

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



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

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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.

Benchmarks - A benchmark pollutant value is a guidance level indicator that helps determine the effectiveness of chosen best management practices (BMPs). This type of monitoring differs from “compliance monitoring” in that exceedances of the indicator or benchmark level are not permit violations, but rather indicators that can help identify problems at the MS4 with exposed or unidentified pollutant sources; or control measures that are either not working correctly, whose effectiveness need to be re-considered, or that need to be supplemented with additional BMP(s).

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, excavating, and other construction related activities (e.g., stockpiling of fill material and demolition); 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 M84 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 as impaired on the latest approved CWA §303(d) List or waters with an EPA approved or established TMDL that are found on the latest EPA approved Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d) which lists the category 4 and 5 water bodies.

Implementation Plan (I-Plan) - A detailed plan of action that describes the measures or activities necessary to achieve the pollutant reductions identified in the total maximum daily load (TMDL).

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 US. 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).

Infeasible - For the purpose of this permit, infeasible means not technologically possible, or not economically practicable and achievable in light of best industry practices. The TCEQ notes that it does not intend for any small MS4 permit requirement to conflict with state water right laws.

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 US, 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 US. 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 US. 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 US. 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 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 US. 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 US. 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 are not waters of the US. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the US. (such as disposal area in wetlands) nor resulted from the impoundment of waters of the US. Waters of the US. 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.

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

1.1 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.

A revised permit was issued on January 16, 2019 with an effective date of January 24, 2019. Starting from the effective date of the general permit, permittees have 180 days to submit a Notice of Intent (NOI) with an updated Stormwater Management Program (SWMP), or if applicable a Waiver application. 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).

To achieve issuance of TCEQ's Small MS4 Discharge Permit, the stormwater program needs to be revised, and then reviewed and approved by TCEQ. Many revisions to the previous permit are outlined in the TCEQ "Fact sheet and Executive Director's Preliminary Decision" document issued on October 1, 2018.

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.

1.2 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 sulfate, and total dissolved solids (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.

1.3 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.

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 general permit's effective date is January 24, 2019., meaning the NOI and SWMP must be submitted to TCEQ by July 23, 2019.

The city of Seagoville will publish a notice in a newspaper once TCEQ officially approves the SWMP. The notice will be in compliance with the requirements provided in Part II, Section E (16) of the Small MS4 General Permit.

2.2 Submittal and TCEQ Response

The complete SWMP, a signed NOI, and an application fee of \$400 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, 2018 and end on September 30th, 2019. 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.

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 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.

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, or the source of the illicit discharge is outside the MS4's boundary, the permittee shall notify either the adjacent MS4 operator with enforcement authority or the appropriate TCEQ Regional Office.

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.
4. All ordinances should be reviewed and updated as necessary by August 2020. All corresponding documents to be completed, filed, and implemented by January 2021.

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.
2. Budget should be reviewed and finalized by September 2020 (and then yearly, every September) and fully implemented by January 2021 (and then yearly, every January).

Schedule

Developed during Development stage. Reviewed and updated Annually

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

Activity

Review the enforcement standard operating procedure (SOP) to respond to violations and updated when required.

Objective

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

Responsible Position

Public Works

Work Actions

1. Review and update the SOP when necessary 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. Document updates to SOP.
2. Violation standards and SOP's should be reviewed and finalized by September 2020 (and then yearly, every September) and fully implemented by January 2021 (and then yearly, every January).

Schedule

Annually

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) If the permittee has a public website, the permittee shall post its SWMP and the annual reports required under Part IV.B.2. or a summary of the annual report on the permittee's website. The SWMP must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.

(4) All permittees shall annually review and update the SWMP and MCM implementation procedures required by Part III.A.2., as necessary. 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.

(5) 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) Consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;*
- (2) 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:

- a) Devote not less than 25 percent of its total column lineage to general interest items;*
- b) Be published at least once each week;*
- c) Be entered as second-class postal matter in the county where published; and*
- d) 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.

BMPs 1.1-1.17 address this general requirement.

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).
2. Four meetings a year to assess and review current BMP's. Meeting to start in September of 2019, and then quarterly afterwards, during the 5 years of the permit. (March, June, September, December). This BMP to be fully implemented by August 2020.

