

STORMWATER MANAGEMENT PROGRAM (SWMP)

Model

To fulfill requirements in the
Small Municipal Separate Storm Sewer System (MS4)
General Permit (AZG2002-002)

ADEQ
Water Permits Section
February 20, 2003

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Introduction

The purpose of this Stormwater Management Program (SWMP) is to comply with Arizona Department of Environmental Quality's (ADEQ's) general permit (AZG2002-002) for the discharges of stormwater from the Town's Municipal Separate Storm Sewer Systems (MS4s). The Town desires to discharge under that permit and thus has completed the Notice of Intent (NOI) and this SWMP in accordance with Part III and Part V of the permit. The Town intends to fully implement the conditions in this SWMP no later than December 19, 2007.

Stormwater Management Program

The Town has evaluated the permit requirements for the six minimum control measures specified in Part V.B. of the general permit. Based on that review, the Town has selected best management practices (BMPs) for each control measure that the Town believes will accomplish the goal of reducing pollution from stormwater runoff to the maximum extent practicable (MEP). The Town has identified dates by which implementation of each BMP will begin, targeted completion dates for full implementation of each BMP, measurable goals and responsible persons for each action.

The action plan is broken down by control measure.

1. Public Education and Outreach on Stormwater Impacts

TABLE 1.1 Public Education and Outreach: BMPs and Measurable Goals				
Permit Condition	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement / Implementation
<i>Part V.B.1.a.</i>	Collect brochures, fact sheets, and other educational materials from federal, state, and local agencies or other MS4 web sites.	! Town staff will contact agencies and review web page quarterly to ensure that the most current information is available.	03/03	12/07
<i>Part V.B.1.a.</i>	Distribute information to the general public and to specific targeted audiences such as restaurants, service stations, developers, operators, homeowners associations, etc.	! Town staff will mail a public service brochure with utility bills once during the first year and drop off information packets to targeted audiences. ! Town staff will update materials and distribute revised materials as they become available.	03/03	03/04
			04/04	12/07
<i>Part V.B.1.a.</i>	Establish a web page for the Stormwater Management Program.	! Town staff will develop or work with a consultant to develop a Stormwater web page and bring it on-line. ! Town staff will update or work with a consultant to update the webpage as necessary.	03/03	06/05
			06/05	12/07
<i>Part V.B.1.a.</i>	Establish a library of educational materials on relevant Stormwater matters.	! Town staff will collect materials and distribute to schools and/or place the materials in public access areas, i.e. libraries, Town Hall, etc. as needed. ! Town staff will update these materials as needed and redistribute.	03/04	03/05
			04/05	12/07
<i>Part V.B.1.a.</i>	Respond to verbal or written public inquiries, comments, or concerns, about illicit disposal of wastes, etc., and/or requests for information.	! The Town will identify a principal contact and devise the best method for handling public inquiries. ! The Town contact will review the information from the public and determine the best response. Appropriate responses may include: providing information over the phone, email or mail and referring information to Town site inspectors for follow-up.	03/03	03/04
			03/04	12/07

1. Public Information and Outreach on Stormwater Impacts (continued)

TABLE 1.2	
Public Education and Outreach: Additional Information	
Permit Citation	Plan
<i>Part V.B.1.b.i.</i>	The Town is a fast growing suburb with approximately 12,000 households and businesses but without heavy industry. An education and outreach program will be created and presented to the general population of the Town, school groups, and specific targeted audiences such as residential and commercial developers/operators, restaurants, service stations, and/or homeowners associations. The general population will be made aware of the hazards of improper disposal of chemicals and household products such as, but not necessarily limited to, paints, solvents, pesticides, and animal waste. Targeted materials will be developed for the non-industrial business interests prevalent in the community and will be administered by Town staff and volunteers.
<i>Part V.B.1.b.ii.</i>	Public education and outreach will be conducted by a variety of methods that may include in-service training programs, distribution of brochures, newspaper articles, town meetings, or meetings with homeowners associations. Volunteers, members of the Town Council, members of the Stormwater Utility Commission, and/or paid Town staff, as appropriate, will conduct meetings or deliver materials to targeted audiences. A Stormwater webpage will be added to the Town website. The webpage will address relevant stormwater topics. Documents related to the SWMP, NOI, and minutes from the Stormwater Utility Commission meetings will be made available to the public in the Town Hall during usual business hours.
<i>Part V.B.1.b.iii.</i>	Specific target audiences such as residential and commercial developers/operators, restaurants, service stations, and/or homeowners associations were selected because they are representative of the character and make-up of the community. Targeted audiences representative of business activities within the community will be made aware of hazards and costs of improper disposal of construction wastes, sedimentation and erosion, cooking grease, gasoline spills, etc., as appropriate to the industry.
<i>Part V.B.1.b.iv.</i>	At the end of the five-year permit term, the Town's stormwater education message is expected to have reached: 100% of homeowners in homeowners associations 25% of all school-aged children 80% of the construction/development community 75% of service stations 100% of restaurants
<i>Parts V.B.1.b.v. and V.B.1.b.vi.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 1.1.
<i>Part V.B.1.b.vii.</i>	The Public Works Director, Bart Simpson, has ultimate responsibility for implementing and coordinating the education activities. He may delegate this authority to other Town staff persons.

