3. Document inspections in a municipal facility controls inventory.			1. Provide inventory of stormwater and pollution prevention controls (Year 2-3)	
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	1. Develop measures to reduce pollutant discharges <ul style="list-style-type: none"> a. Identify activities where changes to operation and maintenance activities are warranted or where improvements can be made. b. Consider replacing materials and chemicals used c. Consider changing procedures and methods to minimize the exposure or mobilization of possible pollutants d. Consider physical controls to prevent pollutant discharges during maintenance activities 			1. List activities, nature of activities, and potential stormwater pollutants associated with each activity (Year 1) 2. Document measures developed to reduce pollutant discharges from at least 25 percent of the total number of operation and maintenance activities identified in Work Action 1 (Year 2). 3. Document implementation of process changes and other measures identified to reduce pollutants (Years 3 and 4). 4. Inspection log of implemented measures (Year 5).	
5.4	Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	1. Develop, update, or formalize an SOP to inspect City-hired contractor procedures to ensure they are complying with the City’s contract terms relating to stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.			1. Document the number of contracts renewed or modified each year to incorporate the new Stormwater-related provisions. (Years 2 – 5) 2. Document the contractor oversight SOP (Year 2)	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 2 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
5.6	Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.	1. Request that the city's solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations			1. Provide copy of solid waste contractor certification.	

