Spanish Fork City Small MS4
Permit No. UTR090000

Amended June 2017

Spanish Fork City SWMP

Submitted to:

State of Utah,
Department of Environmental
Quality Division of Water Quality

Originally Prepared by:

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Submitted by:
Spanish Fork City,
Public Works Department

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Spanish Fork City
Storm Water Management Plan

Abbreviations

BMP	Best Management Practice
DEQ	Department of Environmental Quality
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MS4	Municipal Separate Storm Sewer System
MSGP	Multi Sector General Permit
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PHF	Pesticides, Herbicides, and Fertilizers
PW	Public Works
SOP	Standard Operating Procedures
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
UPDES	Utah Pollutant Discharge Elimination System

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1.0 Coverage Under This Permit

1.1 Authority to Discharge

Spanish Fork City is an urbanized area located in Utah County, Utah south of Utah Lake along I-15 that serves 36,277 inhabitants according to the 2010 census. Spanish Fork incorporated areas are tributary to Spanish Fork River, Dry Creek, and various area wetlands which ultimately contribute to Utah Lake. Utah Lake is classified as impaired water bodies with a defined total maximum daily load (TMDL) for un-ionized ammonia and total dissolved solids.

The City manages a variety of storm water infrastructure including curb inlet boxes, sumps, retention basins, detention basins, and several other conveyance mechanisms to treat and transport storm water throughout the City. The City is also actively working to implement new development standards which encourage the use of various low impact development practices which will minimize the impact of future development on storm water quality.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
1/21/2014	4/21/2014	2/4/2014	One time	City Council to adopt SWMP copy of minutes to approve	PW Director/ SWPPP Inspector
2/1/2014	2/13/2014	2/4/2014	One time	Send NOI and SWMP to State	PW Director/ SWPPP Inspector
7/1/2014	9/1/2014	9/1/2014	Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
7/1/2015	9/1/2015	9/1/2015	Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
4/25/2015	7/1/2016	7/1/2016	One time	Review new permit and update SWMP to meet additional requirements	PW Director/ SWPPP Inspector
7/1/2016	9/1/2016	9/1/2016	Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
4/1/2017	7/1/2017		Annually	Update Annual SWMP & Annual Calendar	PW Director/ SWPPP Inspector
6/10/2017	6/20/2017		Annually	Advertise SWMP updates for public hearing	PW Director/ SWPPP Inspector
7/1/2017	9/1/2017		Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
4/1/2018	7/1/2018		Annually	Update Annual SWMP & Annual Calendar	PW Director/ SWPPP Inspector
6/10/2018	6/20/2018		Annually	Advertise SWMP updates for public hearing	PW Director/ SWPPP Inspector

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2018	9/1/2018		Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
4/1/2019	7/1/2019		Annually	Update Annual SWMP & Annual Calendar	PW Director/ SWPPP Inspector
6/10/2019	6/20/2019		Annually	Advertise SWMP updates for public hearing	PW Director/ SWPPP Inspector
7/1/2019	9/1/2019		Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
4/1/2020	7/1/2020		Annually	Update Annual SWMP & Annual Calendar	PW Director/ SWPPP Inspector
6/10/2020	6/20/2020		Annually	Advertise SWMP updates for public hearing	PW Director/ SWPPP Inspector
7/1/2020	9/1/2020		Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector
7/1/2020	7/1/2021		One time	Review new permit and update SWMP to meet additional requirements	PW Director/ SWPPP Inspector
6/10/2021	6/20/2021		Annually	Advertise SWMP updates for public hearing	PW Director/ SWPPP Inspector
7/1/2021	9/1/2021		Annually	SWMP Annual Report & Fiscal Analysis	PW Director/ SWPPP Inspector

Until 2013, storm water permitting was covered under the State general discharge permit. In 2013 the State required Spanish Fork to develop a Storm Water Management Plan (SWMP) and apply for separate coverage. This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Spanish Fork City Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of the minimum control measures to limit the discharge of pollutants in the following sections.

The development and implementation of this SWMP will fulfill the requirements under the State of Utah's Utah Pollutant Discharge Elimination System (UPDES) Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated March 1, 2016 to February 28, 2021 in accordance with Section 1.1 authority to discharge in the UTR090000.

This document has been organized to follow the permit organization of UTR090000. This SWMP has been organized to present permit in blue text followed by black text which describes how Spanish Fork City's SWMP will comply with each specific requirement. **For organizational consistency, the State of Utah's UPDES permit numbering has been duplicated in this document.** Sections that require actions include tables for each task specified in the section such as below for the implementation of this SWMP. Sections that require actions include tables which track each task for that specific section.

2.0 Notice of Intent and Storm Water Management Program Description

2.3.2.2 MS4 Location Description and Map

MS4 location in Utah and boundaries can be viewed in Figure 1 in Appendix C. This map is also available at the link below along with stored PDF maps for stormwater management.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

This and other relevant stormwater system information is also available dynamically at the link below.

http://suvgis.spanishfork.org/appsSF/USFC-StormwaterSWMP/

2.3.2.3 Water Quality

Information regarding the overall water quality concerns, priorities, measurable goals and interim milestones specific to the Permittee that were considered in the development and/or revisions to the SWMP document.

This SWMP has been developed to meet the requirements set forth in the UPDES UTR090000 permit and consists of the six minimum control measures established by the EPA for Phase II storm water discharges as addressed in the following sections. Implementation of these control measures are expected to result in reductions of pollutants discharged into receiving waters including sediments, trash, pathogens, fertilizers/nutrients, hydrocarbons, metals, pesticides, acid and base products, road salts and increased stream flow. These pollutants can negatively impact the environment as described in the following table.

Possible Pollutant	Possible Source	Potential Impacts
Sediment	Construction sites, vehicle/boat washing, agricultural sites, erosion	Destruction of aquatic habitat for fish and plants, transportation of attached oils, nutrients and other chemical contamination, increased flooding. Sediment can transport other pollutants that are attached to it including nutrients, trace metals, and hydrocarbons. Sediment is the primary component of total suspended solids (TSS), a common water quality analytical parameter.
Nutrients (Phosphorus, Nitrogen Potassium, Ammonia)	Fertilizers from agricultural operations, lawns and gardens; livestock and pet waste, decaying vegetation, sewer overflows and leaks.	Harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. Nutrients can result in excessive or accelerated growth of vegetation, resulting in impaired use of water in lakes and other receiving waters.
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl benzene, Xylene)	Vehicle and equipment fluid leaks, engine emissions, pesticides, equipment cleaning, leaking fuel storage containers, fuel spills, parking lot runoff	These pollutants are toxic to humans and wildlife at very low levels. Carcinogenic. Teratogenic.
Heavy Metals	Vehicle brake and equipment wear, engine emissions, parking lot runoff, batteries, paint and wood preservatives, fuels and fuel additives, pesticides, cleaning agents	Metals including lead, zinc, cadmium, copper, chromium and nickel are commonly found in storm water. Metals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic
Toxic Chemicals (Chlorides)	Pesticides, herbicides, dioxins, PCBs, industrial chemical spills and leaks, deicers, solvents	Chemicals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic.
Debris/Litter/Trash	Improper solid waste storage and disposal, abandoned equipment, litter	Aesthetically unpleasant. Risk of decay product toxicity. Risk of aquatic animal entrapment or ingestion and death.
Pathogens (Bacteria)	Livestock, human, and pet waste, sewer overflows and leaks, septic systems	Human health risks due to disease and toxic contamination of aquatic life.

Each control measure will include Best Management Practices (BMPs) necessary for proper storm water management. The BMPs include specific tasks to meet the objective of each particular control measure. They will be implemented and reviewed throughout the permit term. This SWMP is intended to be a living document with BMPs added or deleted as new BMPs arise or are found to be ineffective. Schedules for implementing the BMPs are provided in Appendix D.

Furthermore, the City of Spanish Fork is proposing the implementation of a Storm Water monitoring program where during peak spring runoff storm water samples are collected at the following locations throughout the City:

1. 1100 E River Bottom Rd
2. SR-115 Spanish Fork River
3. Market Placed Drive-Slant Ditch
4. Express Way Lane-Market Place Drive
5. 2700 N Main St

The sampling locations can be viewed on Figure 2 in Appendix C. This map is also available at the link below:

http://www.spanishfork.org/dept/pubworks/utilities/storm/

The details of this City BMP Storm Water Quality Monitoring will be found in Appendix D.

Sampling will take place using the following methods:

- Collection of storm water during the first available major storm event after April 15th
- Collection of the storm water sample within a half hour of the rain event (may change based on storm water model results)
- Sample Collection Procedures:
    - Samplers are to wear gloves and avoid touching inside of containers
    - Samples placed directly into laboratory supplied containers whenever possible
        - Samples are to be labeled with station, date, time, sampler
        - Chain of Custody (COC) filled out with sample information and desired tests
        - Avoid spills, splatter or washout of container preservatives
    - Samples containers held facing upstream of channel or collected horizontal and vertical center of the outfall channel and filled so that there is no air in sample. A full sample jar must be collected at each location.
        - Samplers avoid stirring bottom sediment during sample collections
    - Samples are to be delivered to the lab within 48-hours of collection

The sampling may include several standard indicators including but not be limited to:

- Biochemical Oxygen Demand (BOD5) (mg/L)
- Total Suspended Solids (TSS) (mg/L)
- Total Dissolved Solids (TDS) (mg/L)
- Total Nitrogen (mg/L) [Dissolved Nitrogen and Total Kjeldahl Nitrogen (TKN)]
- Total Phosphorus (mg/L) and Dissolved Phosphorus (mg/L)
- Total Cadmium (ug/L)
- Total Copper (ug/L) Total Lead (ug/L)
- Total Zinc (ug/L) Total Selenium (ug/L)
- Total Mercury (ug/L)
- pH (S.U.)
- Total Hardness (Calc.)
- Oil and Grease (Report Visual Y/N)

The goal of these sampling events is to obtain a water quality baseline in order to guide future storm water quality efforts over the following 5 years. Potential sources that impact storm water quality may be identified through these sampling events. Sources identified that potentially negatively impact storm water or impaired water features (refer to Section 3.1 for more detail) will be evaluated through a risk matrix to determine potential impact. Methods to improve water quality through implementation of SOPs and BMPs may be suggested to those sources during these evaluations. As sites are found that are adversely affecting water quality the retrofits needed to mitigate these impacts will be made according to Section 4.2.5.3.3.

