

Stormwater Management Program (SWMP)



Prepared in accordance with
TPDES General Permit TXR040200

Table of Contents

| | |
|--|----|
| Introduction | 1 |
| MCM 1: Public Education, Outreach, and Involvement | 3 |
| 1.1 Utility Bill Inserts | 5 |
| 1.2 Posters & Brochures | 5 |
| 1.3 Public Meetings / Hearings | 5 |
| 1.4 Stencil Stormwater Inlets | 5 |
| 1.5 Stormwater Management Plan Availability..... | 5 |
| 1.6 Coordinate Volunteer Programs | 5 |
| MCM 2: Illicit Discharge Detection and Elimination (IDDE) | 6 |
| 2.1 MS4 Mapping | 8 |
| 2.2 Illicit Discharge Detection Efforts..... | 8 |
| 2.3 Spill Response | 8 |
| 2.4 Informing And Training | 8 |
| 2.5 Review Ordinances/ Potential New Ordinances..... | 8 |
| MCM 3: Construction Site Stormwater Runoff Control | 9 |
| 3.1 Review of City Infrastructure Drawings and Specifications (>= 1 acre)..... | 11 |
| 3.2 Site Development Plan Reviews (>= 1 acre or including the larger common plan of development)..... | 11 |
| 3.3 City Infrastructure and Site Development Projects Construction Activities..... | 12 |
| 3.4 Review Existing City Design Criteria and Ordinances on Subdivision Construction, Erosion Control, Construction Site Stormwater, Floodplain, etc..... | 12 |
| 3.5 Training | 12 |
| MCM 4: Post-Construction Stormwater Management in New Development and Redevelopment... | 13 |
| 4.1 Development Review Process | 14 |
| 4.2 Review/ Revise Ordinances, Policies and Design Criteria..... | 14 |
| 4.3 Monitoring Procedures- City Maintained post construction BMPs | 14 |
| 4.4 Monitoring Procedures- Privately maintained post construction BMPs..... | 14 |

| | |
|---|----|
| MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations..... | 15 |
| 5.1 City Owned Facilities | 17 |
| 5.2 Public Works Employee Training | 17 |
| 5.3 Street Sweeping | 17 |
| 5.4 Storm Sewer Cleaning/ Maintenance Program..... | 18 |
| 5.5 Safe Material Storage | 18 |
| | |
| Annual Report..... | 19 |
| Endangers Species Act..... | 20 |
| | |
| Appendix A: MS4 Map..... | 21 |
| | |
| Appendix B: Erosion and Sediment Control Inspection Checklist..... | 22 |
| | |
| Appendix C: List of City Owned Facilities..... | 24 |
| | |
| Appendix D: TCEQ Annual Report & Submittal Templates..... | 25 |
| | |
| Appendix E: Definitions..... | 27 |

Introduction

Environmental Policy

The Clean Water Act was enacted by the U.S. government in 1972 to protect and improve the nation's water quality. The CWA authorizes the U.S. Environmental Protection Agency (EPA) to implement the National Pollutant Discharge Elimination (NPDES) program to permit the discharge of pollutants into surface waters. This permitting mechanism is designed to prevent stormwater runoff from washing harmful pollutants into local surface waters such as streams, rivers, lakes, or coastal waters. Under the NPDES program, stormwater discharge permits were issued in two phases.

Phase I of the EPA Stormwater Program was issued in 1990 under the authorization of the Clean Water Act. The Phase I program targeted medium and large cities operating storm sewer systems that serve a population of 100,000 or greater. Phase II was later issued in 1999 to regulate smaller municipal storm sewer systems (MS4).

The NPDES permit program is administered by the state of Texas through the Texas Pollutant Discharge Elimination System (TPDES) permit and regulated by the Texas Commission on Environmental Quality (TCEQ). TCEQ is the permitting authority for municipalities in the state of Texas.

The City of Robinson is authorized, in accordance with rules and regulations of the TPDES General Permit No. TXR040000, to discharge stormwater from the city's small MS4. In order to comply with the TPDES General Permit, the City of Robinson has developed a Stormwater Management Program (SWMP). The ultimate goals of implementing a SWMP are to:

- * Reduce the discharge of pollutants to the Maximum Extent Practicable (MEP)
- * Satisfy the appropriate water quality requirements of the Clean Water Act

Stormwater Management Program

The City of Robinson has developed the SWMP in accordance with the requirements of the TPDES General Permit TXR040000 for obtaining authorization for stormwater discharges and certain non-stormwater discharges. The SWMP has been developed to facilitate the City's efforts in reducing stormwater pollutants from the City's MS4 to the maximum extent practicable as required by the TPDES General Permit.

The City of Robinson is required to develop a SWMP that describes 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. The specific activities to be implemented are best management practices (BMPs). The SWMP must also set measurable goals and provide a schedule for the implementation of the BMPs. Evaluation of the success of each MCM will be through careful analysis of the BMP's measurable goal. Various BMPs must be developed for each of the minimum control measures

(MCMs) that are required by the Phase II Rules. The responsibility of ensuring implementation and review of the individual MCMs is designated to a city department or division.