Records and Documentation

Annual Report

Appendix F – Program Year 3 Implementation

Year 3 Summary

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
B.	Ensure adequate resources and funding to implement the requirements of the SWMP.	<ol style="list-style-type: none"> 1. Create a yearly SWMP budget with an itemized list of expenditures by BMP. 2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund. 			<ol style="list-style-type: none"> 1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP. 	
1.3	Update City Council on SWMP progress.	<ol style="list-style-type: none"> 1. Coordinate date of City Council meeting. 2. Update the City Council on SWMP progress 			<ol style="list-style-type: none"> 1. Provide City Council Meeting Minutes including council questions and comments. 	
1.4	Display SWMP on City website.	<ol style="list-style-type: none"> 1. Finalize the SWMP. 2. Upload SWMP to The City of Seagoville website. 			<ol style="list-style-type: none"> 1. Document date of SWMP uploaded. 2. Record number of views on website. 	
1.5	Provide stormwater educational material to new water accounts.	<ol style="list-style-type: none"> 1. Determine program message and create handouts. 2. Insert handouts in new water account welcome packages. 3. Distribute materials to new water account holders. 			<ol style="list-style-type: none"> 1. Record number of new water accounts and welcome packages distributed. 2. Keep a copy of a welcome package including stormwater handouts. 	
1.6	Distribute stormwater educational handouts to the community.	<ol style="list-style-type: none"> 1. Create a handout in English and Spanish. Include information on the impact that stormwater discharges can have on local waterways. 2. Determine the method for handout distribution. 3. Distribute materials to the community. 			<ol style="list-style-type: none"> 1. Document dates of material distribution, type of distribution, and quantify amount. 2. Keep a copy of the stormwater handouts. 	
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	<ol style="list-style-type: none"> 1. Determine the five most common stormwater related City citations. 2. Create five handouts with general tips pertaining to each citation. 3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations. 4. Track citations and handouts issued. 			<ol style="list-style-type: none"> 1. Quantify number of stormwater related citations. 2. Quantify number of stormwater general tips handouts included in citation notices. 3. Keep a copy of each stormwater general tips handout. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.8	Use social media accounts to provide educational stormwater information.	<ol style="list-style-type: none"> 1. Encourage Seagoville citizens to follow/connect to the City of Seagoville’s social media accounts. 2. accounts. 3. Post stormwater related information once a quarter. 			<ol style="list-style-type: none"> 1. Maintain electronic record of date and messages posted. 	
1.9	Publicize the Stormwater Reporting Web Portal.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Stormwater Reporting Web Portal. 2. Publicize Stormwater Reporting Web Portal. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication 	
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Household Hazardous Waste Disposal Location. 2. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication. 	
1.12	Use the library as a central location for stormwater information.	<ol style="list-style-type: none"> 1. Create 50 hard copies with stormwater educational material such as handouts, brochures, or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater. 2. Stock library with materials and replenish as necessary. 			<ol style="list-style-type: none"> 1. Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized. 2. Keep a copy of the materials stocked. 3. Quantify the number of materials disseminated. 	
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	<ol style="list-style-type: none"> 1. Publicize two announcements promoting the community clean up. 2. Organize and participate with volunteer efforts to clean up debris and trash, including creeks and drainage ways. 			<ol style="list-style-type: none"> 1. Keep copy of publicity materials. 2. Record number of volunteers and quantify trash collected. 3. Take pictures of event. 	
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	<ol style="list-style-type: none"> 1. Organize staff or volunteers to label storm drain inlets. Label at least 15 per year. 2. Document storm drain inlets labeled and dates in a storm drain log. 			<ol style="list-style-type: none"> 1. Provide storm drain log identifying at least 15 drains that are labeled each year. 2. Include a photograph of a marked drain. 	
1.15	Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville beautiful program.	<ol style="list-style-type: none"> 1. Identify “spot” and volunteer group assigned to it. 2. Publicize available “spots.” 3. When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log. 4. Remind volunteers to clean their spot 4 times a year by sending a notice. 			<ol style="list-style-type: none"> 1. Provide Adopt-A-Spot log. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.16	Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.	<ol style="list-style-type: none"> 1. Coordinate with the Keep Texas Beautiful program to attain materials used at the event. 2. Publicize event. 3. Hold event outside of the Public Library. 			<ol style="list-style-type: none"> 1. Record date event was publicized. 2. Keep a copy of the publicity materials. 3. Quantify number of attendees. 4. Take pictures of the event. 	
1.17	Display stormwater information at community events.	<ol style="list-style-type: none"> 1. Coordinate with event organizer and reserve a table for the event. 2. Create all materials needed. An example of a handout can be good landscaping guidelines from the SWM Technical Manual. 3. Attend event and educate community. 			<ol style="list-style-type: none"> 1. Record date and time of the event. 2. Keep a copy of the material. 3. Take pictures of event. 	
2.5	Develop, review, update, or formalize an SOP for locating and investigating the source of the reported illicit discharge or spill. Implement inspection.	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize the SOP for tracing, inspecting, and eliminating reported illicit discharges or spills. 2. Include tools and procedures for tracing the source of an illicit discharge. 3. Create a tracking form and log to document individual investigations. 4. Implement the SOP and investigate reported discharges. 5. When an investigation is complete, file completed report tracking form and log. 			<ol style="list-style-type: none"> 1. Document SOP for tracing, inspecting, and eliminating illicit discharges or spills. 2. Provide Report Tracking log. 	
2.6	Conduct an illicit discharge training program for City employees who may come into contact with illicit discharges as their normal job responsibilities. The training will go over the SOP of how to trace, inspect, and eliminate an illicit discharge.	<ol style="list-style-type: none"> 1. Gather training educational materials discussing the stormwater hazards of illicit discharges. Include SOPs for responding, tracing, inspecting, and eliminating illicit discharges. 2. Implement training session with city employees involved in illicit discharge activities during work hours. 			<ol style="list-style-type: none"> 1. Create a dated, written documentation of employees present (attendance list). 2. List the training materials used and where they were attained from. 	