2. Public Involvement/Participation

**TABLE 2.1
Public Involvement/Participation: BMPs and Measurable Goals**

Permit Condition	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement / Implementation
<i>Parts V.B.2.a.</i>	Create an opportunity for volunteers to help develop the SWMP.	! The Town created the Stormwater Utility Commission (SWUC,) which is representative of the general population, in October, 2001. The SWUC has met at least monthly since 10/01 and is responsible for developing the SWMP, BMPs, measurable goals, and advising Town staff on NPDES issues.	10/01	12/07
<i>Parts V.B.2.a.</i>	Create activities for volunteer groups such as an Adopt-a Wash program and/or a town-wide rain gauge network	! Town staff will identify and encourage volunteer groups to participate in activities such as Adopt-a-Wash programs. Volunteer resources to consider may include, but are not limited to, schools, civic groups, Scouts, etc.	03/04	12/07
		! Once established, programs will continue through this permit period.	09/04	12/07
<i>Parts V.B.2.a.</i>	Respond to verbal or written public inquiries, comments, or concerns about illicit disposal of wastes, etc., and/or requests for information.	! The Town will identify a principal contact and devise the best method for handling public inquiries.	03/03	03/04
		! The Town contact will review the information from the public and determine the best response. Appropriate responses may include: providing information over the phone, email or mail and referring information to Town site inspectors for follow-up.	03/04	12/07
<i>Parts V.B.2.b.</i>	Notify the public of Stormwater Utility Commission meetings. Notice of public meetings are posted at the Town Hall and/or published in local newspapers according to established the Town procedures. Notices will also be posted on the Stormwater page of the Town website.	N/A	10/01	12/07
<i>Parts V.B.2.b.</i>	Make the SWMP and Notice of Intent available to the general public.	! The SWMP and Notice of Intent will be made available to the public at the Town Hall and on the Stormwater webpage upon completion.	03/03	03/03

2. Public Involvement/Participation (continued)

TABLE 2.2
Public Involvement/Participation: Additional Information

Permit Citation	Plan
<i>Part V.B.2.c.i.</i>	The Town has long-established procedures for making the public aware of involvement and participation opportunities within the community. These opportunities are published in posted notices, newspapers, and/or listed on the Town webpage. Generally, the Town business meetings are open to the public and the public can attend and voice comments on the proceedings. All relevant public comments are considered. In some instances, the public is invited to apply to a committee or commission so that the citizens' ideas and voices can be provided to the elected officials. Interested applicants may apply in writing or via electronic applications. Applicants are interviewed by appropriate Town staff and selected based on specific criteria.
<i>Part V.B.2.c.ii.</i>	The Town will provide opportunities for public involvement through programs such as Adopt-a Wash and/or rain gauge monitors. Members of these programs may be solicited from local schools, businesses, homeowner's associations, or any interested citizen of the community who may wish to participate. Citizens involved in the Adopt-A-Wash program would pick up trash in washes, and could potentially become involved in illicit discharge detection activities near the wash. Citizens would also monitor rain gauges and provide the Town with records of rainfall in their area.
<i>Part V.B.2.c.iii.</i>	The Town website will have a contact/comment option. The extent of review and response will be determined by the volume and subject matter of comments. The methods to handle comments will be developed as described in measurable goals, see Table 2.1.
<i>Part V.B.2.c.iv.</i>	Notices of meetings, important documents such as the SWMP and the NOI will be available on the Town website as well as will be available to the general public at the Town Hall during usual business hours in accordance with established the Town procedures.
<i>Parts V.B.2.c.v. and V.B.2.c.vi.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 2.1.
<i>Part V.B.2.c.vii.</i>	The Community Development Coordinator, Bert Reynolds, is responsible for implementing and coordinating public involvement/participation activities.