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 meeting 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. One publicly held meeting a year, but more can be added if necessary. This meeting to take place in May 2020 (and then annually).
2. Keep a copy of the newspaper publication with date published.
3. Provide meeting minutes with SWMP public input. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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. Public meeting to be held in May 2020 (and then annually).
2. Provide City Council meeting minutes, including council questions and comments. This BMP is to be fully implemented by August 2020.

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 Position

City Manager or his or her delegate

Work Actions

1. 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.
3. Documentation to be collected in September 2020 (and then quarterly). This BMP is to be fully implemented by August 2020.

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, final number and names of accounts collected at the annual meeting in September.
2. Stormwater educational material will be distributed to 100% of new residents and businesses with their 1st water bill. This BMP is to be fully implemented by August 2020.

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 three 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 pamphlets to the community via mail, including the general public, public employees, and businesses.

Measurable Goals and Document Retention

1. Distribute educational materials to 100% of public employees and businesses at least once a year, starting in May 2020, through their water bill.
2. Document dates of material distribution, type of distribution, and quantify amount.
3. Keep a copy of the stormwater handouts. This BMP is to be fully implemented by August 2020.

Schedule

Year 1&2 – Hazards associated with illegal discharges and the improper disposal of waste

Year 3&4 - The impact that stormwater discharges can have on local waterways

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

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

Activity

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 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.
4. Pamphlets will be sent out quarterly to 100% of City ordinance violators, starting in August 2020. This BMP is to be fully implemented by August 2020.

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

Librarian

Work Actions

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

Measurable Goals and Document Retention

1. Posts will be done quarterly, every year, starting in September 2019.
2. Maintain electronic record of messages posted.
3. A log will be kept and collected in September 2020, and then annually. This BMP is to be fully implemented by August 2020.

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. The publications will happen in September 2019, and then quarterly.
2. Record dates and methods of publication. This BMP is to be fully implemented by August 2020.

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. Review options to publicize the Household Hazardous Waste Disposal Location.
2. Publicize the Household Hazardous Waste Disposal Location.

Measurable Goals and Document Retention

1. Publication to happen in September 2019, and then quarterly.
2. Record dates and methods of publication. This BMP is to be fully implemented by August 2020.

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 (<http://www.seagoville.us/74/Stormwater>) on the City website. The stormwater page will include the SWMP, and additionally may include 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. Update and publish webpage at least once a year, starting in September 2019, and then annually.
2. Record date that stormwater webpage and links are made available.
3. Document dates of additions or modifications to stormwater webpage.
4. Record number of views on webpage. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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. Count the number of copies every quarter, starting in September 2019.
2. Document date on which materials are first available. Handouts for other BMPs may be utilized.
3. Keep a copy of the materials stocked. This BMP is to be fully implemented by August 2020.

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. Trash Cleanups to happen every year, at least once a year, starting in February 2021.
2. Keep a copy of publicity materials.
3. Record number of volunteers and quantify trash collected.
4. Take pictures of event. This BMP is to be fully implemented by August 2021.

Schedule

Annually, starting in Year 2

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. Review and update as required the inventory city storm drains.
2. Order materials.
3. Organize staff or volunteers to label storm drain inlets. Label/relabel at least 15 per year.
4. Document storm drain inlets labeled and dates in a storm drain log.
5. Review labeled drains to insure they remain legible.
6. Re-apply labels as required.

Measurable Goals and Document Retention

1. Storm drains to be labeled every year, at least once a year, starting in September 2019.
2. Provide storm drain log identifying at least 15 drains that are labeled each year.
3. Include a photograph of a marked drain. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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. Liaison to go over list and update once a year, starting in September of 2019.
2. Provide Adopt-A-Spot log. This BMP is to be fully implemented by August 2020.

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. Arbor Day Celebration to happen every year, at least once a year, taking place in November 2019.
2. Record date event was publicized.
3. Keep a copy of the publicity materials.
4. Quantify number of attendees.
5. Take pictures of the event. This BMP is to be fully implemented by August 2020.

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. Distribution to happen at least twice a year at community events, including Volunteer trash cleanup (every February starting in 2021) and Arbor Day (every November starting in 2019).
2. Record date and time of one event in which Stormwater information was publicly displayed.
3. Keep a copy of the material.
4. Take pictures of event. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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)(1D);*
- 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;*

(2) For non—traditional small MS4s, 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 or illicit discharge.