2.7	Perform dry weather screening downstream of each stormwater outfall.	<ol style="list-style-type: none"> 1. Review storm sewer map. 2. Create an outfall inspection form and log. 3. Determine inspection frequency for outfalls. 4. Visually inspect Seagoville’s stormwater outfalls in dry weather. <ol style="list-style-type: none"> a. If pollution is identified during inspections, implement SOP for tracing/ Inspecting/ eliminating Illicit discharges or spills 5. Complete the inspection forms and log. 			<ol style="list-style-type: none"> 1. Provide outfall Inspection log. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
2.8	Develop SOP to prevent and correct leaking OSSFs. Perform dry weather inspections of OSSFs to determine their condition.	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize an SOP for preventing and correcting OSSF leaking. <ol style="list-style-type: none"> a. Create an OSSF inventory or map. b. Create an OSSF inspection form and log. c. Determine when to conduct inspections. d. Determine when and whom to contact from outside agencies (i.e. Dallas County). 			<ol style="list-style-type: none"> 1. Document SOP for preventing and correcting OSSF leaking. 2. Provide OSSF Inspection log. 3. Maintain OSSF inventory or map. 	
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Facilitate the Household Hazardous Waste Chemical Collection Center. 			<ol style="list-style-type: none"> 1. Quantify the number of users. 	
3.4	Develop, review, update, or formalize and implement an SOP for inspecting construction sites	<ol style="list-style-type: none"> 1. Conduct inspections and record, including follow-up inspections. 2. Implement and track enforcement procedures. 			<ol style="list-style-type: none"> 1. Document inspections performed in a construction site inspection log (Years 3-5). 	
3.5	Develop, review, update, or formalize SOPs for responding to a construction site report.	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize a SOP for responding to a construction site report: <ol style="list-style-type: none"> a. Determine employee position flowchart. Who receives the report first, second, third? b. Create a report tracking form and log. c. Develop criteria to determine if a spill is of low or high pollution-potential. d. Determine outside agency contacts and when to contact them. 2. Develop, review, update, or formalize the SOP for tracing, inspecting, and eliminating a discharge or spill on a construction site. <ol style="list-style-type: none"> a. Determine point of contact for construction site report to be received. b. Determine how to attain report tracking form. c. Determine relative risk criteria in order to prioritize the discharge investigation. d. Determine criteria to determine if report is an immediate threat to human health or environment; if so, contact TCEQ immediately. e. If not an immediate threat, determine how to investigate the discharge. f. Investigate the discharge. g. When an investigation is complete, file completed report tracking form in log. 			<ol style="list-style-type: none"> 1. Document SOP for the construction site reports. 2. Create report tracking form and log. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
3.6	Conduct training on the implementation of the SWMP on construction sites for all employees involved in its implementation. Teach SOP for Site Plan Reviews and Construction Site Inspections.	<ol style="list-style-type: none"> 1. Create training materials for construction site inspections. 2. Hold training session for employees involved in SWMP implementation and teach construction site inspection SOP. 			<ol style="list-style-type: none"> 1. Provide attendance list and date of training. 2. Document training materials and where they were attained. 	
4.3	Develop, review, update, or formalize an SOP that addresses <ul style="list-style-type: none"> • The review of stormwater controls plans and designs for conformance with the City’s ordinance, • The schedules and procedures for long-term operation and maintenance of controls and BMPs, and • The inspections to oversee whether maintenance is being performed properly. 	<ol style="list-style-type: none"> 1. Develop, review, update, or formalize SOP for the review of design plans and operation and maintenance plans for structural stormwater controls. 2. Create an inventory of existing post-construction controls, including the location, owner(s) and entity responsible for operating and maintaining. 3. Create a structural stormwater control maintenance inspection log. 4. Conduct maintenance inspections and record, including follow-up inspections. 			<ol style="list-style-type: none"> 1. Document structural stormwater control SOP, including inspection log (Year 3). 	
4.4	Document and maintain records of enforcement actions.	<ol style="list-style-type: none"> 1. Review ordinance provisions in place (after completion of BMP 4.2) relating to post-construction stormwater controls and the city’s authority in the review, inspection and enforcement process. 2. Create a tracking system for enforcement actions, such as a log. 3. Maintain records of enforcement actions. 			<ol style="list-style-type: none"> 1. Provide log of enforcement actions. 	
5.2	Develop, review, update, or formalize an inventory of municipal facilities, existing stormwater controls, and pollution prevention controls that are warranted. Also, assess the existing stormwater and pollution prevention controls to determine if changes are necessary.	<ol style="list-style-type: none"> 1. Identify and inventory existing stormwater controls. Assess stormwater controls and determine if additional controls are necessary. 2. Document inspections in a municipal facility controls inventory. 			<ol style="list-style-type: none"> 1. Provide inventory of stormwater and pollution prevention controls (Year 2-3) 	
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	<ol style="list-style-type: none"> 1. Implement pollution prevention measures associated with O&M Activities. 			<ol style="list-style-type: none"> 1. Document implementation of process changes and other measures identified to reduce pollutants (Years 3 and 4). 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 3 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
5.4	Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	1. Determine an appropriate frequency to perform visual inspections of City-hired contractor activities. Inspect City-hired contractor activities for compliance with contract provisions at the determined frequency and maintain a log to record that inspections were performed.			1. Document inspections performed in a contractor oversight inspection log (Years 3 – 5)	
5.5	Train Seagoville City employees responsible for implementing pollution prevention how to perform good housekeeping practices	1. Conduct training to teach appropriate City employees how to implement pollution prevention measures and good housekeeping practices.			1. Provide dated record of names of employees trained. 2. Description of materials used for training and document source of training materials.	
5.6	Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.	1. Request that the city’s solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations			1. Provide copy of solid waste contractor certification.	