3. Illicit Discharge Detection and Elimination

<p style="text-align: center;">TABLE 3.1 Illicit Discharge Detection and Elimination: BMPs and Measurable Goals</p>				
Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement / Implementation
<i>Part V.B.3.a.</i>	Encourage cleaning of commercial parking areas by those without first flush cleaning technology.	! Prior to onset of the summer monsoon, Town staff will mail brochures to commercial property owners and developers without first flush cleaning capabilities to encourage them to clean impervious areas for the purpose of reducing contaminated wash-off.	03/03	12/07
		! The Town will investigate financial incentives for commercial lot washers.	01/05	12/05
		! The Town will provide the commercial lots owners with an incentive, if any are feasible.	02/06	12/07
<i>Part. V.B.3.b.</i>	Stormwater generally drains overland into washes. The Town staff will prepare the maps with the help of consultants, if needed. GPS and/or other computerized applications will likely be used to map the stormwater system.	! The Town will utilize the Town resources to map the storm drainage system and identify discharge points.	07/04	06/06
<i>Part V.B.3.c.</i>	The Town is developing an ordinance that addresses illicit discharges and dumping. The ordinance, tentatively titled <i>Stormwater Ordinance</i> will address identification and notification of the violator, and punitive measures, if applicable, that can be taken to correct the violation. The Town will list in the <i>Stormwater Ordinance</i> the EPA/AZ categories of non-Stormwater discharges or flows (including non-commercial or charitable car washes) within the Town boundaries as non-significant contributors of pollutants. Local controls or conditions will not be placed on discharges from such events, unless the Town obtains information and determines that such a discharge is a significant contributor of pollutants to the small MS4.	! The Town Council will approve the <i>Stormwater Ordinance</i>	04/03	04/03
		! Town staff will incorporate illicit discharge inspections into regular inspection duties and take reports on illicit discharge sightings and complaints	04/04	12/07
		! Enforcement action will be taken on those who violate the <i>Stormwater Ordinance</i> in accordance with the Town's ordinance enforcement code	01/07	12/07

TABLE 3.1 (continued)
Illicit Discharge Detection and Elimination: BMPs and Measurable Goals

Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement / Implementation
<i>Part V.B.3.d.</i>	The Town will train employees in the detection, collection, and identification of illicit discharges. If discharges or dumping are discovered, appropriately trained Town staff will determine if illicit discharging has occurred and, if necessary, will be collect samples and send the samples to appropriate facilities for analyses. Sampling will be performed using “in-the-field” test kits. When samples will be taken to a laboratory for analysis, the collection, preservation and analytical method will comply with the appropriate methods specified in the Arizona Department of Health Services rules.	<p>! The Town will develop a plan for systematic review of washes utilizing volunteers in programs such as Adopt-a-Wash and/or appropriate Town staff. The plan will identify who will do various tasks, how these tasks will be done, what washes to inspect and how often.</p> <p>! The Town staff and volunteers will assess wash condition and prioritize areas that appear more heavily impacted by illicit discharge activity.</p> <p>! If offenders can be identified, notify offenders and hold offenders responsible for clean-up.</p>	03/03 09/04 01/07	03/05 12/07 12/07
<i>Part V.B.3.e.</i>	Notify Town employees, businesses, and individuals of the hazards and costs of illicit discharges and improper disposal of waste through seminars and/or published and distributed information.	<p>! Town staff will be trained on the hazards of improper waste disposal and dumping.</p> <p>! Town staff will identify what sectors of the public (by region, industry, neighborhood, etc.) are most likely to contribute illicit discharges to the storm sewer system.</p> <p>! Town staff will notify the identified sectors that there is (or will soon be) an <i>Stormwater Ordinance</i> prohibiting illicit discharges within the Town and provide literature identifying costs and hazards.</p>	07/05 03/05 07/05	12/07 06/05 12/07
<i>Part V.B.3.f.</i>	Trained volunteers (through an “Adopt a Wash” program) and Town staff will conduct dry weather field screening on a weekly or biweekly basis. When screening identifies the potential for a illicit discharge, trained Town staff will perform a follow-up investigation within 15 days of receiving the information to study the information, to determine the source, and to take appropriate action to remedy the situation.	N/A	04/04	12/07