(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 annually 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 US;*
- b. The location and name of all surface waters receiving discharges from the small MS4 outfalls; and*
- 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

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 the appropriate TCEQ Regional Office according to Part III.A.3.b.

c. Corrective Action to Eliminate Illicit Discharge

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, in response to complaints, and shall conduct follow-up inspections to ensure that corrective measures have been implemented by the responsible party.

The permittee shall develop written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections.

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. Assessment will take place annually, starting in September 2019.
2. Provide minutes of the review meeting. This BMP is to be fully implemented by August 2020.

Schedule

Development stage of the updated SWMP

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

Activity

Maintain 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. Review and update as necessary the electronic and paper maps of all stormwater outfalls and receiving waters.

Measurable Goals and Document Retention

1. Outfalls to be examined once a year, starting in May 2020. This BMP is to be fully implemented by August 2020.
2. Document date of outfall inventory or other field survey.
3. Record date that map is drafted and/or updated.

Schedule

Annually

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

Activity

Increase utilization of the illicit discharge reporting web portal.

Objective

Increase reporting of illicit discharges through the website.

Responsible Position

I.T.

Work Actions

1. Review ease of locating the reporting web portal on the city website.
2. Review the 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. Review location of reporting on web portal at least once a year, starting in September 2020.
2. Document dates of additions or modifications to the illicit discharge reporting web portal.
3. Quantify number of web portal reports. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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

Activity

Review the SOP for responding to an illicit discharge and spill report, update and formalize changes.

Objective

Review the 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. Review the SOP for responding to an illicit discharge and spill report, update as required and formalize changes.
2. Review the decision flowchart indicating who is responsible for investigating based on the type of report
3. Create a Report Tracking Form and a log.
4. Determine outside agency contacts and when to contact them.
5. Implement SOP.

Measurable Goals and Document Retention

1. Review SOP and tracking log quarterly, starting in September 2019.
2. Document SOP for illicit discharge and spill report response.
3. Implement report tracking form and log. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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

Review the SOP for locating and investigating the source of the reported illicit discharge or spill, update as required and formalize changes. Implement inspection.

Objective

Review the procedure to locate, inspect and rectify potential illicit discharges to Seagoville's stormwater system.

Responsible Position

Code Enforcement

Work Actions

1. Review the SOP for locating and investigating the source of the reported illicit discharge or spill, update as required and formalize changes.
2. Implement the SOP and investigate reported discharges.
3. When an investigation is complete, file completed report tracking form and log.

Measurable Goals and Document Retention

1. Review SOP and reports annually, starting in September 2019.
2. Document SOP for tracing, inspecting, and eliminating illicit discharges or spills.
3. Provide Report Tracking log. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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. Train 100% of city employees twice a year, starting in January 2020, and June 2020.
2. Create a dated, written documentation of employees present (attendance list).
3. List the training materials used. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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 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. Review 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. Outfall inspections to take place once a year, starting in May 2020.
2. Inspections to take place on more than 80% of outfalls in the City.
3. Provide outfall inspection log. This BMP is to be fully implemented by August 2020.

Schedule

Annually

BMP 2.8	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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On Site Sewage Facilities (OSSF) Inventory and Leak Reporting SOP

Activity

Review and update as required the SOP to prevent and correct leaking OSSF's.

Objective

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

Responsible Position

Code Enforcement

Work Actions

1. Review and update as required the SOP for preventing and correcting OSSF leaks.
2. Review the OSSF inventory/map.
3. Review OSSF inspection form and log.
4. Review and update as required whom to contact from outside agencies (i.e. Dallas County).

Measurable Goals and Document Retention

1. Review and update SOP for and inspection every year, starting in September 2019.
2. Document SOP for preventing and correcting OSSF leaking.
3. Provide OSSF Inspection log.
4. Maintain OSSF inventory or map.
5. Implementation to be fully done by September 2020.