Measurable Goal Action Summary:	Storm Water Monitoring Program Results

Sample Parameter	Unit	2017	2018	2019	2020	2021
Biochemical Oxygen Demand	BOD5					
Total Suspended Solids (TSS)	mg/L					
Total Dissolved Solids (TDS)	mg/L					
Total Nitrogen [Dissolved Nitrogen and Total Kjeldahl Nitrogen (TKN)]	mg/L					
Total Phosphorus and Dissolved Phosphorus	mg/L					
Total Cadmium	ug/L					
Total Copper	ug/L					
Total Lead	ug/L					
Total Zinc	(ug/L)					
Total Selenium	(ug/L)					
Total Mercury	(ug/L)					
pH	(S.U.)					
Total Hardness	(Calc.)					
Oil and Grease	(Report Visual Y/N)					
Misc.						
Misc.						
Misc.						
Misc.						

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
4/15/2017	5/31/2017		Annual	Storm Water Sampling	PW SWPPP Inspector
4/15/2018	5/31/2018		Annual	Storm Water Sampling	PW SWPPP Inspector
4/15/2019	5/31/2019		Annual	Storm Water Sampling	PW SWPPP Inspector
4/15/2020	5/31/2020		Annual	Storm Water Sampling	PW SWPPP Inspector
4/15/2021	5/31/2021		Annual	Storm Water Sampling	PW SWPPP Inspector

2.3.2.5 Modifications to City Ordinances

A description of any modifications to ordinances or long-term/ongoing processes implemented in accordance with the previous MS4 General Permit for each of the six minimum control measures.

As part of the SWMP process Title 13 was revised (Appendix I). Title 13 can be viewed at:

http://www.spanishfork.org/dept/admin/code.php.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party

2/15/2014	6/16/2015	6/16/2015	One time	Add language to existing ordinance to comply with Section 4.2.3.2	PW Director/ Secretary
2/15/2014	6/16/2015	6/16/2015	One time	Revise Ordinance to include the minimum control measures	PW Director/ Secretary
2/15/2014	6/16/2015	6/16/2015	One time	Revise Ordinance to prohibit all discharges except those found in Section 1.2.2.2	PW Director/ Secretary

2.3.2.6 Implemented Storm Water Program Description

A description of how the Permittee intends to meet the requirements of the Permit as described in Part 4.0 by either referencing existing program areas that already meet the Permit requirements or a description and relevant measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions, including interim milestones.

There four key aspects of this plan that will be used to meet the requirements of this permit.

1. **Best Management Practices (BMPs):** BMPs are established by developing appropriate policies, standard operating procedures (SOPs) and forms and tools. They will each be placed in Appendix D once developed.

    A. **Policies** are established by elected officials and City management in the municipal code, ordinances and resolutions, along with administrative policy manuals.

    The municipal code is found at:
    http://www.spanishfork.org/dept/admin/code.php

    Ordinances and resolutions are found at:
    http://www.spanishfork.org/dept/admin/ords/

    Administrative policies are found at:
    http://employee.spanishfork.org/empDocs/policies/

    B. **Storm water related SOPs** are established by the Public Works Director and the Division Managers of the Public Works Department. Their purpose is to ensure policies are followed, procedures are executed consistently and lessons learned are documented such that successes are repeated and mistakes are not repeated.

    Spanish Fork Public Works SOPs are found at:
    http://employee.spanishfork.org/empDocs/procedures/

    C. **Forms and tools** are created to logistically follow the policies and SOPs. They consist of paper or digital forms, maps, email address, websites, etc. They should be based solely on the adopted policies and SOPs and often should include key aspects of the policies and SOPs so they are available where they are most needed and useful.

    The public works forms are located at:
    http://employee.spanishfork.org/empDocs/forms/

    Links to other forms and tools are located at:
    http://www.spanishfork.org/dept/pubworks/
    http://www.spanishfork.org/dept/pubworks/utilities/storm/

2. **Training:** Proper implementation of BMPs requires repetitive training. Once the BMPs are developed and placed in Appendix D a training module will be created for each of them. This module will be available online and will be required of employees, contractors, developers, engineers and planners as appropriate so that their training can be easily updated, tracked, and fit into their busy schedules. Training will conducted according to Section 4.2.1.5.

3. **Annual Calendars:** To ensure that every aspect of the SWMP is followed small annual calendars are found in tabular form throughout the document containing the following information.

   - Begin Date. This is the date that work should commence on the task or sub-task.
   - Due Date. This is the date that the work is planned to be completed. Care has been taken to ensure that these dates are scheduled so that the City can be fully compliant with the permit in 5 years.
   - Completion Date. This is when the task was actually completed. Efforts will be made to update the SWMP to make sure that the City will still be compliant in 5 years if these dates are not met.
   - Task. A brief description of the task as described in detail in the related section.
   - Responsible Party. The job title of the person responsible for ensuring that the task is completed. These job titles and the up to date contact information for the people who have that title is found on Page 2 of this SWMP under Key Persons.

   These annual calendars are duplicated in the annual calendars for each division manager in public works. They are reviewed bi-weekly with the Public Works Director to ensure that tasks are being completed on time. Calendar items for tasks to be performed outside public works are placed on the annual calendar for the Public Works Secretary who can follow up with other department and entities to ensure that tasks are being completed.

   The Public Works Secretary or Public Works SWPPP Inspector will have all items of the SWMP in their annual calendar in chronological order and will follow up with each responsible party to ensure they are completed. Any problems getting tasks completed will be reported to the Public Works Director who will ensure that they are done as quickly as possible.

4. **Measurement Tables:** The best goals are those that are based on a measurement of performance that can be improved. Wherever possible, as the City matures in their storm water pollution prevention program, these tables will be incorporated into the SWMP and progress will be tracked. Goals will then be set according to past progress.

3.1 Discharges to Water Quality Impaired Waters

3.1.1.1 Impaired Body Determination

Determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed (i.e., impaired) water body. A 303(d) list of impaired water bodies is available at: http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm. Water quality impaired waters means any segment of surf ace waters that has been identified by the Division as failing to support classified uses. If the Permittee has discharges meeting these criteria, the Permittee must comply with Part 3.1.2 below and if no such discharges exist, the remainder of this Part 3.1 does not apply.

According to the Utah 2008 and most recent 2014 Integrated Report 303 (d) lists, Spanish Fork does not specifically discharge into any impaired waters. A list of Spanish Fork waterbodies and their water quality status can be viewed below.

Water Body	Water Quality Status
Spanish Fork River-1	Requires further investigation with status of insufficient data and there may be exceedances at the Moark Diversion (upstream/outside City limits)
Dry Creek-1, Dry Creek-2	Historic TMDL for Dissolved Oxygen that was identified to originate at the Spanish Fork Waste Water Treatment Plant (EPA TMDL ID#12089), but has since been removed

The downstream Utah Lake has a TMDL for un-ionized ammonia and total dissolved solids (EPA TMDL ID#1270, 32446). Utah Lake water quality is impacted by several surrounding sources reducing ecosystem viability and sustainability. The City is going to endeavor to limit their potential downstream impact though the implementation of a storm water monitoring program as described in Section 2.3.2.3.

All the water bodies that the City drains into are shown Figure 1 in Appendix C. This figure can also be viewed at the link below.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

3.1.1.2 TMDL Requirements

If the Permittee has "303(d)" discharges described above, the Permittee must also determine whether a Total Maximum Daily Load (TMDL) has been developed by the Division and approved by EPA for the listed water body. If there is an approved TMDL, the Permittee must comply with all requirements associated with the TMDL as well as the requirements of Part 3.1.2 below and if no TMDL has been approved, the Permittee must comply with Part 3.1.2 below and any TMDL requirements once it has been approved.

While Dry Creek is no longer classified as a TMDL, it historically had a TMDL associated with it. The historic Dry Creek TMDL (EPA TMDL ID#12089) was approved 5/13/2005 by the EPA for a total waste load allocation of 167 pounds/day to limit the impairment caused by dissolved oxygen. Routine monitoring has been implemented as part of their National Pollutant Discharge Elimination System (NPDES) permit for the last several years which has resulted in zero penalties (UT0020109).

There are no storm water specific requirements within the Dry Creek TMDL that exceed the requirements of this permit. The TMDL for Utah Lake does note storm water runoff as a contributor but no maximum limits are defined. The Spanish Fork and Utah County are completing efforts to inform the public about these pollutants and actions they can take to minimize the discharge into Utah Lake.

3.1.2 Water Quality Controls for Discharges to Impaired Water Bodies

If the Permittee discharges to an impaired water body, the Permittee must include in its SWMP document a description of how the Permittee will control the discharge of the pollutants of concern. This description must identify the measures and BMPs that will collectively control the discharge of the pollutants of concern. The measures should be presented in the order of priority with respect to controlling the pollutants of concern.

The discharges into Dry Creek are managed, in part, through the sewer treatment plant discharge permit. Storm Water discharges to Dry Creek are not believed to be a substantial contributing factor at this time. As the SWMP is implemented, IDDE inspections will target the Dry Creek drainage in an effort to determine possible contributions from storm water discharges. The City is also implementing a storm water monitoring program to create a baseline and identify potential contamination sources. The City is also implementing a storm water quality monitoring program as described in Section 2.3.2.3 to create a baseline and identify potential contamination sources.

Spanish Fork does not discharge directly into Utah Lake; however, the City and Utah County will implement BMP's to limit the use of fertilizers as well as inform the public about proper use of chemicals and the effect illicit discharges have on the Waters of the State. Utah Lake is a pivotal feature of the Valley that needs to be protected in order to ensure its continued use in years to come.

3.1.3 Violation of Water Quality Standards

Where a discharge is already authorized under this Permit and is later determined to cause or have the reasonable potential to cause or contribute to the violation of an applicable water quality standard, the Division will notify the Permittee of such violation(s). The Permittee must take all necessary actions to ensure future discharges do not cause or contribute to the violation of a water quality standard and document these actions as required by the Division. If violations remain or re-occur, coverage under this Permit may be terminated by the Division and an alternative General Permit or individual Permit may be issued. Compliance with this requirement does not preclude any enforcement activity as provided by the Utah Water Quality Act for the underlying violation.

As part of the SWMP process Title 13 was revised (Appendix I) to include violations and penalties to water quality standards. Title 13 can be viewed at:

http://www.spanishfork.org/dept/admin/code.php.