3. Illicit Discharge Detection and Elimination (continued)

TABLE 3.2	
Illicit Discharge Detection and Elimination: Additional Information	
Permit Citation	Plan
<i>Part V.B.3.g.i.</i>	The Town will utilize dry weather field screening by volunteers and Town staff and other periodic inspections/screening by Town staff to identify illicit discharges.
<i>Part V.B.3.g.ii.</i>	The Town is developing the authority to prohibit illicit discharges through its proposed <i>Stormwater Ordinance</i> . The <i>Stormwater Ordinance</i> is currently being reviewed by the Town Council and should be effective by April, 2003. The <i>Stormwater Ordinance</i> will place restrictions on illicit discharges, construction site waste/runoff, and post-construction design and long-term maintenance. Details on the portion of the <i>Stormwater Ordinance</i> that will address illicit discharges is located in Table 3.1 BMP for Part V.B.3.c.
<i>Part V.B.3.g.iii.</i>	The Town intends to enforce against illicit discharges that occur within the Town boundaries and will fine the entity to the maximum extent possible. The Town has jurisdiction over the land within the Town boundaries. A map depicting the jurisdictional boundary for inspection and enforcement purposes is in Attachment 1.
<i>Part V.B.3.g.iv.</i>	The Town considers the discharges listed in Part I.C.2. of the permit to be allowable non-stormwater discharges. These discharges will be allowed to the small MS4 unless the Town identifies them as a significant contributor of pollutants to the MS4.
<i>Part V.B.3.g.v.</i>	The Town considers non-commercial or charitable events such as charity car washes to be insignificant contributors of pollutants and therefore, these discharges are not prohibited.
<i>Part V.B.3.g.vi.</i>	The Town will hold a training course for Town employees that involves class and field work. The Town also will inform the staff about the proper channels for relaying information about illicit discharges.
<i>Part V.B.3.g.vii.</i>	The Town will place information on prohibited discharges on the Town website and distribute information brochures in key areas of Town (such as realtor offices, libraries, with the water or sewer bill).
<i>Parts V.B.3.g.viii. and V.B.3.g.ix.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 3.1.
<i>Part V.B.3.g.x.</i>	The Public Works Director, Bart Simpson, is responsible for overseeing implementing and coordinating illicit discharge detection and elimination activities. He may delegate this authority to other Town staff persons.

4. Construction Site Stormwater Runoff Control

TABLE 4.1				
Construction Site Stormwater Run-off Control: BMPs and Measurable Goals				
Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
<i>Part V.B.4.a.</i>	The Town currently requires construction site developers/operators to submit a Stormwater Pollution Prevention Plan (SWPPP) that includes BMPs for management of the construction site prior to beginning construction. The SWPPP must include a combination of structural and/or non-structural BMPs appropriate to the site and community. The requirements will be extended to developers of one or more acres. The Town uses a checklist to assess the developer's/contractor's plans. Upon proof that the applicant submitted their NOI to EPA and/or ADEQ a grading permit will be issued by the Town.	Town staff will prepare a brochure to explain the Town's new requirements for 1 acre and larger sites.	03/03	06/03
		Town staff will inform operators in pre-construction meetings that a SWPPP will be required for 1 acre and larger sites.	03/03	12/07
<i>Part V.B.4.b.</i>	The Town has a grading ordinance (Grading Ordinance) that details how and under what conditions grading may occur. The Grading Ordinance and the <i>Stormwater Ordinance</i> provide the regulatory mechanisms to prohibit erosion and waste on construction sites within the jurisdiction of the Town. The draft <i>Stormwater Ordinance</i> , currently in review, addresses discharge violations that occur during construction activities. The <i>Stormwater Ordinance</i> also has provisions for authority to inspect construction sites.	Town staff will review all current Town ordinances related to grading and construction.	07/03	06/05
		Additional language will be added to the <i>Stormwater Ordinance</i> or a new ordinance will be developed and implemented, if needed.	01/06	12/06
		Town staff will incorporate construction site inspections into regular inspection duties and take reports on illicit discharge sightings and complaints. The Town is considering hiring additional staff for the purpose of conducting construction site inspections.	04/04	12/07
		Enforcement action will be taken on those who violate the <i>Stormwater Ordinance</i> in accordance with the Town's ordinance enforcement code.	01/07	12/07

TABLE 4.1 (continued)
Construction Site Stormwater Run-off Control: BMPs and Measurable Goals

Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
<i>Part V.B.4.c.</i>	The Town will consider the “site plan” to be the SWPPP created by the operator. The Town will hold pre-construction meetings to describe elements that must be included in the SWPPP to address the Town’s <i>Stormwater Ordinance</i> . The Town will use a checklist to verify completeness of SWPPPs, call the operator to confirm that the SWPPP is in compliance with the Town’s <i>Stormwater Ordinance</i> , then send a form letter to the operator to confirm the telephone contact.	<ul style="list-style-type: none"> • Town staff will develop a checklist for SWPPP completeness using proposed <i>Stormwater Ordinance</i> language. In the meantime, the Town will use ADEQ’s checklist for completeness of the SWPPP prepared for the ADEQ Construction General Permit. • The Town will establish protocols for who reviews the plans, how much time staff should spend reviewing the plans, filing, and tracking 	03/03 01/04	10/03 12/04
<i>Part V.B.4.d.</i>	The draft <i>Stormwater Ordinance</i> , currently in review, addresses discharge violations that occur during construction activities such as discharges of trash, human waste and oil and grease. The <i>Stormwater Ordinance</i> also has provisions for an authority to inspect construction sites. Site inspections are performed per the <i>Town Zoning Code Revised</i> . Inspections will be extended to include sites larger than 1 acre.	<ul style="list-style-type: none"> • The Town Council will approve the <i>Stormwater Ordinance</i>. 	03/04	03/04