Schedule

Annually

BMP 2.9	MINIMUM CONTROL MEASURE NO. 2 Illicit Discharge Detection and Elimination	
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Community Organization Group Presentation on IDDE

Activity

Provide an illicit discharge presentation during an existing community organization group meeting. Organizations may include Boy/Girl Scouts, school organizations, senior citizen organizations or other organized civic groups.

Objective

Inform existing Community Organization 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 community organization group meeting, give a stormwater presentation to teach the group how to detect and report illicit discharges.

Measurable Goals and Document Retention

1. Community Organization Group Meeting to happen at least once a year, starting in September 2019, and then annually.
2. Record date of Community Organization Group meeting presentation.
3. Keep a copy of any materials used. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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

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. City official to visit central location once every month, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. Quantify the number of users.

Schedule

Annually

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 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 annually 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 as soon as practicable, but no more than 14 calendar days after the initiation of soil stabilization measures. In arid, semiarid, and drought-stricken areas, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed

The permittee shall develop written procedures that describes initiating and completing stabilization measures for construction sites.

(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 where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed and described in the written procedure required in item (2)b. above. 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;

(d) Soaps or solvents used in vehicle and equipment washing; and

(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 TPDES 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 inspection of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

(a) *The permittee shall conduct inspections 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 and implement updated 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; and*
- 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 appropriate TCEQ Regional Office 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 3.1-3.8 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. Review and assess past BMP's annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. 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

Review, update and formalize as required, the 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. Review City Ordinances annually, starting September 2019.
2. City attorney to provide memo with date of ordinance review and findings.
3. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary.
4. Provide resolution of new or revised ordinance. This BMP is to be fully implemented by August 2020.

Schedule

Development stage of the updated SWMP

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

Activity

Review and update as required the 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. Review and update as required the 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. Review SOP and logs annually, starting in September 2019.
2. Document SOP for site plan reviews.
3. SOP's to be implemented every quarter, starting in May 2020, for 100% of the construction sites within the City limits.
4. Provide a log of reviewed construction plans. This BMP is to be fully implemented by August 2020.

Schedule

Year 1

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

Activity

Review and update as required the SOP for inspecting construction sites.

Objective

Reduce stormwater pollution potential from construction sites.

Responsible Position

Code Enforcement

Work Actions

1. Maintain a construction site inventory.
2. Review and update as required the SOP for inspecting construction sites and enforcement measures.
 - a. Determine frequency of inspections based on an evaluation of factors that are a threat to water quality.
3. Maintain and review a construction site controls inventory.
4. Maintain 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. Review SOP and inspection log annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. Maintain a construction site inventory.
3. Review and update as required the construction runoff site inspection SOP.
4. Document inspections performed in a construction site inspection log.

Schedule

Annually

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

Activity

Review and update as required the SOPs for responding to a construction site report.

Objective

Review and update as required the 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. Review and update as required the SOP for responding to a construction site report:
 - a. Determine employee position flowchart.
 - b. Review and update as required the report tracking form and log.
 - c. Review and update as required the criteria to determine if a spill is of low or high pollution-potential.
 - d. Review and update as required the outside agency contacts and when to contact them.
2. Review and update as required the SOP for tracing, inspecting, and eliminating a discharge or spill on a construction site.
 - a. Review and update as required the point of contact for construction site report to be received.
 - b. Review and update as required how to attain report tracking form.
 - c. Review and update as required the relative risk criteria in order to prioritize the discharge investigation.
 - d. Review and update as required the 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. Review and update SOP and site reports annually, starting in September 2019.
2. These SOP's will be fully implemented by September 2020, and 100% of illicit discharges/spills will be inspected and investigated.
3. Document SOP for the construction site reports.

Schedule

Annually

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. Review and update as required the 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. Training to take place bi-yearly, starting in January 2020 and June 2020.
2. Provide attendance list and date of training.
3. Document training materials and where they were attained. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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

Activity

Increase utilization of site stormwater runoff reporting web portal.

Objective

Increase reporting of construction site stormwater runoff through the website.

Responsible Position

I.T.

Work Actions

1. Review the ease of locating and using the reporting web portal on the city website.
2. Review and update as required the explanation on the web portal of what 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. Review portal and documentation annually, starting in September 2019.
2. Document dates of additions or modifications to the construction site stormwater runoff reporting web portal.
3. Quantify number of web portal reports. This BMP is to be fully implemented by August 2020.