MCMs included in the SWMP:

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

Under TPDES General Permit, all regulated small MS4s are required to submit an annual report to TCEQ on the progression of the SWMP's implementation. Refer to the annual report section of this program for additional information.

MCM 1.A : Public Education, Outreach, and Involvement-Public Education and Outreach

TPDES General Permit No. TXR040000, Part III, B.1. Public Education, Outreach, and Involvement

(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...

The program must, at a minimum:

- a. Define the goals and objectives of the program based on high priority community-wide issues
- b. Identify the target audience(s);
- c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;
- d. Determine cost effective and practical methods and procedures for distribution of materials.

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

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

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

(b) Public Involvement

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

At a minimum, all permittees shall:

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

MCM 1.B : Public Education, Outreach, and Involvement-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...

At a minimum, all permittees shall:

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

Program Description:

This program is aimed to educate the public of stormwater contamination issues, methods to minimize stormwater contamination, and ways to participate in implementing and updating the stormwater management program. All potential influences to stormwater quality shall receive relevant educational information relating to stormwater issues and the impacts on the local waterways. The public shall be encouraged to participate in the stormwater program through the described best management practices. These potential influences shall be the “target audience” designated for receiving informative stormwater materials. The target audience shall consist of residents, visitors, public service employees, businesses, industries, construction personnel, etc. Best management practices (BMPs) have been selected based on the community’s probability of obtaining distributed information and the city’s established public correspondences. Must also preserve the habitat of the endangered Houston Toad to ensure its survival.

Main Objectives:

1. Inform residents, visitors, public service employees, commercial and industrial facilities, and construction site personnel of steps that can be taken to reduce pollutants from entering the MS4 and the impacts associated with illicit discharges into the storm sewer system. Will comply with all state and local notice requirements.
2. Address viewpoints of various groups in the design of the education programs.
3. Record and monitor stormwater education / outreach activities and evaluate the effectiveness of each BMP.

Responsible Party: Planning Director

Program / Implementation Schedule:

| BMP | Measurable Goals | Target Date | Pe |
|---|---|--|-------------|
| Table 1.a. | | | |
| 1.1 Utility Bill Inserts | Develop an informative insert to enclose with utility bills that educate and inform the public about stormwater pollution and good management practices. | 12/16 | Permit Year |
| | Distribute insert to all utility customers once per year. | | |
| 1.2 Posters & Brochures | Acquire and/or develop posters and/or brochures that promote understanding of stormwater pollution impacts on water quality and promote good management practices | 12/16 | Permit Year |
| | Distribute posters and brochures to one of the five Robinson ISD campuses per year. | | |
| 1.3 Stencil Stormwater Inlets | Place storm drain markers on local storm drain inlets to increase awareness and prevent dumping into system. | 4/17 | Permit Year |
| | Identify number and location of all storm drain inlets. Place markers at 10% of inlet locations. | | |
| Table 1.b. | | | |
| 1.4 Public Meetings/ Hearings | Develop and post Public Notice as required in TPDES Phase II MS4 General Permit TXR040000. | If requested, as required in permit TXR040000. | Permit Year |
| | Conduct one public meeting, if requested. Advertise and conduct the meetings in accordance with state and local public notice requirements. | | |
| 1.5 Stormwater Management Program Availability | Stormwater Management Program will be made available for public review on the city's website. | Within 30 days of TCEQ approval. | Permit Term |
| | Post SWMP to city's website within 30 days of TCEQ approval. | | |
| 1.6 Coordinate Volunteer Programs | Provide events and promote citizen participation in community-wide events such as Keep McLennan County Beautiful projects and other clean-up programs such as Used Tire Amnesty Day, Household Hazardous Waste Collection Events, Chipper/Shredder Day, Electronic Recycling Day, County Wide Garage Sale, etc. | 12/16 | Permit Term |
| | Host or cohost at least one event per year. Maintain records of event participation. | | |

MCM 2: Illicit Discharge Detection and Elimination (IDDE)

TPDES General Permit No. TXR040608, Part III, B.2. Illicit Discharge Detection and Elimination (IDDE)

“(a) Program Development

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

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

- a. An up-to-date MS4 map (see Part III.B.2.(c)(1));
- b. Methods for informing and training MS4 field staff (See Part III.B.2.(c)(2));
- c. Procedures for tracing the source of an illicit discharge (see Part III. B.2.(c)(5));
- d. Procedures for removing the source of the illicit discharge (see Part III.B.2.(c)(5));
- e. For Level 2, 3 and 4 small MS4s, if applicable, procedures to prevent and correct any leaking on-site sewage disposal systems that discharge into the small MS4;...

(2) For non-traditional small MS4s, if illicit connections or illicit discharges are observed related to another operator’s MS4, the permittee shall notify the other MS4 operator within 48 hours of discovery. If notification to the other MS4 operator is not practicable, then the permittee shall notify the appropriate TCEQ regional office of the possible illicit connection.