4. Construction Site Stormwater Run-off Control (continued)

TABLE 4.2	
Construction Site Stormwater Run-off Control: Additional Information	
Permit Citation	Plan
<i>Part V.B.4.e.i.</i>	The Town prohibits erosion and ensure proper management of wastewater on construction sites per its Grading Ordinance and the draft <i>Stormwater Ordinance</i> . (See measurable goals under the development of the <i>Stormwater Ordinance</i> under Table 4.1) The Town plans to adopt restrictions particularly for concrete truck wash-out, trash and human wastes on the construction site.
<i>Part V.B.4.e.ii.</i>	The Grading Ordinance provides the Town with the authority to stop construction and to fine the operator up to \$2500 per day for violations of the ordinance, plus clean up costs. The Town proposes to include similar conditions in the <i>Stormwater Ordinance</i> . The <i>Stormwater Ordinance</i> is currently being reviewed by the Town Council and should be effective by April, 2003. The <i>Stormwater Ordinance</i> will place restrictions on illicit discharges, construction site waste/runoff, and post-construction design and long-term maintenance. Details on the portion of the <i>Stormwater Ordinance</i> that will address construction site waste/runoff is located in Table 4.1 BMP for Part V.B.4.d.
<i>Part V.B.4.e.iii.</i>	The procedures for Site Inspections and site plan review along with enforcement of control measures are specified in the Town Zoning Code Revised. These procedures are included in Attachment 2.
<i>Part V.B.4.e.iv.</i>	BMPs for <i>Public Information and Outreach on Stormwater Impacts</i> and for <i>Public Involvement/Participation</i> address methods by which the public can report on construction site activities to the Town.
<i>Parts V.B.4.e.v. and V.B.4.e.vi.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 4.1.
<i>Part V.B.4.e.vii.</i>	The Public Works Director, Bart Simpson, is responsible for overseeing construction site activities. He may delegate this authority to other Town staff persons.

5. Post Construction Stormwater Management in New Development and Redevelopment

TABLE 5.1				
Post Construction Stormwater Management: BMPs and Measurable Goals				
Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
Part V.B.5.a.	The Town initiated a Town Wide Drainage Study in June, 2000. The study uncovered several drainage problem areas and resulted in a <i>Drainage Criteria Manual</i> . The study and <i>Drainage Criteria Manual</i> can be used to develop other relevant stormwater run-off and drainage ordinances that may not yet be written and approved. The Town plans to incorporate the findings of the Town Wide Drainage Study into the <i>Stormwater Ordinance</i> . Building inspectors will be trained to look for compliance with the <i>Stormwater Ordinance's</i> stormwater drainage design criteria.	<p>! Town staff will review all current Town ordinances related to long-term drainage control.</p> <p>! Additional language will be added to the <i>Stormwater Ordinance</i> or a new ordinance will be developed and implemented, if needed.</p> <p>! Enforcement action will be taken on those who violate the <i>Stormwater Ordinance</i> in accordance with the Town's ordinance enforcement code.</p> <p>! Town staff will train building inspectors to judge compliance with the <i>Stormwater Ordinance's</i> design criteria.</p> <p>! Town staff will create a brochure for master-plan community designers describing the Town's <i>Stormwater Ordinance</i> and long-term goals for soil stabilization and vegetation preservation.</p> <p>! The Town will investigate options for rewarding developments that increase vegetation on a new development or redevelopment site.</p>	07/03	06/05
			01/06	12/06
			04/04	12/07
			01/07	12/07
			01/04	03/04
			01/05	12/07
Part V.B.5.b.	The Town engineering department and planning department will meet quarterly to discuss a holistic approach to management of water quality and water quantity.	<p>! Town staff will investigate training opportunities for water management issues</p> <p>! The Town will create a Town staff panel to address water management issues</p> <p>! The panel will update policies and provide technical input for the <i>Stormwater Ordinance</i> and revisions to the stormwater drainage design criteria on an annual basis</p>	01/05	12/07
			01/05	02/05
			02/05	12/07

TABLE 5.1 (continued)
Post Construction Stormwater Management: BMPs and Measurable Goals

Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
Part V.B.5.c.	The Town will use the <i>Stormwater Ordinance</i> 's design criteria to address stormwater quality and quantity giving consideration to adjacent city and county ordinances and to the impact downstream. The <i>Stormwater Ordinance</i> will include a maintenance requirement for structural or non-structural BMPs, i.e., detention basins, sediment run-off controls, first flush devices, landscaping or vegetation restoration, etc. The Town will have the authority to fine owners if post development run-off impacts water quality.	<p>! Town staff will review all current Town ordinances related to long-term drainage control.</p> <p>! Enforcement action will be taken on those who violate the <i>Stormwater Ordinance</i> in accordance with the Town's ordinance enforcement code.</p> <p>! Additional language will be added to the <i>Stormwater Ordinance</i> or a new ordinance will be developed and implemented, if needed.</p>	06/06	12/07
			04/03	12/07
			01/07	12/07
Part V.B.5.d.	The <i>Stormwater Ordinance</i> will require that developers institute long-term operation and maintenance BMPs. At change of ownership, the new owner must sign a statement that the new owner is aware of the long-term operation and maintenance BMPs as required by the <i>Stormwater Ordinance</i> and will continue to institute them.	<p>! The Town will educate large developers about the <i>Stormwater Ordinance</i> long-term maintenance requirements during pre-construction meetings</p> <p>! When the Town receives the Notice of Termination (by checking the ADEQ Smart NOI database), the Town will send the operator a letter to remind them of the requirement to sign a statement that BMPs will be maintained at the site.</p>	04/03	12/07
			04/03	12/07

5. Post Construction Stormwater Management in New Development and Redevelopment (continued)

TABLE 5.2
Post Construction Stormwater Management: Additional Information

Permit Citation	Plan
<i>Part V.B.5.e.i.</i>	The Town will include post-construction stormwater management measures in its <i>Stormwater Ordinance</i> . The Town plans to establish a technical committee of water quantity and quality staff for the purpose of integrating requirements of both programs. The committee will use the Drainage Criteria Manual as a basis for evaluating appropriate recommendations for the <i>Stormwater Ordinance</i> . The Town is interested in protecting and maintaining vegetated washes and may include wash protection in the <i>Stormwater Ordinance</i> .
<i>Part V.B.5.e.ii.</i>	The Town is developing the authority to control post-construction runoff through its proposed <i>Stormwater Ordinance</i> . The <i>Stormwater Ordinance</i> is currently being reviewed by the Town Council and should be effective by April, 2003. The <i>Stormwater Ordinance</i> will place restrictions on illicit discharges, construction site waste/runoff, and post-construction design and long-term maintenance. Details on the portion of the <i>Stormwater Ordinance</i> that will address illicit discharges is located in Table 5.1 BMP for Part V.B.5.c.
<i>Part V.B.5.e.iii.</i>	Compliance procedure are specified in the Town Zoning Code Revised. These procedures apply to new development and redevelopment, and may change depending upon <i>Stormwater Ordinance</i> language and updates from the Town's technical committee.
<i>Part V.B.5.e.iv.</i>	BMPs for <i>Public Information and Outreach on Stormwater Impacts</i> and for <i>Public Involvement/Participation</i> address methods by which the regulated community (developers, architects, and the public) may learn about project designs that minimize water quality impacts. <i>Stormwater Ordinance</i> requirements will be explained initially during the development review stage, during preconstruction conferences, and as required thereafter based on developer needs, problems uncovered during site inspections, or <i>Stormwater Ordinance</i> modification.
<i>Parts V.B.5.e.v. and V.B.5.e.vi.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 5.1.
<i>Part V.B.5.e.vii.</i>	The Public Works Director, Bart Simpson, is responsible for overseeing post construction stormwater management. He may delegate this authority to other Town staff persons.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

TABLE 6.1
Pollution Prevention/Good Housekeeping: BMPs and Measurable Goals

Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
<i>Part V.B.6.a.i.</i>	Revise existing Town policies and documents related to pollution prevention that includes municipal maintenance activities, schedules, and inspection procedures for structural and nonstructural controls to reduce floatable and other pollutants dumped into washes, etc. The Town will select knowledgeable staff members to work on a revised Town Pollution Prevention Plan. The revised Town Pollution Prevention Plan will address storage of materials, proper materials handling, drainage and drywell cleaning procedures and in-house safety/environmental inspections.	<p>! The Town staff will meet to discuss current applicable documents and procedures. The initial meeting will determine what further meetings are necessary. The Town anticipates that the meetings will occur every 6 months.</p> <p>! The Town will select a knowledgeable staff member as a trainer</p> <p>! An initial training will be scheduled upon completion of a revised Town pollution prevention plan. Refresher training will occur on an annual basis. New employees will be trained along with training on safety and other aspects of the Town Pollution Prevention Plan.</p>	01/04	01/06
			02/06	02/06
			05/06	12/07
<i>Part V.B.6.a.ii.</i>	The Town will identify roadways needing drainage repair and will incorporate water quality improvements into new drainage designs per the Drainage Criteria Manual.	<p>! The Town transportation department will be asked to assess drainage system for oil, grease, odor, algal growth and trash and to provide the pollution prevention coordinator with information on problematic areas.</p> <p>! The Town public works and transportation departments will work together with the technical committee of water quality and water quantity programs to address existing and planned drainage systems per the Drainage Criteria Manual.</p>	06/03	12/07
			02/05	12/07