3.2 Nitrogen and Phosphorus Reduction

3.2.1 Specific Reductions of Nitrogen and Phosphorus

As part of the Permittee's Storm Water Management Program (SWMP), all Permittees must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4.Nutrients including but not limited to Phosphorus, Nitrogen Potassium, and Ammonia can cause detrimental effects (harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH) reducing water quality, causing excessive or accelerated growth of vegetation, and may eventually result in impaired use of waterbodies. Sources of excess nutrients in water can be fertilizers (from agricultural operations, lawns and gardens), livestock and pet waste, decaying vegetation, sewer overflows and leaks.

3.2.1.1 Collaborative Program Description

The Permittee can meet the requirements of this section through contribution to a collaborative program (e.g., storm water coalitions) to evaluate, identify, target, and provide outreach that addresses sources State-wide or within a specific region or watershed.

Spanish Fork is a member of the Utah County Stormwater Coalition and regularly attends the meetings to stay current on relevant storm water concerns. The City entered into an agreement entitled, "Interlocal Cooperation Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance" in February 2014, which delegates Utah County and the Cities' responsibility for administration of the

Interlocal Cooperation Agreement Appendix B. This agreement allocates funding for education, outreach, and cooperation throughout the organizations involved.

Spanish Fork is also a member of the Utah Lake Commission and the South Utah Valley Municipal Water Association (SUVMWA) with the resolution located in Appendix B. Both entities are conducting research on the nutrient levels in Utah Lake, where all storm water from the City eventually drains to if not retained.

http://www.utahlake.gov/

3.2.1.2 Target Sources

The Permittee must determine and target sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nitrogen and phosphorus to the waters receiving the discharge authorized under this Permit.

Sources for nutrients (Phosphorus, Nitrogen Potassium, Ammonia, etc.) include fertilizers from agricultural operations, lawns and gardens, livestock and pet waste, decaying vegetation, and sewer overflows and leaks. Increased nutrient levels can lead to harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH, excessive or accelerated growth of vegetation, resulting in impaired use of water in lakes and other receiving waters. The following are the current sources of nitrogen and phosphorus contamination targeted in this plan.

- Target 1: Lawn Fertilizing
- Target 2: Mowing Operations

The following Post Construction BMPs have been added to Appendix D to help reduce and target nitrogen and phosphorus contamination.

- Application of Pesticides, Herbicides, and Fertilizers. This will reduce the amount of fertilizer that enters the storm water.
- Mowing and Trimming. This will reduce the amount of vegetation that ends up in our storm water.
- Stormwater Quality Monitoring. This BMP will establish a baseline for these pollutants and allow the City to focus on where actual sources of these pollutants exist.

Grass-cycling has been proven to reduce the need for lawn fertilizing. This will be promoted on the City website and newsletter. Care will be taken to encourage residents and employees to clean up cut grass before it can get into the City storm water system.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2016	9/1/2016	8/31/2016	One Time	Complete composting website that encourages grass cycling	PW Director/ Secretary

Strategies like Low Impact Development (LID) are also a significant way to target nutrient pollution. If storm water can be infiltrated onsite then the nutrients are introduced into the ground at the site where they will benefit the plant life of the area. Section 4.2.1.6 and 4.2.5.3.2 Post Construction Controls outlines implementation of LID.

3.2.1.3 Prioritized Targets

The Permittee must prioritize which targeted sources are likely to obtain a reduction in nitrogen and phosphorus discharges through education. The Permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach must describe storm water quality impacts associated with nitrogen and phosphorus in storm water runoff and illicit discharges, the behaviors of

concern, and actions that the target source can take to reduce nitrogen and phosphorus. The Permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Permit Part 4.2.1.

Section 2.3.2.3 outlines a storm water quality monitoring program that the City will use to determine the extent of nitrogen and phosphorus pollution introduced from the City storm drains. This program will potentially allow the City to location sources pollution and target them. In the interim, educational material is currently being distributed though the combined efforts of the City and the Utah County Stormwater Coalition as described in Section 4.2.1.1. The City has prioritized the following targets for nitrogen and phosphorus as listed below.

1. LID. LID is one of the most effective ways to prevent nitrogen and phosphorus from entering the City storm water where nutrients are captured and utilized by plants. LID standards for new development are discussed in Sections 4.2.1.6 6 and 4.2.5.3.2.

2. City Fertilizing Operations. The Post Construction BMP in Appendix D, Fertilizers, Pesticides, and Herbicides, will outline policies and procedures and establish the training and tracking for fertilizing City properties. The training, forms and tools part of this BMP will contain educational materials as required by this section.

3. City Mowing Operations. The Post Construction BMP in Appendix D, Mowing and Trimming, will outline policies and procedures and establish the training and tracking for mowing City properties. The training, forms and tools part of this BMP will contain educational materials as required by this section.

4. Business and Institution Fertilizing and Mowing Operations. Once the Post Construction BMPs for Target 1 and 2 are complete it will be included in the information provided to businesses as described in Section 4.2.1.3. These BMPs will then be a part of each business or institution's management plan as well as the training materials they will receive annually.

5. Residential Fertilizing and Mowing Operations. Information from the Post Construction BMPs related to Target 1 and 2 will be posted online. General public outreach tracked in Section 4.2.1.2 will be required to be on fertilizing and mowing each year. The City will also post online, on the website below, information on proper grass-cycling which decreases the need for fertilizing.

   http://www.spanishfork.org/dept/pubworks/utilities/compost/

4.0 Storm Water Management Program

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. Renewal Permittees, are expected to have fully implemented all of the following six minimum control measures as required in the previous Permit term. Permittees that were newly designated during the previous Permit term have 5 years from the date of their submitted NOI to develop, fully implement and enforce their Storm Water Management Program (SWMP). A Renewal Permittee must continue to implement its SWMP designed to reduce the discharge of pollutants from the MS4 as described in the application and submittals provided in accordance with the previous MS4 General Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend the compliance deadlines set forth in the previous MS4 General Permit unless specifically noted. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated.

4.1 Purpose

4.1.1 Requirements for SWMP

All Permittees must develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the Utah Water Quality Act. The SWMP must include the six minimum control measures described in Part 4.2 of this Permit.

This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Spanish Fork City Municipal MS4. This SWMP separately addresses the execution of the six minimum control measures in the following sections. The development and implementation of this SWMP is to fulfill requirements under the State of Utah UPDES Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated March 1st, 2016 to February 28th, 2021 in accordance to Section 1.1 Authority to Discharge of the UTR090000.

4.1.1.1 Implementation of SWMP

The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0. of this Permit.

Spanish Fork City is committed to the implementing BMPs to protect their storm water infrastructure, and is taking measures to protect water quality. This SWMP will present a schedule to implement new and updated existing BMPs to ensure compliance with UTR090000 as described in Appendix D.

4.1.2 Ongoing Documentation of SWMP

Each Permittee shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.

All SWMP tasks will be placed in the annual calendars of the parties required to accomplish them and/or will be placed in the Public Works Secretary's annual calendar to follow up on the completion. The completion of each item will also be tracked in the SWMP document.

The SWMP document will then be reviewed and updated annually as described in Section 1.1 to ensure compliance, evaluate effectiveness, set priorities and update planning.

4.1.2.1 Tracking of SWMP

Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Division upon request and used by the Division to determine compliance with this Permit.

Inspection tracking will be performed with the City mapping applications, the ms4@spanishfork.org email address, and a third party site inspection online program. The online third party tracking contract will be instated according to the following schedule:

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
3/1/2014	4/1/2014	10/12/2015	One time	Develop Initial Stormwater Policy Manual Document	PW Director/ Secretary
4/1/2014	4/1/2014	7/17/2014	One time	Develop Initial SOP Document	PW Director/ Secretary
5/1/2014	5/1/2014	3/25/14	One time	MS4 email setup	PW Director/ Secretary
4/1/2016	5/1/2016	5/18/2016	One time	Issue RFP for 3rd Party Site Inspection Work	PW Director/ Secretary
5/1/2016	6/1/2016	7/1/2016	One time	Select 3rd Party Site Inspection Work Consultant	PW Director/ Secretary

Unless otherwise tracked, these activates will be reported electronically to ms4@spanishfork.org. Public education and public involvement activates are currently conducted by, and tracked within the Utah County Storm Water Coalition system. The City will also document their activities.

4.1.2.2 Annual Fiscal Analysis

Each Permittee must secure the resources necessary to meet all requirements of this permit. Each Permittee must conduct an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent as well as the necessary staff resources needed and allocated to meet the requirements of this permit, including any development, implementation, and enforcement activities required. Each Permittee must submit a summary of its fiscal analysis with each annual report.

Responsibility for implementation of the storm water management program is divided between Spanish Fork City and the Utah County Storm Water Coalition. For the City, most of the work is performed by the Public Works Department and other applicable Divisions and Departments; the administration of the entire program is done by the Public Works Division where the annual storm water budget is handled in the City budget and presented in the annual report. Compliance with this requirement is tracked in Section 1.1.

The City entered into an agreement entitled, “Interlocal Cooperation Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance” in February 2014, which delegates Utah County and the Cities’ responsibility for administration of the Interlocal Cooperation Agreement Appendix B.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
2/1/14	2/15/14	2/11/2014	One Time	Adopt NPDES Phase II agreement for Interlocal cooperation from the coalition	Engineering Division

4.1.3 BMP Implementation

The SWMP document shall include BMPs that the Permittee or another entity will implement for each of the storm water minimum control measures.

As the BMPs are created they shall be included in Appendix D.

4.1.3.1 Measurable Goals Summary of BMPs

The measurable goals for each of the BMPs shall include, as appropriate, the months and years in which the Permittee will undertake required actions, including interim milestones and the frequency of the actions.

All BMP measurable goals will either be tracked in the SWMP document or by the city inspection programs where interim milestones are included with each tracking table.

4.1.3.2 Person Responsible

The SWMP document shall indicate the person or persons responsible for implementing or coordinating the BMPs contained within the SWMP document.

See Key Staff on Page 2 of this document. Each staff position title is listed with the each associated measurable goal in this document.

4.1.3.3 Roles and Responsibility Requirements

The revised SWMP document shall clearly identify the roles and responsibilities of all offices, departments, divisions, or sub-sections and if necessary other responsible entities and it shall include any necessary agreements, contracts, or memorandum of understanding (MOUs) between said entities that affect the implementation and operation of the SWMP. Necessary agreements, contracts, and MOUs shall deal with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility. Such agreements, contracts, and MOUs shall be retained by the Permittee as required by the SWMP document.