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

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

(b) Allowable Non-Stormwater Discharges

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

(c) Requirements for all Permittees

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

(1) MS4 mapping

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

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

(2) Education and Training

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

(3) Public Reporting of Illicit Discharges and Spills

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

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

(5) Source Investigation and Elimination.

a. Minimum Investigation Requirements - Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.

(i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.

(ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.

(iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.

b. Identification and Investigation of the Source of the Illicit Discharge - All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee's boundary, all permittees shall notify the adjacent permitted MS4 operator of TCEQ's Field Operation Support Division according to Part III.A.3.b.

c. Corrective Action to Eliminate Illicit Discharge

(i) If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.

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

Program Description:

Under minimum control measure 2, the City shall develop, implement, and enforce an "Illicit Discharge Detection and Elimination (IDDE)" program to detect, investigate, and eliminate illegal discharges into the city's MS4. The IDDE program requires updated MS4 maps, MS4 field staff training seminars, illicit discharge tracing procedures, and illicit discharge removal procedures. The city shall establish legal authority to enforce actions on illicit discharge into the MS4.

Main Objectives:

1. Acquire and utilize an MS4 map with features described in the general permit.
2. Develop and implement BMPs to eliminate illicit discharges into the MS4.
3. Establish legal authority to enforce illicit discharges to comply with this program.
4. Correct the actions allowing the illegal discharges with most effective methods.
5. Link on City website for reporting illegal discharges as well as phone numbers to report discharges.
6. Inspect all complaints.
7. Report all leaks to Waco McLennan County onsite site sewage storage. Work with them to correct and prevent future leaks.

Responsible Party: Planning Director

Program / Implementation Schedule:

| BMP | Measurable Goals | Target Date | Per |
|--|---|--|-------------|
| 2.1 MS4 Mapping | Update map of the stormwater system outfalls operated by the MS4 and location and names of receiving waters, and priority areas as necessary (in accordance with TCEQ requirements). | 04/17 | Permit Term |
| | Map to be updated on an as needed (or annual) basis to record new pipes/systems created by new developments. Maintain records of revisions or updates to the map. Latest map to be submitted annually within Annual Report. | | |
| 2.2 Illicit Discharge Detection Efforts | Investigate both internally identified as well as reported non-stormwater discharges to determine the source of illicit connections and/or illegal dumping activities. | 08/16 | Permit Term |
| | Update standard investigative procedures and keep appropriate personnel properly trained. Illicit connections or illegal dumping eliminated at sites determined to have activities. City to maintain records and submit within Annual Report. | | |
| 2.3 Spill Response | Implementation of existing emergency spill response procedures by Public Works & Fire Department staff. | 09/16 | Permit Term |
| | Ongoing training of Public Works and Fire Department staff. Refine response procedures and training on an as-needed or annual basis. | | |
| 2.4 Informing and Training | Enforce the codes in accordance with the newly adopted ordinance and by the Code Enforcement Division. | 10/16 | Permit Term |
| | Record the number of ordinance violations and enforcement actions. | | |
| 2.5 Review Existing Ordinances / Potential New Ordinances | Assess ordinances to determine if modifications are necessary to prohibit and eliminate illicit discharges, to the extent allowable under state and local law. | As needed due to development or annually | Permit Term |
| | New ordinances or revisions to existing ordinances will be presented to City Council for consideration when deemed appropriate. City will submit copies of any new or revised ordinances within Annual Report. | | |

MCM 3: Construction Site Stormwater Runoff Control

TPDES General Permit No. TXR040000, Part III, B.3. Construction Site Stormwater Runoff Control

(a) Requirements and Control Measures

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

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

(b) Requirements for all Permittees

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

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

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

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

b. Soil Stabilization - Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the permittee. In arid, semiarid, and drought-stricken areas, as determined by the permittee, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the permittee.

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

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

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

(iii) Minimize the discharge of pollutants from spills and leaks. (3)

Prohibited Discharges - The following discharges are prohibited:

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

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

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

Soaps or solvents used in vehicle and equipment washing;

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

(4) Construction Plan Review Procedures

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

(5) Construction Site Inspections and Enforcement

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

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

b. Inspections must occur during the active construction phase.

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

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

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

c. Based on site inspection findings, all permittees shall take all necessary follow-up actions 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.

(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."

Program Description:

The City shall develop, implement, and enforce a construction site stormwater runoff control program to reduce pollutants entering the MS4 from local construction sites. Construction activities disturbing areas of land greater than or equal to one acre will be targeted for program regulations. The program will require construction operators to utilize stormwater control measures to prevent illicit discharge into the MS4. The program shall incorporate procedures for site plan review, site inspection and

enforcement, and considering public submittals. To enforce the program and ensure compliance, ordinances shall be developed and implemented to the extent allowable by state and federal law. The public shall also be encouraged to report illegal construction activities that may introduce pollutants into the storm system.

Main Objectives:

1. Conduct site inspections of construction projects with the potential to impact water quality and ensure compliance with TPDES Construction General Permit TXR150000.
2. Develop and implement ordinances to regulate and enforce construction run-off control measures.
3. Require submittal of Notice of Intent and/or Stormwater Pollution Prevent Plan as required in TPDES CGP TXR150000.
4. Require proper management and disposal of construction and demolition waste.
5. Require potential pollutants from equipment and vehicle washing to be controlled.
6. Require soil stabilization by seeding or sediment trapping as identified in ordinance.
7. Provide a means for public input and complaints.