TABLE 6.1 (continued)
Pollution Prevention/Good Housekeeping: BMPs and Measurable Goals

Permit Citation	BMP	Measurable Goal(s)	Start Date	Target Date for Achievement/ Implementation
<i>Part V.B.6.a.ii.</i>	Municipal parking lots, storage yards and fleet maintenance facilities will be monitored for oil and grease runoff and the Town will consider adding oil/water separators to some facilities.	<p>! Town staff will be asked to qualitatively monitor for oil and grease sheens leaving the parking lot, maintenance yards and fleet maintenance yards. Staff will be asked to make recommendations to the Public Works Director concerning possible installation of oil/water separators.</p> <p>! The Public Works Director will investigate potential for installation of oil/water separators . If oil/water separators are to be installed, the Town will address the schedule to do so in future annual reports and/or revisions to the SWMP.</p> <p>! The Town staff member selected as the trainer will incorporate any BMPs for road maintenance into the pollution prevention plan and associated training.</p>	05/06 01/07 05/06	12/06 06/07 12/07
<i>Part V.B.6.a.ii.</i>	<p>Sand and asphalt storage areas covering more than 1500 square feet will be protected by silt fence.</p> <p>*The Town does not have salt storage, snow disposal, or waste transfer facilities.</p>	! Staff will be trained on how to correctly install silt fence or sand bags around storage piles of materials. Inspection of storage piles erosion control measures will be conducted each year before monsoon season. Maintenance of erosion control measures will be conducted when necessary.	06/03	12/07
<i>Part V.B.6.a.iii.</i>	The Town will use existing waste disposal services to remove waste. Floatables and other debris collected at municipal sites and as part of drainage clean-up efforts will be taken to dumpsters that are served by the Town's waste disposal services.	! As part of the illicit discharge detection efforts, volunteers and staff will remove floatables from washes. These persons will be educated in proper methods for disposal of floatable and other waste materials. Floatables will be removed in conjunction with dry weather field screenings.	09/04	12/07

6. Pollution Prevention/Good Housekeeping for Municipal Operations (continued)

TABLE 6.2	
Pollution Prevention/Good Housekeeping: Additional Information	
Permit Citation	Plan
<i>Part V.B.6.b.i.</i>	The following municipal operations impacted by this operation and maintenance program are: The Town Department of Public Works The Town Transportation Department The Town Parks and Recreation Department The Town Water Utility The Town Facilities Maintenance Department
<i>Part V.B.6.b.ii.</i>	The employee training will include aspects of the revised Town Pollution Prevention Plan that is to be developed by Town staff. BMPs in Table 6.1 address various aspects of employee and volunteer training.
<i>Parts V.B.6.b.iii. and V.B.6.b.iv.</i>	A list of measurable goals and dates scheduled to begin activities and to achieve the goals are specified in Table 6.1.
<i>Part V.B.6.b.v.</i>	The Town Transportation Director, Harry Potter, is responsible for implementing and coordinating employee training and pollution prevention activities. He may delegate this authority to other Town staff persons.

Qualifying State or Local Program

The Town has developed new best management practices in response to the need to apply for a municipal stormwater discharge permit. The Town is not aware of any qualifying local or state programs that would adequately address the requirements of the Small MS4 General Permit.

Sharing Responsibility

[The Town will share responsibilities with other municipalities.]

The Town will rely on the County Plan Approval Department to inspect construction sites that extend beyond the Town boundaries as noted in Part V.B.4.d. of the permit. The County has agreed to follow the site inspection procedures listed in the Town Revised Code. The agreement with the County is in Attachment 3.

OR

[The Town will not share responsibilities with other municipalities.]

The Town will have the responsibility to implement all measures within this SWMP.

Reviewing and Updating the SWMP

The Town will review the SWMP in June of each year starting in June 2004 and evaluate the implementation status of the SWMP components as well as the effectiveness of each component or combination of components. The Town will determine how the SWMP needs to be revised, if at all. If the SWMP needs to be revised, the Town will notify ADEQ of any additions. If components of the SWMP need to be replaced, the Town will submit to ADEQ the proposed revisions with an explanation of why the practice is ineffective and why the replacement is expected to achieve the goals of the management practice.

Monitoring

[No TMDL for receiving water AND the receiving water is NOT listed on the 303(d) list]

The Town will evaluate program compliance, the appropriateness of identified BMPs, and progress towards achieving identified measurable goals. The Town storm sewer system drains to Ephemeral Creek and Very Clean River. At this time, a Total Maximum Daily Load (TMDL) has not been established for either receiving water. Also, Ephemeral Creek and Very Clean River are not listed on Arizona's 303(d) list. Therefore, the Town will not sample and analyze the discharge from the small MS4 at this time.