The responsibility of implementing this SWMP is the Spanish Fork Public Work's Department. Specific responsibilities of each department of the City are described in each corresponding section. SOPs shall include the job positions for which each BMP applies.

4.2 Minimum Control Measures

The six minimum control measures that must be included in the storm water management program are:

4.2.1 Public Education and Outreach on Storm Water Impacts

The Permittee must implement a public education and outreach program to promote behavior change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges. Outreach and educational efforts shall include a multimedia approach and shall be targeted and presented to specific audiences for increased effectiveness. The educational program must include documented education and outreach efforts for the following four audiences: (1) residents, (2) institutions, industrial and commercial facilities, (3) developers and contractors (construction), and (4) MS4-owned or operated facilities. The minimum performance measures which should be based on the land uses and target audiences found within the community include:

This measure is intended to achieve greater public support for the storm water management program and greater compliance through education. An informed public can significantly contribute to the success of the program.

Education is emphasized in this SWMP because of its cost-effectiveness. It is a proactive approach because it prevents pollution rather than reactively treating pollution after it has occurred. Spanish Fork's Education and Outreach Program, partnered with the Utah County Stormwater Coalition, includes involvement in:

- Fourth Grade Educational Program
- Utah County Stormwater Coalition
- Community/Residential Outreach Program
- Commercial Outreach Program
- Urban Development Outreach Program
- City Employees Training Program

The Spanish Fork City Public Works Department will continue coordinating with and participating in the Utah County Stormwater Coalition for the purpose of providing further education and training to the targeted audience with regards to storm water quality.

The Utah County Stormwater Coalition is a coalition of local agencies whose purpose is to reduce the load of pollutants entering storm drains and receiving waters, through education. The Coalition meets to coordinate new educational materials and programs, further storm water program development and inform all members of new regulations or storm water workshops.

A budget for the educational program is established annually based upon the population of the participating members. The type of media and the distribution schedule are to be discussed by Utah County Stormwater Coalition members to more effectively target the public. The Utah County Stormwater Coalition current members are:

Alpine City	American Fork City
Cedar Hills City	Highland City
Lehi City	Lindon City
Mapleton City	Orem City
Payson City	Pleasant Grove City
Provo City	Salem City
Spanish Fork City	Springville City
Utah County	Vineyard City

Specifically, Spanish Fork will regularly attend the coalition meetings to discuss, upcoming regulations, and educational trainings for the County.

Year	**Measurable Goal Action Summary:** Attend and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other). List date, names of attendees & agenda items.					Engineering Division
Month	January	March	May	July	September	November
2014	**1/23/2014 Jered Johnson; Storm Water Instructor Update, County Storm Water Training, Sub-committee Updates**	**3/27/2014 Jered Johnson; Update on Interlocal Agreement, Presentation**	**5/22/2014 Jered Johnson; Presentations**	**7/31/2014 Nikolai Halverson, Cory Pierce; Promotional items ordered, Presentation**	**9/25/2014 Nikolai Halverson, Cory Pierce; Annual Report, RSI Training discussion, Excal videos discussion, webinar presentation**	**12/4/2014 Nikolai Halverson; February training date discussion, Discussion on Excal videos, survey discussion, presentation**

Year	**Measurable Goal Action Summary:** Attend and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other). List date, names of attendees & agenda items.					Engineering Division
Month	January	March	May	July	September	November
2015	**1/15/2015 Nikolai Halverson; Excal DVD available, Survey discussion, Presentation of Utilisync, Update on rain water harvesting**	**3/9/2015 Jered Johnson; BYU Survey discussion, RSI Training discussion**	**5/14/2015 Ed Roberts; RSI Training discussion, USWAC update, St. George City Audit discussion**	**7/16/2015 Cory Pierce; USWAC update, Post constr. min. control measure presentation**	**9/10/2015 No meeting was held**	**11/12/2015 Chris Thompson; 4th grade education program**
2016	**1/14/2016 Cory Pierce, Jered Johnson; Stormwater training and awareness discussion, sub-committee updates**	**3/10/2016 Training held in place of meeting**	**5/12/2016 James Darling; 4th grade education update**	**7/14/2016 James Darling; Stormwater awareness study, Items for city celebrations, discussion on annual training**	**9/8/2016 James Darling; Stormwater surveys for students/ parents, awareness study, celebrations, trainings**	**11/10/2016 James Darling; APWA conference recap, assigning a new Utah county rep. for state meetings**
2017						
2018						
2019						
2020						
2021						

4.2.1.1 Pollutants Targeted

Target specific pollutants and pollutant sources determined by the Permittee to be impacting, or have the potential to impact, the beneficial uses of receiving water. This includes providing information which describe the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and /or eliminating the adverse impacts of storm water discharges; and the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities, based on the land uses and target audiences found within the community;

Section 2.3.2.3 lists the specific pollutants and pollutant sources that are impacting, or have the potential to impact, the beneficial uses of receiving water. It also outlines a storm water quality monitoring program that the City will use to determine the extent of pollution coming from City storm drains. This program will allow the City to find the sources of this type of pollution and target them. Each BMP in Appendix D will include a section that lists which pollutant it is targeting.

4.2.1.2 Information Given to the General Public

Provide and document information given to the general public of the Permittee's prohibitions against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and proper management of pet waste.

The Engineering Division will provide and document information given to the general public of prohibitions against illicit discharges and improper disposal of waste along with the associated negative impacts. The main topics of education include hazardous waste disposal, effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal), automotive work and car washing, and proper management of pet waste. Publications will be disseminated in conjunction with the Utah County Stormwater Coalition, which will include education pamphlets, quarterly newsletters, and informational booths during City festivals. Information must include requirements to inform the public of the hazards associated with illicit discharges and improper disposal of waste as required in Section 4.2.3.7.

Information publications will be disseminated in conjunction with the Utah County Stormwater Coalition, and the Spanish Fork new letter and website. Copies of the newsletters will be stored on the cities website at the link below with specific storm water information distributed on a quarterly basis:

http://www.spanishfork.org/newsevents/newsletters/

Year	**Measurable Goal Action Summary:**			Document the date newsletter was mailed (save copy in MS4 email system)			Engineering Division					
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2014	**Mar. 2014-Proper Household Hazardous waste disposal**			**May 2014-Current stormwater budget to maintain desired level of service**			**Aug. 2014-Wastewater notice-how discharges go into Utah Lake**			**Oct. 2014-Leaves into Gutter-Help! Campaign to clean storm drains**		

Year	Measurable Goal Action Summary:			Document the date newsletter was mailed (save copy in MS4 email system)			Engineering Division					
Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2015	**Jan. 2015-Sewer System proper disposal**			**May 2015-Current stormwater budget to maintain desired level of service**			**June 2015-Official River Trail Completed with several celebrations**			**Jan. 2016- Explaining Storm Drain Unit Rates with comparisons**		
2016	**Apr. 2016-Proper Household Hazardous waste disposal floods**			**June 2016-Current stormwater budget to maintain desired level of service**			**August 2016 – Wastewater problems on Utah lake**			**Oct. 2016 – Yard waste/gutter clean up and its effect on storm drain maintenance**		
2017	**March 2017 – Gutter clean up and its effect on storm drain maintenance**			Fertilizing & Mowing								
2018				Fertilizing & Mowing								
2019				Fertilizing & Mowing								
2020				Fertilizing & Mowing								
2021				Fertilizing & Mowing								

In addition, information from the County will be distributed 4 times a year on the County newsletter and also be available at the link below. The City will use the information from these newsletters to post online or in the City newsletter. The City will ensure that information on fertilizing and mowing as required in Section 3.2.1.3 is sent out with the second quarter of each year.

http://www.utahcounty.gov/Dept/PubWrks/StormWaterNewsletters.asp

Year	Measurable Goal Action Summary:	Document County Flyer content and publication quarter		
Quarter	First	Second	Third	Fourth
2014	**Feb. 2014 Household Hazardous Waste**			
2015	**Mar. 2015 Household Hazardous Waste**			**Nov. 2015 Seasonal Tips for Protecting our Waterways in Winter**
2016	**Mar. 2016 Household Hazardous Waste**	**Jun. 2016 Commercial, Construction & Automotive pollution prevention tips**		
2017				
2018				
2019				
2020				
2021				

Educational booths and presentations will be made at selected City events each year.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
8/1/2014	12/1/2014	8/13/2014	Annual	County Fair: Coalition Members	PW Director/ Secretary
8/1/2015	12/1/2015	8/12/2015 7/24/2015	Annual	County Fair: Coalition Members Fiesta Parade: Softball Team	PW Director/ Secretary
8/1/2016	12/1/2016	8/17/2016 7/25/2016	Annual	County Fair: Coalition Members Fiesta Parade: Softball Team	PW Director/ Secretary
8/1/2017	12/1/2017		Annual		PW Director/ Secretary
8/1/2018	12/1/2018		Annual		PW Director/ Secretary
8/1/2019	12/1/2019		Annual		PW Director/ Secretary
8/1/2020	12/1/2020		Annual		PW Director/ Secretary
8/1/2021	12/1/2021		Annual		PW Director/ Secretary

Information given to the public also includes educational information for Utah County Coalitions' Fourth Grade Educational Program which includes:

- The objective of this program is to provide students with educational materials, demonstrations and outreach events regarding the impact of daily activities on storm water quality.
- The Utah County Storm Water Educational Program is a storm water quality lesson taught by a teacher hired by the Utah County Stormwater Coalition. The lesson is interesting, easy to present and lasts approximately 25 minutes. The presentation begins with a container of clean water (tap water) that represents the rainwater that produces storm water runoff. Step by step different "contaminants" are added to the container, such as vegetable oil (oil), pet waste (dog food), dirt (sediment), twigs (floatables), and paper (litter). The presentation demonstrates the importance of preventing litter and keeping the storm drain system clean. The purpose of the presentation is to visually display the types of pollutants in storm water, the sources of each pollutant, and their impacts. The teacher asks questions about the rain cycle, where the rain water flows too, and how pollutants are picked up along the way. At the end of the presentation an activity book and other educational materials regarding storm water are given to the students.