Schedule

Annually

BMP 3.8	MINIMUM CONTROL MEASURE NO. 3 Construction Site Runoff Controls	
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Storm Water Pollution Prevention Plan

Activity

Contractor to develop SWPPP

Objective

Decrease pollution and illicit discharges.

Responsible Position

Code Enforcement

Work Actions

1. The city will ensure that all contractors develop and implement a storm water pollution prevention plan (SWP3) in 100% of all construction sites larger than 1 acre (or smaller than 1 acre that are part of a common plan of development) in accordance with the TPDES CGP TXR 1500000.
2. Code enforcement is to make sure that this SWPPP includes the prohibition of illicit discharges such as washout wastewater, fuels, oils, soaps, solvents, and dewatering activities for 100% of construction sites.
3. Code enforcement to check that contractor is abiding by SWPPP.

Measurable Goals and Document Retention

1. Document Site Inspection according to SWPPP every month during construction (Starting in May 2020).
2. Provide records/documentation if contractor is abiding by SWPPP or warning/citations if contractor is violating it's own SWPPP.
3. Documentation and SWPPPS will be reviewed annually, starting in September 2019. This BMP is to be fully implemented by August 2020.

Schedule

Annually

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 and 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 annually 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 the improve, if needed.
4. Set realistic and attainable goals.

Measurable Goals and Document Retention

1. Meetings to take place annually, starting in September 2019.
2. Provide minutes of the review meeting(s). This BMP is to be fully implemented by August 2020.

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

Review and update as required the 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. All ordinances to be 100% implemented and enforced by Code Enforcement to be implemented by September 2020.
3. Provide a summary of revisions and a draft of the new or revised ordinance, if necessary.
4. 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

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

Measurable Goals and Document Retention

1. 100% of post construction sites to be inspected by the city. Full implementation of SOP's to take place by September 2020.
2. Review and update SOP and inspection log annually, starting in September 2019.
3. Provide inventory of existing post-construction controls
4. Document structural stormwater control SOP, including inspection log of 100% of construction sites inspected
5. Document inspections performed

Schedule

Annually - Review and update as required the inventory of existing post-construction controls.

Annually - Review and update as required the structural control SOP and maintenance inspection log

Annually - 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. Maintain enforcement actions log.
3. Maintain records of enforcement actions.

Measurable Goals and Document Retention

1. Review log annually, starting in September 2019.
2. Provide log of enforcement actions.
3. 100% of documents and records of enforcement actions will be maintained. This BMP is to be fully implemented by August 2020.

Schedule

Annually

BMP 4.5	MINIMUM CONTROL MEASURE NO. 4 Post Construction Stormwater Management in New Development and Redevelopment	
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Stormwater Runoff From New Development/Redevelopment activities of one acre or greater (including projects disturbing less than one acre, that are part of a larger common plan of development)

Activity

Document and maintain records of developments, and enforcement actions.

Objective

To document the program developed, implemented and enforced to address stormwater runoff from new development/redevelopment activities.

Responsible Position

Code Enforcement

Work Actions

1. Review local master plans to make sure runoff will not compromise local water quality. Include buffer strip and riparian zone preservation, minimization of disturbance and imperviousness, and maximization of open space.
2. Sites to control stormwater by gathering runoff in wet ponds, dry basins, or multi-chamber catch basins and slowly release it into receiving waters or drainage systems. Designs can also include infiltration basins/trenches, dry wells, and porous pavement. Plans can also include grassy swales, filter strips, artificial wetlands, and rain gardens.
3. City Planning Department to check new development plans against the subdivision ordinance which guards against excessive runoff. City is also to walk new construction to check to conforming to new plans. There is a 2 year maintenance bond on the Drainage improvements that protects the city if it were to fall in disrepair.
4. After 2 years on a new development and those already in existence, the city shall develop a log of basins to note excessive runoff as well as fines and enforcement activities.

Measurable Goals and Document Retention

1. Review new development/redevelopments activities of one acre or greater bi-yearly, starting in September 2019.
2. Code enforcement to create a log of any type of drainage improvements for the chance of excessive runoff from a development that may occur. Code enforcement then to check the detention and retention ponds every year to make sure they are still in working conditions. Code enforcement to check annually, starting in May 2020.
3. Code enforcement to also keep a log of fines and enforcement actions on developments that do not abide by runoff standards. Enforcement actions are defined in the subdivision ordinance.