Responsible Party: Planning Director

Program / Implementation Schedule:

| BMP | Measurable Goals | Target Date | Per |
|---|---|-------------|-------------|
| 3.1 Review of City Infrastructure Drawings and Specifications (>= 1 acre) | Conduct routine inspections of 10 random construction sites. Respond to 100% of complaints. Verify submittal of N control measures and/or SWP3 prior to issuing building permit construction standards/details are included within drawings and specifications in all projects. | Implemented | Permit Term |
| | Erosion control plans and BMP details are included in engineering plan submittals. Should the City receive input from the public, they will notify the construction site operator of the input in a timely manner; to consider incorporation into the stormwater site plan. | | |
| | Copy of the Notice of Intent (NOI) submitted to the City. Each contractors stormwater site plan should clearly describe the construction site operator's BMP inspection and maintenance including who will inspect the site and how often. | | |
| | City to require a copy of the NOI to be submitted prior to the City allowing construction to begin. | | |
| 3.2 Site Development Plan Reviews (>= 1 acre or including | Developers/design engineers shall adhere to Stormwater requirements and guidelines for effective waste management practices for their project. | | |

| | | | |
|--|--|--------------------|--------------------|
| <p>the larger common plan of development)</p> | <p>City shall maintain copies of Construction Operator authorizations for sites >=1 acre. City shall utilize their consultant Engineer as needed to review plan submissions and shall consider any expansions or changes as deemed appropriate.</p> | <p>Implemented</p> | <p>Permit Term</p> |
|--|--|--------------------|--------------------|

| BMP | Measurable Goals | Target Date | Per |
|---|---|-------------|-------------|
| <u>3.2</u> Continued... | Copy of the Notice of Intent (NOI) submitted to the City. Each contractors stormwater site plan should clearly describe the construction site operator's BMP inspection and maintenance including who will inspect the site and how often. City to require a copy of the NOI to be submitted prior to the City allowing construction to begin. | Implemented | Permit Term |
| <u>3.3</u> City Infrastructure and Site Development Projects Construction Activities | Monitoring of construction activities. City shall maintain applicable records. Should the City receive input from the public, they will notify the construction site operator of the input in a timely manner; to consider incorporation into the stormwater site plan. | 08/16 | Permit Term |
| <u>3.4</u> Review Existing City Design Criteria and Ordinances on Subdivision Construction, Erosion Control, Construction Site Stormwater, Floodplain, etc. | Assess existing design criteria and ordinances. Additional criteria and ordinances will be implemented if not existing. Will include sanctions to ensure compliance, to the extent allowable under state and local law. Consider additional plan or permit review requirements that may also benefit water quality for inclusion into future policies, design criteria and ordinances. When appropriate, new criteria and ordinances will be presented to City Council for approval. | 10/16 | Permit Term |
| <u>3.5</u> Training | Acquire MS4 training materials or attend professional development training courses. See 2.4 under MCM #2 Train Stormwater Coordinator. City to maintain records of training attended / completed and submit within Annual Report. | 11/16 | Permit Term |

MCM 4 : Post-Construction Stormwater Management in New Development & Redevelopment

TPDES General Permit No. TXR040608, Part III, B.4. Post-Construction Stormwater Management in New Development and Redevelopment

(a) Post-Construction Stormwater Management Program

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

(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...

(b) Requirements for all Permittees

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

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

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

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

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

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

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

Program Description:

The City shall focus post-construction stormwater management on implementing structural controls for new development and redevelopment projects. Ordinances have been established for reviewing plans submitted for new or redevelopment proposals. These ordinances shall be modified to include BMPs proposed in this control measure of the SWMP. Monitoring procedures shall be developed and practiced to ensure proper operation and maintenance of structural controls.

Main Objectives:

1. Develop and implement approaches to addressing post-construction stormwater

- discharges that include a combination of structural and/or non-structural controls.
2. Develop/adopt appropriate ordinances to enable the MS4 to address post-construction stormwater discharges from new development and redeveloped sites.
 3. Ensure adequate long-term operation and maintenance of applicable post-construction control measures.
 4. Record structural control implementation efforts and monitoring activities for BMP evaluation and annual reporting.