Measurable Goal Action Summary:			Document date, school, and number of students taught			Utah County Storm Water Coalition, Storm Water Coordinator		
School	**2013-2014 Students**	**2014-2015 Students**	**2015-2016 Students**	**2016-2017 Students**	**2017-2018 Students**	**2018-2019 Students**	**2019-2020 Students**	**2020-2021 Students**
ALA	10/24/2013 116	9/25/2014 110	11/4/2015 125					
Brockbank	11/14/2013 120	10/7/2014 75	12/14/2015 90					
Canyon	8/26/2013 90	8/28/2014 90	8/26/2015 90					
East Meadows	10/9/2013 110	11/20/2014 129	1/6/2015 110					
Larsen	11/7/2013 90	9/24/2014 60	9/4/2015 90					
Park	12/5/2013 64	12/8/2014 48	9/18/2015 60					
Rees	10/17/2013 75	9/11/2014 80	10/12/2015 80					
Riverview	11/7/2013 98	9/18/2014 120	9/22/2015 120					
Sierra Bonita	12/12/2013 130	3/10/2015 150	N/A					
Spanish Oaks	12/12/2013 90	1/14/2015 75	9/22/2015 95					

4.2.1.3 Information Given to Businesses and Institutions

Provide and document information given to institutions, industrial, and commercial facilities on an annual basis of the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: proper lawn maintenance (use of

pesticides, herbicides and fertilizer); benefits of appropriate on-site infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); and proper management of parking lot surfaces (sweeping). This education can also be a part of the Illicit Discharge Detection and Elimination measure detailed in Part 4.2.3.

The City will contract out to a consultant to create a SWPPP Design Manual to be used in conjunction with our storm drain design manual. This design manual will provide templates for the SWPPP BMPs, Stormwater Pollution Prevention Maintenance Agreements and Post Construction Maintenance Plans (PCMPs) required with the SWPPP. The PCMPs will include a section with informational material covering all the required aspects of Sections 3.2.1.3, 4.2.1.3, 4.2.3.7, 4.2.5.5, 4.2.5.5.1, 4.2.5.7.1, 4.2.6.6.1 along with other items pertinent to the City. The PCMPs will be required to be in Word format so that they can be updated as regulations change.

The SWPPP Design Manual will be available in Appendix F and online at:

http://www.spanishfork.org/dept/pubworks/utilities/storm/

During the final construction inspection for each development, training will be provided to the business/institution owner on the requirements and information included in the PCMP. Then annually the business/institution owner will be given an email reminder to log into the online inspection tracking website and certify the following:

- Required maintenance of the PCMP has been completed for the previous year
- The storm water quality impact information in the PCMP has been reviewed

The annual reminder to document maintenance and PCMP review to each business/institution will provide a link to where the PCMP can be viewed online.

Every 5 years the SWPPP inspection consultant will perform an onsite inspection of the business/institution. At this inspection a training on the requirements and information included in the PCMP will be provided and any needed updates will be discussed. The consultant will then make the updates to the online PCMP document and send them to the business/institution. The Post Construction BMP, Post Construction Training and Inspection will provide detail and documentation to how the program will go forward. If site structural BMPs are different than shown in the City map inventory then they will be updated in accordance with Sections 4.2.5.7, 4.2.5.7.1, and 4.2.5.7.2.

The City will budget funds every year to have a consultant develop a PCMP and Stormwater Pollution Prevention Maintenance Agreement for all the existing businesses/institutions. The City Council will authorize the **Public Works Director** to sign these agreements. Businesses/institutions will be prioritized based on the list in Appendix H as prescribed in Section 4.2.3.3.1.

Once an agreement is in place the initial PCMP training will be provided and the annual notifications and certifications will commence the same as for new businesses/institutions. The businesses/institutions shall be selected by priority according to Section 4.2.3.3.1. As this program finds situations that adversely impact storm water quality steps will be taken to retrofit storm drain facilities to mitigate the impacts as required by Section 4.2.5.3.3. If site structural BMPs are different then shown in the City map inventory then they will be updated in accordance with Sections 4.2.5.7, 4.2.5.7.1, and 4.2.5.7.2.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2015	5/17/2016	5/17/2016	One Time	Create Stormwater Pollution Prevention Maintenance Agreement (SPPMA) Template	Engineering Division Manager
7/1/2015	5/17/2016	5/17/2016	One Time	Get a City Council Resolution Passed to Grant the Public Works Director authority to sign SPPMAs	PW Director/ Secretary
1/1/2017	2/1/2017		Annually	Verify all businesses/institutions with SPPMAs Document Maintenance & Review of Water Quality Impact Information in the PCMPs	PW SWPPP Inspector
1/1/2018	2/1/2018		Annually	Verify all business/institution with SPPMAs Document Maintenance & Review of Water Quality Impact Information in the PCMPs	PW SWPPP Inspector
1/1/2019	2/1/2019		Annually	Verify all business/institution with SPPMAs Document Maintenance & Review of Water Quality Impact Information in the PCMPs	PW SWPPP Inspector
1/1/2020	2/1/2020		Annually	Verify all business/institution with SPPMAs Document Maintenance & Review of Water Quality Impact Information in the PCMPs	PW SWPPP Inspector
4/1/2021	7/1/2021		Annually	Verify all business/institution with SPPMAs Document Maintenance & Review of Water Quality Impact Information in the PCMPs	PW SWPPP Inspector

The distribution of information will be tracked by including the MS4 e-mail on all business licensing distributions.

Fiscal Year	Amount Budgeted for Including New Business/Institutions	Number of New Businesses/Institutions with Agreements and PCMPs	Responsible Party
7/1/2015 – 6/30/2016	$25,000	0	Stormwater Div. Manager/ PW SWPPP Inspector
7/1/2016 – 6/30/2017			Stormwater Div. Manager/ PW SWPPP Inspector
7/1/2017– 6/30/2018			Stormwater Div. Manager/ PW SWPPP Inspector
7/1/2018 – 6/30/2019			Stormwater Div. Manager/ PW SWPPP Inspector
7/1/2019 – 6/30/2020			Stormwater Div. Manager/ PW SWPPP Inspector
7/1/2020 – 6/30/2021			Stormwater Div. Manager/ PW SWPPP Inspector

4.2.1.4 Information Given to Engineers, Construction Contractors, and Developers

Provide and document information given to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of storm water pollution prevention plans (SWPPPs) and BMPs for reducing adverse impacts from storm water runoff from development sites. This education can also be a part of the Construction Site Storm Water Runoff minimum control measure detailed in Part 4.2.4.

In Section 4.2.1.3, the City will contract with a consultant to develop a SWPPP design manual in conjunction with the Storm Drain Design Manual. The SWPPP design manual shall include the SWPPP review checklist required by Section 4.2.4.3.2 and have the educational information required by this section. The consultant will also be contracted to provide training materials needed to set up an online training and certification program for engineers, construction contractors, developers, development review staff and land use planners. This online training will be required before these entities are allowed to work in the City. The training will cover the following subjects with their associated BMPs.

- Storm Drain Design Manual as described in Section 4.2.1.6
- SWPPP Design Manual outlined in this Section 4.2.1.3

The storm drain design manual and SWPPP design manual will be available online at the following website.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
6/15/2016	7/1/2016	7/1/2016	One Time	Hire Consultant to Create SWPPP design manual and training material	Engineering Division Manager
7/1/2016	2/15/2017		One Time	Complete and post online SWPPP design manual	PW Director
8/15/2016	12/31/2016		One Time	Develop SWPPP design manual online training certification program	Engineering Division Manager
1/1/2017	2/1/2017		Annually	Verify SWPPP engineers, construction contractors, developers, development review staff and land use planners working in the City are certified	Engineering Division Manager
1/1/2018	2/1/2018		Annually	Verify SWPPP engineers, construction contractors, developers, development review staff and land use planners working in the City are certified	Engineering Division Manager
1/1/2019	2/1/2019		Annually	Verify SWPPP engineers, construction contractors, developers, development review staff and land use planners working in the City are certified	Engineering Division Manager
1/1/2020	2/1/2020		Annually	Verify SWPPP engineers, construction contractors, developers, development review staff and land use planners working in the City are certified	Engineering Division Manager
4/1/2021	7/1/2021		One Time	Update SWPPP design manual for requirement of new state permit	Engineering Division Manager

4.2.1.5 Information and Training Given to City Employees

Provide and document information and training given to employees of Permittee-owned or operated facilities concerning the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics: equipment inspection to ensure timely maintenance; proper storage of industrial materials (emphasize pollution prevention); proper management and disposal of wastes; proper management of dumpsters; minimization of use of salt and other de-icing materials (cover/prevent runoff to MS4 and ground water contamination); benefits of appropriate on-site infiltration (areas with low exposure to industrial materials such as roofs or employee parking); and proper maintenance of parking lot surfaces (sweeping).

The City BMP Training in Appendix D will outline how training will be conducted and tracked by the City. This will include the training of City Employees, consultants, contractors, developers, engineers, and planners. The City is developing BMPs along with training materials and information as required for each item in Appendix D including:

- Equipment Inspection. This BMP will outline policies and procedures and establish the training and tracking for the inspection of equipment and will set up how they will be tracked and ensure timely maintenance is conducted.
- Illicit Discharge Detection and Reporting. This BMP will explain the water quality impacts associated with illicit discharges and the improper disposal of wastes. It will then outline policies and procedures and establish the training and tracking for the detection and reporting of illicit discharges.
- Industrial Materials Storage. This BMP will outline policies and procedures and establish the training and tracking for industrial material storage and emphasize how proper storage will prevent pollution. This BMP will pay particular attention to the storage of salt and deicing materials.
- Parking Lot Snow Plowing and Deicing. This BMP will outline policies and procedures and establish the training and tracking for deicing as part of building maintenance and parking lot snow plow operations. It will pay particular attention to the minimization of the use of salt and other deicing materials and how to cover them and prevent runoff.
- Snow Plowing. This BMP will outline policies and procedures and establish the training and tracking for snow plowing operations. It will pay particular attention to the minimization of the use of salt and other deicing materials and how to cover them and prevent runoff.
- Street and Parking Lot Sweeping. This BMP will outline policies and procedures and establish the training and tracking for street and parking lot sweeping.
- Waste Disposal. This BMP will outline policies and procedures and establish the training and tracking for the proper management and disposal of waste and the use of dumpsters. This also covers the requirement in Section 4.2.3.7.

After a BMP is developed, it will be posted online at the website below.

http://employee.spanishfork.org/empDocs/

An online training module will be setup after each BMP is developed. Employees affected by the BMP will be required to complete the training module annually. Additional training will be held with the public works division managers on all policies and procedures in regularly held staff meetings.