Schedule

Annually

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

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

- (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 111 B.5.(b)(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 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, including such areas as pothole repair, pavement marking, sealing, and re-paving;*
- (ii) Bridge maintenance, including 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*

(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 to ensure they are working properly. The permittee shall develop written procedures that describes frequency of inspections and how they will be conducted. 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 by the permittee and consistent with maintaining the effectiveness of the BMP. The permittee shall develop written procedures that define the frequency of inspections and how they will be conducted.

BMPs 5.1-5.6 address these general requirements.

<p>BMP</p> <p>5.1</p>	<p align="center">MINIMUM CONTROL MEASURE NO. 5 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. Assessment to occur annually, starting in September 2019. Minimum of 2 meetings per year, starting in September 2019 to September 2023.
2. Provide meeting minutes. This BMP is to be fully implemented by August 2020.

Schedule

Development stage of the updated SWMP

<p>BMP</p> <p>5.2</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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Inventory Municipal Facilities for Appropriate Stormwater Pollution Prevention Controls

Activity

Review and Update the inventory of municipal facilities, existing stormwater controls, and pollution prevention controls. 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. Review and update as required the 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/review 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. Review inventory of 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. Review to happen annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. Provide 100% municipal facilities inventory and desktop review.
3. Provide training materials and attendance list.
4. Provide inventory of stormwater and pollution prevention controls.

Schedule

Annually

BMP 5.3	MINIMUM CONTROL MEASURE NO. 5 Pollution Prevention and Good Housekeeping for Municipal Operations	
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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. Review and update as required the list of operation and maintenance activities performed by City staff, including activities in municipal facilities and for structural controls.
2. Review and update as required 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. Review and update as required potential stormwater pollutants associated with each activity.
4. Review and update as required 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. Review and update as required the 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. Evaluation and review to happen annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. List activities, nature of activities, and potential stormwater pollutants associated with each activity.
3. 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.
4. Document implementation of process changes and other measures identified to reduce pollutants.
5. Inspection log of implemented measures.

Schedule

Development stage of the updated SWMP - Develop list of all activities, nature of activities, potential stormwater pollutants associated with each activity

Annually - Review measures to reduce pollutants associated with at least 25 percent of total activities (Work Action 4)

Annually - Implement process changes and other measures identified to reduce pollutants

Annually and as required by O&M - 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 Maintenance Contractor Compliance with Stormwater Control Measures

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. Review and update as required the 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 review and update as required 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. Review and update as required the 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. Review and update as required the 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. Review contractor list annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. Document the list of contractors that perform operation and maintenance activities on City facilities that do not have standard provisions clause in their contracts and the term of each contract and the expiration date.
3. 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.

4. Document the number of contracts renewed or modified each year that add the new Stormwater-related provisions.
5. Document the contractor oversight SOP
6. Document inspections performed in a contractor oversight inspection log
7. Public works to enforce that 100% of contractors will comply with this BMP and 100% of city-hired contractors will be inspected.

Schedule

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

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

Annually - Review contractor oversight SOP and inspection log

Annually - Conduct oversight inspections of city-hired contractor activities

BMP	MINIMUM CONTROL MEASURE NO. 5	
5.5	Pollution Prevention and Good Housekeeping For Municipal Operations	

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.
2. Draining to include the presence and acknowledgement of endangered species, Tern Least (*Sterna Antillarum*) presence in between the southside wastewater treatment plant and the City limits of Seagoville.

Measurable Goals and Document Retention

1. Training to take place bi-annually, starting in January 2020 and June 2020.
2. Provide dated record of names of employees trained.
3. Description of materials used for training and document source of training materials. This BMP is to be fully implemented by August 2020.

Schedule

Annual

BMP 5.6	MINIMUM CONTROL MEASURE NO. 5 Pollution Prevention and Good Housekeeping For municipal Operations	
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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. Review of city's solid waste contractor annually, starting in September 2019. This BMP is to be fully implemented by August 2020.
2. Provide copy of solid waste contractor certification.

Schedule

Annually