Responsible Party: **Planning Director/ Public Works Director**

Program / Implementation Schedule:

| BMP | Measurable Goals | Target Date | Per |
|--|--|-------------|-------------|
| 4.1 Development Review Process | Continue existing City policy (regulatory mechanism) to have development plans reviewed for compliance with floodplain requirements, adequacy of infrastructure design for drainage, use of detention ponds, etc. for sites of one acre and greater, including those that are part of a larger common plan of development. The City shall have enforcement authority, to the extent allowable under state and local law. | 01/17 | Permit Term |
| | Continue established process. | | |
| 4.2 Review / Revise Ordinances, Policies and Design Criteria | Review existing criteria to integrate considerations for drainage and water quality. | 02/17 | Permit Term |
| | Research information, consider expansions and draft additions or changes as deemed appropriate. Present additions or changes to City Council for passage. | | |
| 4.3 Monitoring Procedures - City maintained post construction BMPs | Routinely monitor structural controls implemented by completed construction projects to make sure that they are operating adequately. | 12/16 | Permit Term |
| | Stormwater Coordinator to identify deficiencies and/or violations and coordinate with Public Works staff to perform maintenance on the control measures. City shall document and maintain records. | | |
| 4.4 Monitoring Procedures - Privately maintained post construction BMPs | Routinely monitor structural controls implemented by completed construction projects to make sure that they are operating adequately. | 12/16 | Permit Term |
| | Stormwater Coordinator to identify deficiencies and/or violations and coordinate with Owner to perform maintenance on the control measures. City to impose enforcement actions if necessary. City shall document and maintain records. | | |

MCM 5: Pollution Prevention & Good Housekeeping for Municipal Operations

TPDES General Permit No. TXR04608, Part III, B.5. Pollution Prevention and Good Housekeeping for Municipal Operations

“(a) Program development

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

(b) Requirements for all Permittees

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

(1) Permittee-owned Facilities and Control Inventory

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

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

(2) Training and Education

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

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

(4) Contractor Requirements and Oversight

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

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

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

Program Description:

This program is designed to encourage and oversee good in-house practices of city operations. City owned facilities and inventory shall be maintained in a manner described by BMPs opted for this control measure. City employees shall receive adequate training to perform good housekeeping and prevent pollutions from entering the city’s MS4. Contractors hired for city maintenance and operational projects shall be required to comply with BMPs designated for this program.

Main Objectives:

1. Control city operation and maintenance activities to eliminate or reduce pollutants from entering the storm system by implementing selected BMPs.
2. Train personnel and inform contractors of ways to contribute to pollution prevention practices and good housekeeping procedures.
3. Evaluate and record all activities for annual reporting and BMP analysis.

Responsible Party: Public Works Director

Program / Implementation Schedule:

| BMP | Measurable Goals | Target Date | Per |
|--|---|-------------|-------------|
| <u>5.1</u> City Owned Facilities | Implement maintenance & operation procedures for good housekeeping practices or routine maintenance. Update list of city owned facilities on an as-need or annual basis. City shall document and maintain annual records. | 09-16 | Permit Term |
| <u>5.2</u> Public Works Employee Training | Educate staff in familiarity with proper maintenance procedures to ensure activities are conducted in an approved manner. Public works staff will receive training on topics related to hazardous material handling and storage, equipment maintenance and repair, etc. City shall document and maintain annual records. | 09-16 | Permit Term |
| <u>5.3</u> Street Sweeping | Continue program with City based Street Cleaning Company in sweeping on a regular basis to reduce litter and debris on streets. Continue with current street sweeping program. Current procedures to be reviewed and modified as appropriate. City shall document and maintain annual records. | 10-16 | Permit Term |

| BMP | Measurable Goals | Target Date | Per |
|---|--|-------------|-------------|
| 5.4 Storm Sewer Cleaning / Maintenance Program | Continue existing policy of removal of debris, sediment, etc. from inlets, pipes, channels, catch basins, etc. as needed or as noted through citizen complaints and through field observations to maintain capacity, reduce floatables and other types of pollution and develop a more detailed cleaning plan. | 07/16 | Permit Term |
| | Stormwater Coordinator to update storm sewer cleaning plan on an as-needed / annual basis. Public Works staff to implement plan on an on-going basis. City shall document and maintain annual records. | | |
| 5.5 Safe Material Storage | Continue program for safe handling and storage of commonly used City materials and existing waste disposal methods. | 07/19 | Permit Term |
| | Continue implementation of safe material storage plan. City shall document and maintain annual records. | 07/16 | Permit Term |

Annual Report

The City of Robinson shall retain all records of BMP activities, SWMP implementation progression, and SWMP modifications to submit to TCEQ as required by the TPDES General Permit. These records will be organized in the “Annual Report Form” supplied by TCEQ and available in **Appendix D** of this program.

The annual report shall be submitted to the following address or electronically filed at TCEQ’s website:

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

A copy of the MS4 annual report must also be submitted to the TCEQ Regional Office that serves the area. The City of Robinson is located in the TCEQ Region-9 Waco Office and shall submit an annual report to the following address:

Texas Commission on Environmental Quality
TCEQ Region 09 – Waco Office
6801 Sanger Avenue, Suite 2500
Waco, TX 76710-7826

Main Objectives:

1. Fill-out and submit an accurate annual report to TCEQ according to the annual report schedule.
2. Maintain compliance with TPDES General Permit by submitting timely reports.
3. Utilize the report to evaluate the status of the City’s MS4 SWMP implementation schedule.