OR

[If a TMDL was established for the receiving water OR the receiving water IS listed on the 303 (d) list]

The Town discharges to Very Clean River. A Total Maximum Daily Load (TMDL) was established for Very Clean River for sediments and dissolved oxygen (D.O.). [or "Very Clean River is listed on Arizona's 303(d) list for sediments and dissolved oxygen (D.O)."] In accordance with the procedures specified in Part V.F. of the general permit, the Town will monitor stormwater discharge from the Main Street outfall four times per year for sediment and dissolved oxygen. The Town plans to meet with ADEQ to discuss appropriate sampling protocol. Recordkeeping will follow the requirements in Part V.F.3. of the general permit. The samples of discharge from the small MS4 will be representative of the event and the small MS4. The Town will report any results on Discharge Monitoring Report forms to ADEQ in accordance with the procedures in Part V.F. of the permit.

Annual Reports

The Town will submit an annual report to ADEQ by September 30, 2004 for the period of time between March 30,

2003 and June 30, 2004. Starting in 2005, the Town will submit additional annual reports by September 30 of each year for the preceding period of July 1 through June 30. The Town will report on the information required in Part V.G. of the permit.

Attachment 1 - Jurisdictional Boundaries Map

Attach Small MS4 jurisdiction map here

Attachment 2 - Site Inspection Procedures

The *Stormwater Ordinance* will be published as part of the Town Environmental Ordinances within the public utilities sub-section. The *Stormwater Ordinance* will cite the authorities of the Town to control sediments, erosion and waste (particularly concrete wastes and human wastes) and will also refer to the civil penalties associated with non-compliance. A schedule for publishing this *Stormwater Ordinance* is explained in Tables 4.1 and 4.2.

The Town will inspect construction sites with high priority (large sites and sites within 0.1 mile of the river) within 2 days of receipt of the NOI submitted to ADEQ. If at the time of inspection, there are any stormwater infractions, the Town will refer these non-compliance activities to ADEQ and issue a stop-work order on site until appropriate water protection measures have been installed. The inspector will communicate with site operators during construction activities on-site. If the Town finds any further infractions, the Town will suspend the operator from any construction activities within the Town's jurisdiction for the next 3 days.

Procedures for site inspection

Inspections will begin in the office with a review of maps and familiarization with area roads, land uses and natural features. Inspectors will then review any documents pertaining to the development of the property such as SWPPPs, site plan maps, other permits granted to the builder, records of previous compliance, or NOIs. Inspections will be conducted according to the Town inspection manual which will be available in January 2006. Prior to January 2006, inspectors will conduct the inspection as described below:

1. Introduce himself as the Town inspector and communicate with the operator the types of things the inspector is looking for while on the inspection.
2. Locate the on-site copy of the SWPPP and become familiar with any changes that have been made to the SWPPP.
3. Walk (or slowly drive) the perimeter of the site and note outfalls to waters and/or drainage channels..
4. Inspect outfalls for signs of wastes and sediment. Document any waste or sediment.
5. Inspect active and inactive portions of the construction areas for properly installed BMPs and material storage.
6. Communicate with the operator the status of compliance and if this site will be referred to ADEQ for further investigation.

Procedures for Site Plan Reviews

The current fiscal year (FY) 2003 budget does not contain monies for site plan review. Beginning in 2004, Town Departments will coordinate to determine what resources will be devoted to plan reviews. Procedures will vary depending on the department conducting the review. The Town expects that the procedures will be similar to those described below:

1. Receive information from Planning and Development Department that the operator has applied for a grading permit on a site larger than 1 acre.
2. Review maps and development proposal.
3. Identify waters of the US, drainages, canals and any other conveyance system on the site, then look for drawings or descriptions of the materials or practices being used to prevent runoff, spills and destruction of flow channel's physical properties.
4. If BMPs are in place and considered appropriate for the duration of the construction activities, rain patterns during the time of year construction is taking place, soil conditions and any other local

- concerns that the Town/reviewer is aware of, the operator will receive a phone call telling him that the city has reviewed his plan and according to his plans and maps, the pollution prevention procedures will not adversely impact water quality OR he will receive a call (if plans are insufficient) that indicates that his site does not appear to protect water quality. If the operator agrees to amend his practices, the reviewer may use his discretion as to whether the changes will not adversely affect water quality.
5. Phone calls will be followed by a letter or postcard from the Town to the operator. Citizens will be able to send comments via email to the inspection staff with a link on the town's website. Citizens visiting town hall with a complaint will be asked to fill out an inspection request form if there are no inspectors available to speak with the citizen. Inspection staff will respond to citizen comments before the end of the construction period assuming that the comment is provided 48 hours before the construction activity is scheduled to be completed.

Attachment 3 - Agreement to Share Responsibilities

Attach documentation that both MS4s have agreed to share responsibilities