Information on the benefits of appropriate on-site infiltration will be discussed in the Storm Drain Design Manual as outlined in Section 4.2.1.6.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
1/1/2018	2/1/2018		Annually	Verify all employees received their required training	PW SWPPP Inspector
1/1/2018	2/1/2018		Annually	Verify all BMPs are posted online	PW SWPPP Inspector
1/1/2018	2/1/2018		Annually	Verify PW Division Managers have been trained on all BMPs the previous year	PW Director/ Secretary
1/1/2019	2/1/2019		Annually	Verify all employees received their required training	PW SWPPP Inspector
1/1/2019	2/1/2019		Annually	Verify all BMPs are posted online	PW SWPPP Inspector
1/1/2019	2/1/2019		Annually	Verify PW Division Managers have been trained on all BMPs the previous year	PW Director/ Secretary
1/1/2020	2/1/2020		Annually	Verify all employees received their required training	PW SWPPP Inspector
1/1/2020	2/1/2020		Annually	Verify all BMPs are posted online	PW SWPPP Inspector
1/1/2020	2/1/2020		Annually	Verify PW Division Managers have been trained on all BMPs the previous year	PW Director/ Secretary
1/1/2021	2/1/2021		Annually	Verify all employees received their required training	PW SWPPP Inspector
1/1/2021	2/1/2021		Annually	Verify all BMPs are posted online	PW SWPPP Inspector
1/1/2021	2/1/2021		Annually	Verify PW Division Managers have been trained on all BMPs the previous year	PW Director/ Secretary
1/1/2022	2/1/2022		Annually	Verify all employees received their required training	PW SWPPP Inspector
1/1/2022	2/1/2022		Annually	Verify all BMPs are posted online	PW SWPPP Inspector
1/1/2022	2/1/2022		Annually	Verify PW Division Managers have been trained on all BMPs the previous year	PW Director/ Secretary

4.2.1.6 Information Given to MS4 Engineers, Development Land Planners and Plan Review Staff Regarding Low Impact Development (LID) Practices

Provide and document information and training given to MS4 engineers, development and plan review staff, land use planners, and other parties as applicable to learn about Low Impact Development (LID) practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

The City will develop LID standards for all new development. The City will contract with a consultant to update the storm drain design manual with these LID standards as well as basic LID practices and green infrastructure practices and requirements to implement them as outlined in Section 4.2.5.3.2, 4.2.5.3.4 and 4.2.6.6.3. The Storm Drain Design Manual shall be placed in Appendix E.

The design manual shall be written with the educational information required by this section for post construction controls and maintenance of LID infrastructure. It will also have information on the benefits of appropriate on-site infiltration as required in Section 4.2.1.5.

The consultant will also be contracted to provide training materials needed to set up an online training and certification program for engineers, construction contractors, developers, development review staff and land use planners. This online training will be required before these entities are allowed to work in the City and be part of the online training required and tracked in Section 4.2.1.4.

The storm drain design manual will be available in Appendix E and online at:

http://www.spanishfork.org/dept/pubworks/utilities/storm/

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
6/1/2014	2/1/2015	2/1/2015	One Time	Develop LID standards for all new development	Development Engineer
6/15/2016	7/1/2016	7/1/2016	One Time	Hire Consultant to update storm drain design manual and training material	Engineering Division Manager
7/1/2016	11/1/2016		One Time	Complete and post online updated storm drain design manual	PW Director/ Secretary
8/15/2016	2/1/2017		One Time	Develop storm drain design manual online training certification program	Engineering Division Manager
4/1/2021	7/1/2021		One Time	Update storm drain design manual for requirement of new state permit	Engineering Division Manager

4.2.1.7 Program Evaluation

An effective program must show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. The Permittee must define the specific messages for each audience. The Permittee must identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program must be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.

The Utah County Stormwater Coalition administers a public survey. The survey will determine what type of information should be conveyed to the public. The follow up survey will also question the public about their actions to help refocus future educational messages, rather than just their knowledge. The purpose of the survey will be to give the Utah County Stormwater Coalition an idea as to how effectively the education program is working.

As the survey data is compiled and interpreted, a baseline of the public's knowledge of storm water pollution prevention will be established. Then future surveys will be used to evaluate the effectiveness of the public education program. The survey data will be available in Appendix G. Progress will be tracked in this section as surveys are completed.

4.2.1.8 BMP Rational

The Permittee must include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

Spanish Fork City is a member of the Utah County Stormwater Coalition and it was agreed that the Coalition would cover the Public Education and Outreach Program requirements of the permit for all of the participating communities. The BMPs have been developed and refined for many years by neighboring communities and generally determined to be effective.

4.2.2 Public Involvement/Participation

The Permittee must implement a program that complies with applicable State and Local public notice requirements. The SWMP shall include ongoing opportunities for public involvement and participation such as advisory panels, public hearings, watershed committees, stewardship programs, environmental activities, other volunteer opportunities, or other similar activities. The Permittee should involve potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and education organizations. The minimum performance measures are:

4.2.2.1 Comment Opportunities

Permittees shall adopt a program or policy directive to create opportunities for the public to provide input during the decision making processes involving the development, implementation and update of the SWMP document including development and adoption of all required ordinances or regulatory mechanisms.

The SWMP document will be presented and discussed with opportunity for public comment during each update. Beginning in 2017, the SWMP update will be done at an advertised public hearing which is tracked in Section 1.1.

4.2.2.2 Public Review of SWMP

Renewal Permittees shall make the revised SWMP document available to the public for review and input within 120 days from the effective date of this Permit. New Applicants shall make the SWMP document available to the public for review and input within 180 days of receiving notification from the Division of the requirement for Permit coverage.

The Engineering Division will provide opportunities for public involvement in the constant development, updates and implementation of the storm water management program, including development and adoption ordinances through the development of a web based system to accept and incorporate comments and suggestions about the storm water program within 180 days of receiving notification from the Division.

4.2.2.3 Public Availability

A current version of the SWMP document shall remain available for public review and input for the life of the Permit. If the Permittee maintains a website, the latest version of the SWMP document shall be posted on the website within 120 days from the effective date of this Permit and shall clearly denote a specific contact person and phone number or email address to allow the public to review and provide input for the life of the Permit to allow the public to review and provide input.

The SWMP documents will be available to the public for review at the following website.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

There will also be a link for the public make comments on the SWMP on the website. These comments will be considered in the annual review and updates that are tracked in Section 1.1.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
2/1/2014	2/13/2014	2/4/14	One Time	SWMP posted on website	PW Director/ Secretary
6/15/2016	8/1/2016	10/1/2016	One Time	Method and contact information for public to review and comment on SWMP provided on website	PW Director/ Secretary

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2016	8/1/2016		Annually	SWMP update posted on website	PW Director/ Secretary
7/1/2017	8/1/2017		Annually	SWMP update posted on website	PW Director/ Secretary
7/1/2018	8/1/2018		Annually	SWMP update posted on website	PW Director/ Secretary
7/1/2019	8/1/2019		Annually	SWMP update posted on website	PW Director/ Secretary
7/1/2020	8/1/2020		Annually	SWMP update posted on website	PW Director/ Secretary
7/1/2021	8/1/2021		Annually	SWMP update posted on website	PW Director/ Secretary

4.2.2.4 State and Local Public Notice Compliance

The Permittee must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

The tracking provided in Section 4.2.2.1 will meet the requirements of state and local public notice.

4.2.3 Illicit Discharge Detection and Elimination (IDDE)

All Permittees shall revise as necessary, implement and enforce an IDDE program to systematically find and eliminate sources of non-storm water discharges from the MS4 and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed below. The IDDE program must be described in writing, incorporated as part of the Permittee's SWMP document, and contain the elements detailed in this part of the Permit. The minimum performance measures are:

4.2.3.1 Storm Drain System Map

Maintain a current storm sewer system map of the MS4 showing the location of all municipal storm sewer outfalls with the names and location of all State waters that receive discharges from those outfalls, storm drain pipe and other storm water conveyance structures within the MS4.

Figure 1 in Appendix C shows all the municipal storm sewer outfalls. The Figure can also be downloaded at:

http://www.spanishfork.org/dept/pubworks/utilities/storm/

Outfalls, storm drain pipe, and structures can be viewed dynamically at:

http://suvgis.spanishfork.org/appsSF/USFC-StormwaterSWMP/

These maps will be updated as part of the storm drain infrastructure construction inspection process. Inspectors will be equipped with GPS survey equipment that will survey the infrastructure as it is installed. **GIS mapping staff** will then update the maps as the survey data comes into the office.

4.2.3.2 Ordinances Pertaining to Illicit Discharges

Effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges to the MS4, including spills, illicit connections, illegal dumping and sanitary sewer overflows ("SSOs") into the storm sewer system, require removal of such discharges consistent with Part 4.2.3.6 of this Permit, and implement appropriate enforcement procedures and actions. The Permittee must have a variety of enforcement options in order to apply escalating enforcement procedures as necessary for the severity of violation and/or the recalcitrance of the

violator. Exceptions are discharges pursuant to a separate UPDES Permit (other than the UPDES Permit for discharges from the MS4) and non-storm water discharges listed in Part 1.2.2.2.

Illicit discharge regulations specific to Spanish Fork are outlined in the Municipal Code in Title 13 – Utilities. Section 13.16.100 Illicit Discharges and Connections, enforcement is outlined in section 13.16.110 Enforcement and violations are provided in section 13.16.120 Violations and Penalties.

Title 13.46.050 prohibits illegal dumping into any sump, detention basin, storm drain, curb and gutter, drain inlet, storm drain ditch or other storm drainage structure that conveys storm water and/or non-storm water, any type of debris, petroleum product, chemical, paint, pesticide, herbicide, heavy metal, acid or base product, solid or liquid waste product, hazardous waste product, and/or human or animal waste. The ordinance will be revised to more closely mimic the requirements of this program to prohibit all discharges except those allowed in Section 1.2.2.2 of this permit. The revisions will be completed by August 1st, 2014.

Year	Measurable Goal Action Summary:	Document updates to the ordinance on illicit discharge	PW Director/ Secretary
2014	2/4/2014 New Ordinances Adopted 13.46.050 with Revisions for Section 4.2.3.2		
2015	6/16/2015 Ordinance revision that moved and updated sections to: Section 13.16.100 Illicit Discharges and Connections, Section 13.16.110 Enforcement, and 13.16.120 Violations and Penalties		

4.2.3.2.1 IDDE Program

The IDDE program must have adequate legal authority to detect, investigate, eliminate and enforce against non-storm water discharges, including illegal dumping, into the MS4. Adequate legal authority consists of an effective ordinance, by-law, or other regulatory mechanism. The documented IDDE program that is included in the Permittee's SWMP must include a reference or citation of the authority the Permittee will use to implement all aspects of the IDDE program.