Records and Documentation

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Appendix G – Program Year 4 Implementation

Year 4 Summary

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 4 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
B.	Ensure adequate resources and funding to implement the requirements of the SWMP.	<ol style="list-style-type: none"> 1. Create a yearly SWMP budget with an itemized list of expenditures by BMP. 2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund. 			<ol style="list-style-type: none"> 1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP. 	
1.3	Update City Council on SWMP progress.	<ol style="list-style-type: none"> 1. Coordinate date of City Council meeting. 2. Update the City Council on SWMP progress 			<ol style="list-style-type: none"> 1. Provide City Council Meeting Minutes including council questions and comments. 	
1.4	Display SWMP on City website.	<ol style="list-style-type: none"> 1. Finalize the SWMP. 2. Upload SWMP to The City of Seagoville website. 			<ol style="list-style-type: none"> 1. Document date of SWMP uploaded. 2. Record number of views on website. 	
1.5	Provide stormwater educational material to new water accounts.	<ol style="list-style-type: none"> 1. Determine program message and create handouts. 2. Insert handouts in new water account welcome packages. 3. Distribute materials to new water account holders. 			<ol style="list-style-type: none"> 1. Record number of new water accounts and welcome packages distributed. 2. Keep a copy of a welcome package including stormwater handouts. 	
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	<ol style="list-style-type: none"> 1. Determine the five most common stormwater related City citations. 2. Create five handouts with general tips pertaining to each citation. 3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations. 4. Track citations and handouts issued. 			<ol style="list-style-type: none"> 1. Quantify number of stormwater related citations. 2. Quantify number of stormwater general tips handouts included in citation notices. 3. Keep a copy of each stormwater general tips handout. 	
1.8	Use social media accounts to provide educational stormwater information.	<ol style="list-style-type: none"> 1. Encourage Seagoville citizens to follow/connect to the City of Seagoville’s social media accounts. 2. Post stormwater related information once a quarter. 			<ol style="list-style-type: none"> 1. Maintain electronic record of quarterly messages posted. 	
1.9	Publicize the Stormwater Reporting Web Portal.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Stormwater Reporting Web Portal. 2. Publicize Stormwater Reporting Web Portal. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication 	
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Household Hazardous Waste Disposal Location. 2. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 4 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.9	Publicize the Stormwater Reporting Web Portal.	<ol style="list-style-type: none"> Determine different options to publicize the Stormwater Reporting Web Portal. Publicize Stormwater Reporting Web Portal. 			<ol style="list-style-type: none"> Record dates and methods of publication 	
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> Determine different options to publicize the Household Hazardous Waste Disposal Location. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> Record dates and methods of publication. 	
1.12	Use the library as a central location for stormwater information.	<ol style="list-style-type: none"> Create 50 hard copies with stormwater educational material such as handouts, brochures, or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater. Stock library with materials and replenish as necessary. 			<ol style="list-style-type: none"> Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized. Keep a copy of the materials stocked. Quantify the number of materials disseminated. 	
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	<ol style="list-style-type: none"> Publicize two announcements promoting the community clean up. Organize and participate with volunteer efforts to clean up debris and trash, including creeks and drainage ways. 			<ol style="list-style-type: none"> Keep copy of publicity materials. Record number of volunteers and quantify trash collected. Take pictures of event. 	
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	<ol style="list-style-type: none"> Organize staff or volunteers to label storm drain inlets. Label at least 15 per year. Document storm drain inlets labeled and dates in a storm drain log. 			<ol style="list-style-type: none"> Provide storm drain log. Include a photograph of a marked drain. 	
1.15	Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville beautiful program.	<ol style="list-style-type: none"> Identify “spot” and volunteer group assigned to it. Publicize available “spots.” When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log. Remind volunteers to clean their spot 4 times a year by sending a notice. 			<ol style="list-style-type: none"> Provide Adopt-A-Spot log. 	