Responsible Party: Administration Department

Annual Report Schedule:

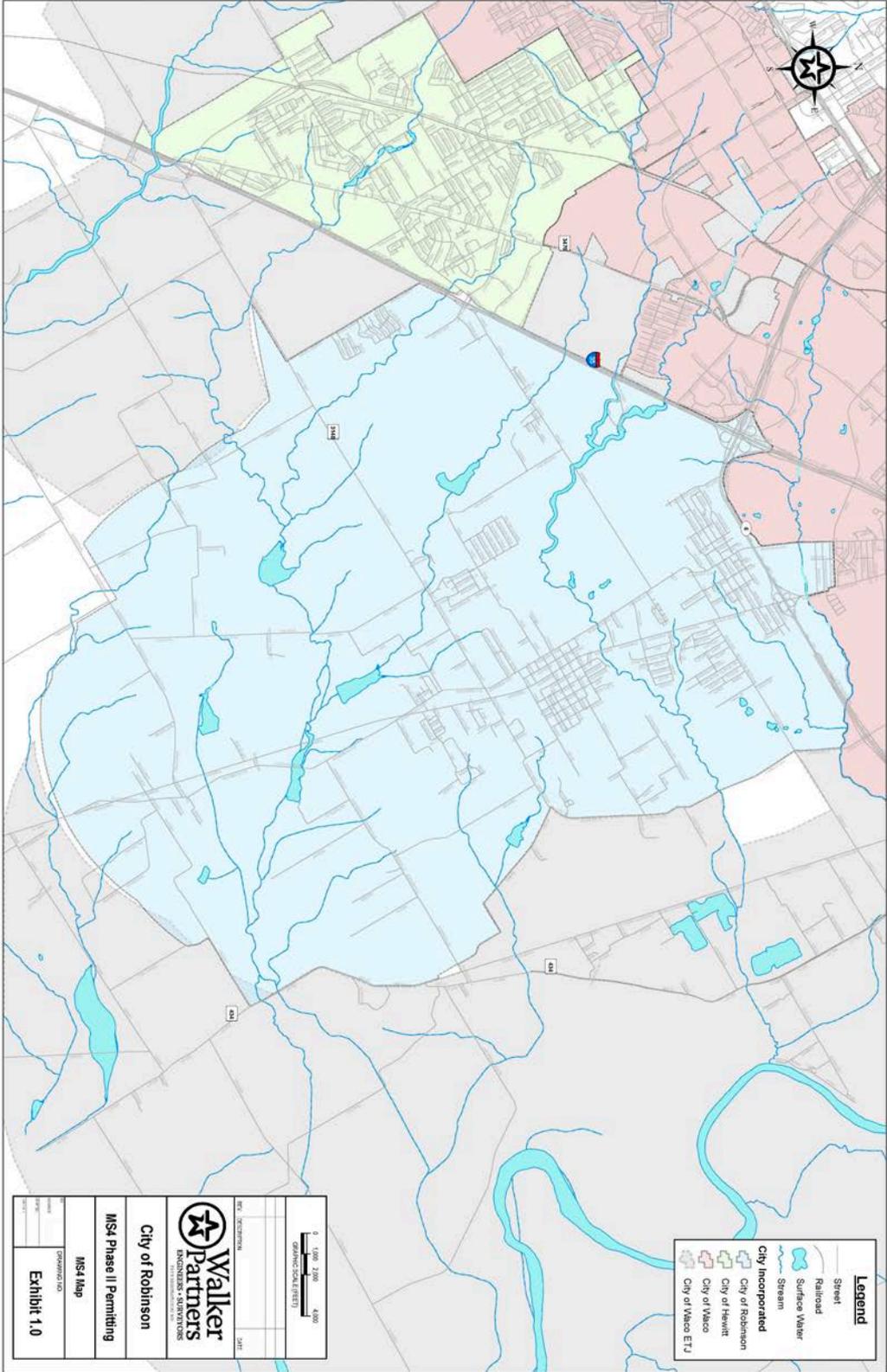
Annual report scheduling will be based on the permit effective date. The effective date of the TPDES General Permit No. TXR04000 is December 13, 2013. The annual report for the renewed permit shall be due within 90 days after the end of the reporting year, on March 31 of each year.

| Reporting Year | Calendar Dates | Annual Report Due Date |
|----------------|---------------------------------------|------------------------|
| 1 | January 01, 2013 to December 31, 2013 | March 31, 2014 |
| 2 | January 01, 2014 to December 31, 2014 | March 31, 2015 |
| 3 | January 01, 2015 to December 31, 2015 | March 31, 2016 |
| 4 | January 01, 2016 to December 31, 2016 | March 31, 2017 |
| 5 | January 01, 2017 to December 31, 2017 | March 31, 2018 |

Endangered Species Act:

The City of Robinson's stormwater discharges indirectly flow to Stream Segment #1242 of the Brazos River. However, those discharges do not have the potential to impact the water bodies in Burleson County that provide habitat for the Houston Toad.