The following City BMPs in Appendix D will establish the IDDE program.

- Illicit Discharge Response, Investigation, and Detection
- Illicit Discharge Reporting and Clean Up

They will outline how illicit discharges will be detected, investigated, and eliminated. The program will have enforcement authority though Title 13. Specific reference to the authority of aspects of the IDDE program will be included in the IDDE BMPs. Title 13 can be viewed at the following website.

http://www.spanishfork.org/dept/admin/code.php

4.2.3.3 Dry Weather Screening Program

Implement a written plan to detect and address non-storm water discharges to the MS4, including spills, illicit connections, sanitary sewer overflows and illegal dumping. The plan shall include:

The Engineering Division will develop and adopt written standard operating procedures (SOPs) for the dry weather screening program that will comply with Section 4.2.3 to detect and eliminate non-storm water discharges to the MS4. These procedures will be reviewed and updated annually and any changes will be documented. The SOPs are enforceable by City ordinances February 4, 2014 and will be available in Appendix D of this document. The dry weather screening activities will start after the mapping activities are complete. It is anticipated the dry weather screening inspections will start in 2015 at key locations including discharges into Dry Creek.

4.2.3.3.1 Procedures for Locating Priority Areas

Written systematic procedures for locating and listing the following priority areas likely to have illicit discharges (if applicable to the jurisdiction):

- Areas with older infrastructure that are more likely to have illicit connections;
- Industrial, commercial, or mixed use areas;
- Areas with a history of past illicit discharges;
- Areas with a history of illegal dumping;
- Areas with onsite sewage disposal systems;
- Areas with older sewer lines or with a history of sewer overflows or cross-connections;
- Areas upstream of sensitive water bodies; and,
- Other areas the Permittee determines to be likely to have illicit discharges.

The Permittee must document the basis for its selection of each priority area and create a list of all priority areas identified in the system. This priority area list must be updated annually to reflect changing priorities.

Section 4.2.1.3 outlines and tracks the City's plan to hire a consultant to contact and implement Stormwater Pollution Prevention Maintenance Agreements (SPPMAs) and Post Construction Maintenance Plans (PCMPs) with existing businesses and institutions. This consultant will be required to prioritize these existing businesses/institutions according to the criteria of this section. This prioritized list will be saved to Appendix H.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2016	9/1/2016		One Time	Create Prioritized List of Businesses/Institutions to establish maintenance agreements and plans. Save list to will be saved to Appendix H	Engineering Division Manager

The Engineering Divisions will create written systematic procedures for locating areas that are likely to have illicit discharges by January 2015; the criteria for selecting these areas will include the areas applicable in the permit Section 4.2.3.3.1.

The Engineering Division will create a weighted matrix to prioritize areas of concern and will create and update, as needed, a list of all priority areas identified in the system. The Engineering Division will document the basis for its selection of each priority area. The list will be updated once a year to reflect changing priorities and will be kept on the department's O&M Manual.

4.2.3.3.2 Outfalls Inspections

Field inspections of areas which are considered a priority area as identified in Permit Part 4.2.3.3.1. Compliance with this provision shall be achieved by inspecting each priority area **annually at a minimum**. All field assessment activities shall utilize an inspection form to document findings.

The Engineering Division will conduct field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges during the periods of dry weather. All outfalls into the Spanish Fork River and Dry Creek shall be considered priority. The City is currently developing SOP's to inspect, document, and track inspections.

4.2.3.3.3 Dry Weather Screening Inspections

Dry weather screening (See Definition 7.13) activities for the purpose of verifying outfall locations and detecting illicit discharges that discharge within the Permittee's jurisdiction to a receiving water. All outfalls shall be inspected at least once during the 5-year Permit term. Dry weather screening activities shall utilize an inspection form to document findings.

All outfalls into the Spanish Fork River and Dry Creek shall be considered priority and will be inspected annually by the Public Works SWPPP Inspector for the purpose of detecting illicit discharges during the periods of dry weather. The Dry Weather Outfall Screening program will be developed and implemented as tracked in the Appendix D: BMP Dry Weather Outfall Screening Inspections. It will outline how and how often dry weather outfall screening inspections will be conducted. The BMP will outline procedures to implement if illicit discharges are detected. An online inspection form shall be developed and then filled out for each inspection.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
1/1/2015	12/15/2015	12/15/2015	One Time	Develop online dry weather screening outfall inspection GIS form	PW SWPPP Inspector/GIS Administrator
8/1/2016	9/1/2016	9/1/2016	Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector
8/1/2017	9/1/2017		Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector
8/1/2018	9/1/2018		Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector
8/1/2019	9/1/2019		Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector
8/1/2020	9/1/2020		Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector
8/1/2021	9/1/2021		Annually	Document in the GIS that all outfalls have been inspected	PW SWPPP Inspector

4.2.3.3.4 Notification for Separate UPDES

If the Permittee discovers or suspects that a discharger may need a separate UPDES Permit (e.g., Industrial Storm Water Permit, Dewatering Permit), the Permittee shall notify the Division.

An important part of dry weather screening is to identify potential separate UPDES dischargers. If a discharger without the appropriate documentation is determined, they will be fined as described in Section 4.2.3.2 for illicit discharge and sent documentation for how to be in compliance. This process will be detailed in BMP Dry Weather Outfall Screening Inspections found and tracked in Appendix D.

4.2.3.4 Illicit Discharge Source Tracing

Implement standard operating procedures (SOPs) or similar type of documents for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, using field tests of selected chemical parameters as indicators of discharge sources, collecting and analyzing water samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.

This SOP will be a part of BMP Dry Weather Outfall Screening Inspections found and tracked in Appendix D.

4.2.3.5 Illicit Discharge Response

Implement standard operating procedures (SOPs) or similar type of documents for characterizing the nature of, and the potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee by the hotline or other telephone number described in 4.2.3.9. These procedures shall include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge. Compliance with this provision will be achieved by initiating an investigation immediately upon being alerted of a potential illicit discharge.

This SOP is Illicit Discharge Investigation and Response found and tracked in Appendix D.

4.2.3.5.1 IDDE Inspection Report

When the source of a non-storm water discharge is identified and confirmed, the Permittee must record the following information in an inspection report: the date the Permittee became aware of the non-storm water discharge, the date the Permittee initiated an investigation of the discharge, the date the discharge was observed, the location of the discharge, a description of the discharge, the method of discovery, date of removal, repair, or enforcement action; date, and method of removal verification. Analytical monitoring may be necessary to aid in the identification of potential sources of an illicit discharge and to characterize the nature of the illicit discharge. The decision process for utilizing analytical monitoring must be fully documented in the inspection report.

After the source of a non-storm water discharge is identified and confirmed, the Engineering Division will record the following information on an inspection report that will contain the following. It may be an online GIS report.

- The date the City became aware of the non-storm water discharge
- The date the City initiated the investigation of the discharge
- The date the discharge was observed
- The location of the discharge
- The description of the discharge
- The method of discovery
- The date and method of verification, removal, repair or enforcement action
- The decision process for utilizing analytical monitoring/sampling to aid in the identification of the potential source of an illicit discharge and characterization of the nature of an illicit discharge

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2016	9/1/2016		One Time	IDDE Inspection Report Form is created and available online.	Engineering Division Manager

Year	Measurable Goal Action Summary:		Document number of IDDE	
Quarter	First	Second	Third	Fourth
2016	**None**	**None**	**None**	**None**
2017				
2018				
2019				
2020				
2021				

4.2.3.6 Ceasing Illicit Discharges

Implement standard operating procedures (SOPs) or similar type of documents for ceasing the illicit discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for removing the source of the discharge or otherwise eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated. Illicit discharges to the MS4 are prohibited and

any such discharges violate this Permit and remain in violation until they are eliminated. Upon detection, the Permittee shall require immediate cessation of improper disposal practices upon confirmation of responsible parties in accordance with its enforceable legal authorities established pursuant to Part 4.2.3.2.1 of this Permit.

Upon detection of an illicit discharge, the Engineering Division or its appointees will require the immediate cessation of improper disposal practices upon confirmation of the responsible parties as outline in Illicit Discharge Detection and Reporting and Illicit Discharge Investigation and Response in Appendix D.

4.2.3.6.1 IDDE Investigation Documentation

All IDDE investigations must be thoroughly documented and may be requested at any time by the Division. If a Permittee is unable to meet the minimum performance measures outlined in Parts 4.2.3.5. or 4.2.3.6., the Permittee must immediately submit to the Division written documentation or rationale describing the circumstances why compliance with the minimum performance measures was not possible. All IDDE documentation shall be retained by the Permittee as required by the SWMP document.

This documentation will be implemented according to the SOP developed with the Illicit Discharge Investigation and Response in Appendix D.

4.2.3.7 Improper Disposal of Waste

Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.

Education and Outreach given to the public include:

- Public Employees: The plan and tracking in Section 4.2.1.5
- Businesses: The plan and tracking found in Section 4.2.1.3
- General Public: The plan and tracking in Section 4.2.1.2

4.2.3.8 Household Hazardous Waste Collection

Permittees shall promote or provide services for the collection of household hazardous waste.

Through the coalition, an annual household hazardous waste disposal event is held for the whole county. At this time, county residents can bring household hazardous wastes for free disposal. Household hazardous wastes can be disposed of at all other times during the year at the South Utah Valley Solid Waste District transfer station located at 2450 W 400 S, Springville, UT.