1.16	Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.	<ol style="list-style-type: none"> Coordinate with the Keep Texas Beautiful program to attain materials used at the event. Publicize event. Hold event outside of the Public Library. 			<ol style="list-style-type: none"> Record date event was publicized. Keep a copy of the publicity materials. Quantify number of attendees. Take pictures of the event. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 4 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
2.7	Perform dry-weather screening downstream of each stormwater outfall.	<ol style="list-style-type: none"> 1. Review storm sewer map. 2. Create an outfall inspection form and log. 3. Determine inspection frequency for outfalls. 4. Visually inspect Seagoville’s stormwater outfalls in dry weather. <ol style="list-style-type: none"> a. If pollution is identified during inspections, implement SOP for tracing/ Inspecting/ eliminating Illicit discharges or spills 5. Complete the inspection forms and log. 			<ol style="list-style-type: none"> 1. Provide outfall inspection log. 	
2.9	Provide an illicit discharge presentation during an existing neighborhood watch group meeting.	<ol style="list-style-type: none"> 1. Develop educational materials and presentation discussing the stormwater hazards of illicit discharges. 2. During a neighborhood watch group meeting, give a stormwater presentation to teach the group how to detect and report illicit discharges. 			<ol style="list-style-type: none"> 1. Record date of neighborhood watch group meeting presentation. 2. Keep a copy of any materials used. 	
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Facilitate the household hazardous waste chemical collection center. 			<ol style="list-style-type: none"> 1. Quantify the number of users. 	
3.4	Develop, review, update, or formalize and implement an SOP for inspecting construction sites	<ol style="list-style-type: none"> 1. Conduct inspections and record, including follow-up inspections. 2. Implement and track enforcement procedures. 			<ol style="list-style-type: none"> 1. Document inspections performed in a construction site inspection log (Years 3-5). 	
3.5	Develop, review, update, or formalize SOPs for responding to a construction site report.	<ol style="list-style-type: none"> 1. Implement SOP for responding to a construction site report and SOP for tracing, inspecting, and eliminating a discharge or spill on a construction site. 			<ol style="list-style-type: none"> 1. Maintain report tracking log. 	
4.3	Develop, review, update, or formalize an SOP that addresses <ul style="list-style-type: none"> • The review of stormwater controls plans and designs for conformance with the City’s ordinance, • The schedules and procedures for long-term operation and maintenance of controls and BMPs, and • The inspections to oversee whether maintenance is being performed properly. 	<ol style="list-style-type: none"> 1. Conduct maintenance inspections and record, including follow-up inspections. 			<ol style="list-style-type: none"> 1. Document inspections performed (Year 4-5) 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 4 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
4.4	Document and maintain records of enforcement actions.	<ol style="list-style-type: none"> 1. Review ordinance provisions in place (after completion of BMP 4.2) relating to post-construction stormwater controls and the city’s authority in the review, inspection and enforcement process. 2. Create a tracking system for enforcement actions, such as a log. 3. Maintain records of enforcement actions. 			<ol style="list-style-type: none"> 1. Provide log of enforcement actions. 	
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	<ol style="list-style-type: none"> 1. Implement pollution prevention measures associated with O&M Activities. 			<ol style="list-style-type: none"> 1. Document implementation of process changes and other measures identified to reduce pollutants (Years 3 and 4). 	
5.4	Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	<ol style="list-style-type: none"> 1. Determine an appropriate frequency to perform visual inspections of City-hired contractor activities. Inspect City-hired contractor activities for compliance with contract provisions at the determined frequency and maintain a log to record that inspections were performed. 			<ol style="list-style-type: none"> 1. Document inspections performed in a contractor oversight inspection log (Years 3 – 5) 	
5.6	Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.	<ol style="list-style-type: none"> 1. Request that the city’s solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations 			<ol style="list-style-type: none"> 1. Provide copy of solid waste contractor certification. 	