Appendix A: MS4 Map



© GIS/IGIS DATA/CITY MAPS/RobinsonOverall_CityMap.mxd, 11/10/2015 12:02:35 PM, jpinson

Appendix B: Erosion and Sediment Control Inspection Checklist

**EROSION AND SEDIMENT CONTROL INSPECTION
CHECKLIST**

City of Robinson,
TX

INSPECTION REPORT

Sheet ___ of ___

Project Name: _____ File No. _____

Inspection Date: _____ Time: _____ Inspected by: _____

STAGE OF CONSTRUCTION

___ Pre-Construction Conference ___ Rough Grading ___ Finish Grading

___ Clearing and Grubbing ___ Building Construction ___ Final Stabilization

INSPECTION CHECKLIST

[Yes] [No] [N/A]

- Have all denuded areas requiring temporary or permanent stabilization been stabilized?
Seeded? yes/no Mulched? yes/no Graveled? yes/no
- Are soil stock piles adequately stabilized with seeding and/or sediment trapping measures?
- Does permanent vegetation provide adequate stabilization?
- Have sediment trapping facilities been constructed as a first step in LDA?
- For perimeter sediment trapping measures, are earthen structures stabilized?
- Are sediment basins installed where needed?
- Are finished cut and fill slopes adequately stabilized?
- Are on-site channels and outlets adequately stabilized?
- Do all operational storm sewer inlets have adequate inlet protection?
- Are stormwater conveyance channels adequately stabilized with channel lining and/or outlet protection?
- Is in-stream construction conducted using measures to minimize channel damage?
- Are temporary stream crossings of non-erodible material installed where applicable?
- Is necessary restabilization of in-stream construction complete?
- Are utility trenches stabilized properly?
- Are soil and mud kept off public roadways at intersections with site access roads?
- Have all temporary control structures, that are no longer needed, been removed?
- Have all control structure repairs and sediment removal been performed?
- Are properties and waterways downstream from development adequately protected from erosion and sediment deposition due to increases in peak stormwater runoff?

Comments: _____

Verbal/Written notification given to: _____

Report by: _____ Date: _____

Appendix C: List of City Owned Facilities

a. List of Municipal Facilities Subject to O&M Program / Training Program:

City Buildings:

- | | |
|-----------------------|------------------|
| 1. Municipal Complex | 111 W. Lyndale |
| 2. Community Services | 930B E. Tinsley |
| 3. Community Center | 108 Lyndale |
| 4. Fire Department | 204 S. Strauss. |
| 5. Community Services | 500 E. Shamrock. |

City Water Utility Sites:

- | | |
|--------------------------|------------------|
| 1. Water Treatment Plant | 930 E. Tinsley |
| 2. Well Site #1 | 920 W. Elizabeth |
| 3. Plant Site #2 | 801 Hillview |
| 4. Plant Site #3 | 701 E. Shamrock |
| 5. Well Site #4 | 221 Greenbriar |
| 6. Well Site #5 | 196 Hoffmeyer |
| 7. Well Site #6 | 3047 Greig Dr. |

City Sewer Lift Stations:

- | | |
|----------------------|----------------------|
| 1. Lift Station #1 | 600 Conine |
| 2. Lift Station #2 | 1016 Dayton |
| 3. Lift Station #4 | 401 W. Lyndale |
| 4. Lift Station #5 | 696 W. Tate |
| 5. Lift Station #6 | 111 E. Ward |
| 6. Lift Station #7 | 205 Jennifer |
| 7. Lift Station #8 | 1805 Sun Valley Rd. |
| 8. Lift Station #9 | 700 W. Roy |
| 9. Lift Station #10 | 825 Remington Park |
| 10. Lift Station #11 | 648 E. Moonlight Dr. |
| 11. Lift Station #12 | 1805 Scholastic Way |
| 12. Lift Station #13 | 2465 Greig Dr. |
| 13. Lift Station #14 | 454 S. Cedar Ridge |

City Parks:

- | | |
|----------------|----------------|
| 1. Peplow Park | 201 Peplow Dr. |
|----------------|----------------|

Appendix D: TCEQ Annual Report & Submittal Letter Templates

Permit No.:

STW / TXR04 _____

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

1. Permit Number _____ Annual _____

Name of MS4 / Permittee: _____

Contact Name: _____ Telephone Number: _____

Mailing Address: _____

E-mail Address: _____

Is the named permittee relying on another entity/ies to satisfy some of its permit obligations? _____

If "Yes," provide the name(s) of other entity/ies and an explanation of their responsibilities (add more space)

Name and Explanation: _____

Name and Explanation: _____

Is the named permittee sharing a SWMP with other entities? _____

a. If the answer to Number 3 is "Yes," list all associated permit numbers and permittee names (add additional spaces or pages if needed):

Permit Number: _____ Permittee: _____

b. If the answer to Number 3 is "Yes," is this a system-wide annual report including information for all permittees?

Explanation, if any _____

Has a copy of this annual report been submitted to the TCEQ Regional Office? _____

B. SWMP Modifications and Additional Information

Include a brief explanation if you check "Yes" to any of the following statements.

- a. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review. _____

- b. If the answer to Number 1.a. is "Yes," has the TCEQ already approved the original SWMP? _____

- c. If the answer to Number 1.a. is "Yes," indicate whether an NOC (or letter) has been submitted to document the changes to the approved SWMP as required by the general permit. (Note that if an NOC is required, it must be submitted to the address shown on the NOC. Do not attach the original NOC form to this report.) Yes No

The MS4 has annexed lands since obtaining permit coverage. If "Yes," please explain.