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Appendix H – Program Year 5 Implementation

Year 5 Summary

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 5 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
B.	Ensure adequate resources and funding to implement the requirements of the SWMP.	<ol style="list-style-type: none"> 1. Create a yearly SWMP budget with an itemized list of expenditures by BMP. 2. Assess expenditures and identify needed changes in BMPs or changes to the utility fee rate to maintain a positive balance in the stormwater utility fund. 			<ol style="list-style-type: none"> 1. Provide annual SWMP budget schedule with itemized list of expenditures by BMP. 	
1.3	Update City Council on SWMP progress.	<ol style="list-style-type: none"> 1. Coordinate date of City Council meeting. 2. Update the City Council on SWMP progress 			<ol style="list-style-type: none"> 1. Provide City Council Meeting Minutes including council questions and comments. 	
1.4	Display SWMP on City website.	<ol style="list-style-type: none"> 1. Finalize the SWMP. 2. Upload SWMP to The City of Seagoville website. 			<ol style="list-style-type: none"> 1. Document date of SWMP uploaded. 2. Record number of views on website. 	
1.5	Provide stormwater educational material to new water accounts.	<ol style="list-style-type: none"> 1. Determine program message and create handouts. 2. Insert handouts in new water account welcome packages. 3. Distribute materials to new water account holders. 			<ol style="list-style-type: none"> 1. Record number of new water accounts and welcome packages distributed. 2. Keep a copy of a welcome package including stormwater handouts. 	
1.6	Distribute stormwater educational handouts to the community.	<ol style="list-style-type: none"> 1. Create a handout in English and Spanish. Include information on the steps that the community can take to reduce pollutants in stormwater. 2. Determine the method for handout distribution. 3. Distribute materials to the community. 			<ol style="list-style-type: none"> 1. Document dates of material distribution, type of distribution, and quantify amount. 2. Keep a copy of the stormwater handouts. 	
1.7	Develop and disseminate stormwater educational materials to City Ordinance violators.	<ol style="list-style-type: none"> 1. Determine the five most common stormwater related City citations. 2. Create five handouts with general tips pertaining to each citation. 3. Include a Stormwater General Tip handout, based on the type of violation, with at least 50% of citations. 4. Track citations and handouts issued. 			<ol style="list-style-type: none"> 1. Quantify number of stormwater related citations. 2. Quantify number of stormwater general tips handouts included in citation notices. 3. Keep a copy of each stormwater general tips handout. 	
1.8	Use social media accounts to provide educational stormwater information.	<ol style="list-style-type: none"> 1. Encourage Seagoville citizens to follow/connect to the City of Seagoville’s social media accounts. 2. Post stormwater related information once a quarter. 			<ol style="list-style-type: none"> 1. Maintain electronic record of quarterly messages posted. 	
1.9	Publicize the Stormwater Reporting Web Portal.	<ol style="list-style-type: none"> 1. Determine different options to publicize the Stormwater Reporting Web Portal. 2. Publicize Stormwater Reporting Web Portal. 			<ol style="list-style-type: none"> 1. Record dates and methods of publication 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 5 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
1.10	Publicize the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> Determine different options to publicize the Household Hazardous Waste Disposal Location. Publicize the Household Hazardous Waste Disposal Location. 			<ol style="list-style-type: none"> Record dates and methods of publication. 	
1.12	Use the library as a central location for stormwater information.	<ol style="list-style-type: none"> Create 50 hard copies with stormwater educational material such as handouts, brochures, or bookmarks. Include information on hazards associated with illegal discharges and the improper disposal of waste, the impact that stormwater discharges can have on local waterways, and the steps that the community can take to reduce pollutants in stormwater. Stock library with materials and replenish as necessary. 			<ol style="list-style-type: none"> Create materials and document date on which materials are first available. Handouts for other BMPs may be utilized. Keep a copy of the materials stocked. Quantify the number of materials disseminated. 	
1.13	Facilitate volunteer trash cleanups with a focus on creeks and drainage ways.	<ol style="list-style-type: none"> Publicize two announcements promoting the community clean up. Organize and participate with volunteer efforts to clean up debris and trash, including creeks and drainage ways. 			<ol style="list-style-type: none"> Keep copy of publicity materials. Record number of volunteers and quantify trash collected. Take pictures of event. 	
1.14	Organize staff or volunteers to label storm drain inlet with informational message that reads “No Dumping” or similar.	<ol style="list-style-type: none"> Organize staff or volunteers to label storm drain inlets. Label at least 15 per year. Document storm drain inlets labeled and dates in a storm drain log. 			<ol style="list-style-type: none"> Provide storm drain log. Include a photograph of a marked drain. 	
1.15	Continue implementing the Adopt-A-Spot Program as a part of the Keep Seagoville beautiful program.	<ol style="list-style-type: none"> Identify “spot” and volunteer group assigned to it. Publicize available “spots.” When a spot is cleaned, record date and number of volunteers in Adopt-A-Spot log. Remind volunteers to clean their spot 4 times a year by sending a notice. 			<ol style="list-style-type: none"> Provide Adopt-A-Spot log. 	
1.16	Continue organizing Arbor Day Celebration as part of the Keep Seagoville Beautiful program.	<ol style="list-style-type: none"> Coordinate with the Keep Texas Beautiful program to attain materials used at the event. Publicize event. Hold event outside of the Public Library. 			<ol style="list-style-type: none"> Record date event was publicized. Keep a copy of the publicity materials. Quantify number of attendees. Take pictures of the event. 	
1.17	Display stormwater information at community events.	<ol style="list-style-type: none"> Coordinate with event organizer and reserve a table for the event. Create all materials needed. An example of a handout can be good landscaping guidelines from the SWM Technical Manual. Attend event and educate community. 			<ol style="list-style-type: none"> Record date and time of the event. Keep a copy of the material. Take pictures of event. 	