Yes

No

A receiving water body is newly listed as impaired or a TMDL has been established. If yes, please explain.

_____ Yes _____ No _____

The MS4 has conducted analytical monitoring of stormwater quality.

Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results.

C. Narrative Provisions

1. Provide information on the status of complying with permit conditions:

| | Yes | No | Explain |
|---|-----|----|---------|
| Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ. | | | |
| Permittee is currently in compliance with recordkeeping and reporting requirements. | | | |
| Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.) | | | |

Provide a general assessment of the appropriateness of the selected BMPs:

Has the permittee determined that any of the selected BMPs are not appropriate for reducing pollutants in stormwater? Yes No

Provide explanation: _____

Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a narrative description or table as appropriate:

| MCM | BMP | Parameter | Quantity | Units | Does BMP Demonstrate a Direct Reduction? (Yes / No / Explain) |
|-----|-----|-----------|----------|-------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Or, provide explanation below:

Provide a general evaluation of the program's progress, including any obstacles or challenges encountered in implementing BMPs, meeting the program's schedule, etc.:

Provide the number of construction activities (other than those where the permittee was the operator) that occurred within the regulated area as indicated by notices of intent or site notices:

Does the permittee utilize the optional seventh MCM related to construction? _____

If "Yes," then provide the following information for this permit year:

a. The number of municipal construction activities authorized under this general permit: _____

b. The total number of acres disturbed for municipal construction projects: _____

Though the seventh MCM is optional, implementation must be requested on the NOI or on a _____ by the TCEQ.

Requirements for Specific Minimum Controls Measures (MCMs):

a. For MCM 1 - Public Education and Outreach, provide documentation of activities conducted to fulfill the requirements of this MCM.

b. Also for MCM 1, provide documentation of the amount of resources used to address each (e.g., businesses, etc.).

c. For MCM 3 – Illicit Discharge Detection and Elimination (IDDE), indicate whether you have allowable non-stormwater discharges, other than those already listed in the general permit.

developed a list and have made any changes to the local controls, conditions and/or programs being established for discharges, include this information below. If you do not have any changes for this permit year, indicate that this item is not applicable.

Describe any proposed changes to the SWMP in the coming reporting year.

Describe any activities planned for the next permit year, not already described.

E. Certification

I certify under penalty of law that this document and all attachments were prepared under my supervision in accordance with a system designed to assure that qualified personnel properly gathered, evaluated the information submitted. Based on my inquiry of the person or persons who managed those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for providing false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Signature: _____

Date: _____

Add pages as needed.

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

Re: Phase II MS4 Annual Report Transmittal for {Small MS4 Name}
TPDES Permit Number: TXR04 _____

Dear Team Leader:

This letter serves to transmit the Year _____ Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040____ for the {MS4 name}.

A separate Notice of Change [has / has not been / will be] submitted based on the fact that changes have / have not been proposed for the next permit year.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in __, Texas.

Sincerely,

{Name}

Appendix D: Definitions

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.

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. 1251et. seq.

Construction Activity - Soil disturbance, including clearing, grading, and excavating; and not including routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site. Regulated construction activity is defined in terms of small and large construction activity.

Small Construction Activity -includes clearing, grading, and excavating resulting in a land disturbance that will disturb equal to or greater than one (1) acre and less than five (5) acres of land or will disturb less than one (1) acre of total land area but is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one (1) acre and less than five (5) acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site. (Source: 2008 CGP)

Large Construction Activity - is defined at 40 CFR §122.26(b)(14)(x) and incorporated here by reference. A large construction activity includes clearing, grading, and excavating resulting in a land disturbance that will disturb equal to or greater than five acres of land or will disturb less than five acres of total land area but is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than five acres. Large construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the site. (Source: 2008 CGP)

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.

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.

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

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 firefighting activities.

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

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.

Non-Structural Controls - preventative actions that involve management and source controls. Refer also to 40 CFR 122.34(b)(S)(c)(iii). (Source: 40 CFR 122.26)

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

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

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

Outfall - A point source at the point where a small MS4 discharges to waters of the U.S. and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream or other waters of the and are used to convey waters of the U.S

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)).

Receiving Water -the "Water of the United States" as defined in 40 CFR §122.2 into which the regulated stormwater discharges. (Source: 2008 CGP)

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.

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):

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;

Designed or used for collecting or conveying stormwater;

Which is not a combined sewer;

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

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).

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, bio-retention, 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.

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

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

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;

All interstate waters, including interstate wetlands;

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:

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;**

All impoundments of waters otherwise defined as waters of the United States under this definition;

Tributaries of waters identified in paragraphs (a) through (d) of this definition;

The territorial sea; and

Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs (a) through (f) of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA (other than cooling ponds as defined in 40 CFR § 423.n.(m) which also meet the criteria of this definition) are not waters of the U.S. This exclusion applies only to manmade bodies of water which neither were originally created in waters of the U.S. (such as disposal area in wetlands) nor resulted from the impoundment of waters of the U.S. Waters of the U.S. do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.