SEAGOVILLE STORMWATER MANAGEMENT PLAN – YEAR 5 MILESTONES

MCM/ BMP	Activity	Work Actions	Date Started	Date Complete	Measurable Goals/ Documentation	Annual Cost
2.7	Perform dry-weather screening downstream of each stormwater outfall.	<ol style="list-style-type: none"> 1. Review storm sewer map. 2. Create an outfall inspection form and log. 3. Determine inspection frequency for outfalls. 4. Visually inspect Seagoville’s stormwater outfalls in dry weather. <ol style="list-style-type: none"> a. If pollution is identified during inspections, implement SOP for tracing/ Inspecting/ eliminating Illicit discharges or spills 5. Complete the inspection forms and log. 			1. Provide outfall inspection log.	
2.10	Facilitate the Household Hazardous Waste Chemical Collection Center.	<ol style="list-style-type: none"> 1. Facilitate the household hazardous waste chemical collection center. 			1. Quantify the number of users.	
3.4	Develop, review, update, or formalize and implement an SOP for inspecting construction sites	<ol style="list-style-type: none"> 1. Conduct inspections and record, including follow-up inspections. 2. Implement and track enforcement procedures. 			1. Document inspections performed in a construction site inspection log (Years 3-5).	
4.3	Review and update the SOP for long-term operation and maintenance of structural stormwater controls and conduct maintenance inspections.	<ol style="list-style-type: none"> 1. Conduct maintenance inspections and record, including follow-up inspections. 			1. Document inspections performed in a construction site inspection log (Year 4-5)	
4.4	Document and maintain records of enforcement actions.	<ol style="list-style-type: none"> 1. Maintain records of enforcement actions. 			1. Provide log of enforcement actions.	
5.3	Evaluate municipal operation and maintenance activities for pollutant discharge potential, identify pollutants of concern that could be discharged, and develop and implement a set of discharge pollution prevention measures. Examples of municipal operation and maintenance activities include road and parking lot maintenance, bridge maintenance, right-of-way maintenance and public park landscaping maintenance.	<ol style="list-style-type: none"> 1. Determine an appropriate frequency to perform visual inspections of pollution prevention measures. Inspect pollution prevention measures at the determined frequency and maintain a log to record that inspections were performed. 			1. Inspection log of implemented measures (Year 5).	
5.4	Contractually require contractors hired by the City to perform maintenance activities on City facilities to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures developed in the SWMP. Develop, update, or formalize contractor oversight SOP and implement.	<ol style="list-style-type: none"> 1. Determine an appropriate frequency to perform visual inspections of City-hired contractor activities. Inspect City-hired contractor activities for compliance with contract provisions at the determined frequency and maintain a log to record that inspections were performed. 			<ol style="list-style-type: none"> 1. Document the number of contracts renewed or modified each year to incorporate the new Stormwater-related provisions. (Years 2 – 5) 2. Document inspections performed in a contractor oversight inspection log (Years 3 – 5) 	
5.6	Dispose of waste appropriately according to 30 TAC Chapters 330 or 335, as applicable.	<ol style="list-style-type: none"> 1. Request that the city’s solid waste contractor provide written certification that the waste disposal meets applicable laws and regulations 			1. Provide copy of solid waste contractor certification.	

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