The coalition produces materials each year that both advertise the household hazardous waste event and educate the public on what are household hazardous wastes. Section 4.2.1.2 in Public Education and Outreach Program tracks these materials. The City also publishes these materials on the website/social media and/or newsletter each year. A section of the City Storm Water website will be dedicated to giving information on the proper disposal of household hazardous waste and events and locations where this waste can be disposed.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
11/1/2016	2/1/2017		One Time	Household Hazardous Waste Section added to Website	PW Director/ Secretary
2/1/2016	2/15/2016		Annual	Household Hazardous Waste Education and Event Promotion on Website/Newsletter	PW Secretary

4/1/2016	4/7/2016		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary
2/1/2017	2/15/2017		Annual	Household Hazardous Waste Education & Event Promotion on Website/Newsletter	PW Secretary
4/1/2017	4/7/2017		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary
2/1/2018	2/15/2018		Annual	Household Hazardous Waste Education and Event Promotion on Website/Newsletter	PW Secretary
4/1/2018	4/7/2018		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary
2/1/2019	2/15/2019		Annual	Household Hazardous Waste Education and Event Promotion on Website/Newsletter	PW Secretary
4/1/2019	4/7/2019		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary
2/1/2020	2/15/2020		Annual	Household Hazardous Waste Education and Event Promotion on Website/Newsletter	PW Secretary
4/1/2020	4/7/2020		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary
2/1/2021	2/15/2021		Annual	Household Hazardous Waste Education and Event Promotion on Website/Newsletter	PW Secretary
4/1/2021	4/7/2021		Annual	Household Hazardous Waste Reminder on Website/Social Media	PW Secretary

4.2.3.9 Reporting Hotline

Permittees shall publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. A written record shall be kept of all calls received, all follow-up actions taken, and any feedback received from public education efforts.

The City reporting hotline for reporting spills and other illicit discharges is (801-804-4440) and the coalition hotline number (801- 851-7873). These hotlines will be listed and advertised to the public on the City website for the reporting of spills and other illicit discharges. There will be an explanation of what illicit discharges are near the phone numbers. There will also be an explanation that construction site storm water related issues such as tracking on onto streets should be reported to this hotline as required in Section 4.2.4.4.5.

The public may also call the Police or Fire Departments to report any activities. Illicit Discharge Detection, Investigation, and Response BMP will set procedures and develop appropriate training for City staff to document the calls received, follow-up actions and public education feedback. This documentation will be completed as a part of the Forms/Tools step for the Illicit Discharge Detection, Investigation, and Response BMP in Appendix D.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
11/1/2016	2/1/2017		One Time	On the Storm Water website explain what an IDDE is and list the reporting hotlines	Engineering Division Manager

Year	Measurable Goal Action Summary:		Document number of calls received, information received, action taken and feedback received	
Quarter	First	Second	Third	Fourth
2016	**None**	**None**	**None**	**None**
2017	**None**	**None**		
2018				
2019				
2020				
2021				

4.2.3.9.1 Spill Response Procedures

The Permittee must develop a written spill/dumping response procedure, and a flow chart for internal use, that shows the procedures for responding to public referrals of illicit discharges, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response, even if it is a different entity other than the Permittee. The procedure and list must be incorporated as part of the IDDE program and incorporated into the Permittee's SWMP document. The list must be maintained and updated as changes occur.

The City BMPs, Illicit Discharge Detection, Investigation, and Response BMP in Appendix D will establish procedures and develop appropriate training for City staff to respond to spills according to this requirement.

4.2.3.10 IDDE Program Evaluation

Permittees shall implement procedures for program evaluation and assessment which includes maintaining a database for mapping, tracking of the number and type of spills or illicit discharges identified; and inspections conducted.

Each January the previous year's spills and IDDEs will be mapped by the **GIS Administrator** and summarized in the following table. Follow up reminders will be placed in the annual calendar for the **Public Works SWPPP Inspector**. Once the tracking and evaluation are complete any needed changes will be made to this procedure and the following City BMPs in Appendix D will establish the IDDE program.

- Illicit Discharge Response, Investigation, and Detection
- Illicit Discharge Reporting and Clean Up

Year	IDDE Address	Type of Spill or IDDE	Inspections Conducted	Summary of Response
2016	None	N/A	N/A	N/A
2017				
2018				
2019				

Year	IDDE Address	Type of Spill or IDDE	Inspections Conducted	Summary of Response
2020				
2021				

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
1/1/2017	2/1/2017	2/1/2017	Annual	Complete Spill and IDDE summary table in this section for 2016	SWPPP Inspector
2/1/2017	3/1/2017	3/1/2017	Annual	Map Spills and IDDEs for 2016	SWPPP Inspector/GIS Administrator
3/1/2017	4/1/2017	2/1/2017	Annual	The SWPPP Inspector, Dev. Engineer, Engineering Div. Manager and the PW Director evaluate and assess IDDE program and update BMPs	PW Director/ Secretary
1/1/2018	2/1/2018		Annual	Complete Spill and IDDE summary table in this section for 2017	SWPPP Inspector
2/1/2018	3/1/2018		Annual	Map Spills and IDDEs for 2017	SWPPP Inspector/GIS Administrator
3/1/2018	4/1/2018		Annual	The SWPPP Inspector, Dev. Engineer, Engineering Div. Manager and the PW Director evaluate and assess IDDE program and update BMPs	PW Director/ Secretary
1/1/2019	2/1/2019		Annual	Complete Spill and IDDE summary table in this section for 2018	SWPPP Inspector
2/1/2019	3/1/2019		Annual	Map Spills and IDDEs for 2018	SWPPP Inspector/GIS Administrator
3/1/2019	4/1/2019		Annual	The SWPPP Inspector, Dev. Engineer, Engineering Div. Manager and the PW Director evaluate and assess IDDE program and update BMPs	PW Director/ Secretary
1/1/2020	2/1/2020		Annual	Complete Spill and IDDE summary table in this section for 2019	SWPPP Inspector
2/1/2020	3/1/2020		Annual	Map Spills and IDDEs for 2019	SWPPP Inspector/GIS Administrator
3/1/2020	4/1/2020		Annual	The SWPPP Inspector, Dev. Engineer, Engineering Div. Manager and the PW Director evaluate and assess IDDE program and update BMPs	PW Director/ Secretary
1/1/2021	2/1/2021		Annual	Complete Spill and IDDE summary table in this section for 2020	SWPPP Inspector
2/1/2021	3/1/2021		Annual	Map Spills and IDDEs for 2020	SWPPP Inspector/GIS Administrator

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
3/1/2021	4/1/2021		Annual	The SWPPP Inspector, Dev. Engineer, Engineering Div. Manager and the PW Director evaluate and assess IDDE program and update BMPs	PW Director/ Secretary

4.2.3.11 IDDE Employee Training

Permittees shall at a minimum, ensure that all staff, contracted staff, or other responsible entities receives annual training in the IDDE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All shall ensure that all new hires are trained immediately upon hire and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The Permittees shall provide training to all field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4. The Permittee shall also train office personnel who might receive initial reports of illicit discharges. Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall include a summary of such training in the annual report.

The City will require all employees and contracted staff to take the training developed for the following BMPs This training will be tracked and summarized as a part of the Employee Training BMP found in Appendix D.

- Illicit Discharge Response, Investigation, and Detection
- Illicit Discharge Reporting and Clean Up

4.2.3.12 IDDE Documentation

The Division reserves the right to request documentation or further study of a particular non-storm water discharge of concern, to require a reasonable basis for allowing the non-storm water discharge and excluding the discharge from the Permittee's program, and to require inclusion of the discharge in the Permittee's program, if water quality concerns cannot otherwise be reasonably satisfied.

As specified in Section 4.1.2, ongoing documentation will be established and available for review upon request.

4.2.4 Construction Site Storm Water Runoff Control Program

All Permittees shall revise as necessary, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale according to the minimum performance measures listed below. Public and private projects, including projects proposed by the Permittee's own departments and agencies, shall comply with these requirements. The minimum performance measures are:

4.2.4.1 Erosion Requirements

Revise as necessary and enforce an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the requirements set forth in the most current UPDES Storm Water General Permits for Construction Activities which can be found at http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm. The ordinance or other regulatory mechanism shall include sanctions to ensure compliance. The ordinance or other regulatory mechanism shall apply, at a minimum, to construction projects disturbing greater than or equal to one acre and to construction projects of less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at sites less than 1 acre or not part of a Common Plan of Development may be retained.

The City Storm Water Drainage Design Manual in Appendix E requirements must be met. These requirements include submitting a SWPPP as part of the final plan set that the City can review. SWPPPs shall use appropriate BMPs from the City BMP manuals. In addition, the City will be adopting, or modifying ordinances, to meet the requirements of this section. The modifications to the ordinances will be completed by December 2015.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
June 2014	December 2015	6/16/2015	One Time	Update construction storm water ordinance to comply with state updates	Engineering Division and City Attorney
December 2014	December 2015	6/16/2015	One Time	Adopt construction storm water ordinance to comply with state updates	Engineering Division and City Attorney

4.2.4.1.1 SWPPP Requirement

The ordinance or other regulatory mechanism shall, at a minimum, require construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) and apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control waste such as, but not limited to, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality. The SWPPP requirements must be, at a minimum, equivalent with the SWPPP requirement set forth in the most current UPDES Storm Water General Permits for Construction Activities, which can be found at: http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm.

Title 13 (Appendix I) will be updated to include the requirements of this section. The following link is to Title 13.
http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party

6/1/2014	12/1/2015	6/16/2015	One Time	Update Title 13 according to this section.	PW Director/ Secretary and City Attorney

4.2.4.1.2 Maintaining Construction Permit Coverage

Permittees shall ensure construction operators obtain and maintain coverage under the current UPDES Storm Water General Permits for Construction Activities for the duration of the project. Coverage can be obtained by completing a NOI as well as renewed online at https://secure.utah.gov/account/login.html?returnToUrl=https%3A//secure.utah.gov/stormwater/uii_authentication .

Construction permittees will be required to obtain an NOI as part of the City BMP SWPPP Review are found in Appendix D. This will be tracked by the online inspection tracking software. Construction permittees will be required to maintain their coverage under the current UPDES Storm Water General Permit by the Construction BMP SWPPP Inspection found in Appendix D. This will also be tracked by the online inspection tracking software.

4.2.4.1.3 Inspection Access to Private Properties

The ordinance shall include a provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.

Title 13 (Appendix I) has been updated to include the requirements of this section. The following link is to Title 13.

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

4.2.4.2 Enforcement Mechanism

Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:

Title 13 (Appendix I) has been updated to include the requirements of this section. The following link is to Title 13.

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

4.2.4.2.1 Enforcement Procedures Plan

Standard operating procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.

The Construction BMP SWPPP Inspection in Appendix D will include SOPs to meet the requirements of this section.

4.2.4.2.2 Tracking Enforcement Actions

Documentation and tracking of all enforcement actions.

Enforcement actions will be documented and tracked in the online inspection program. The Construction BMP SWPPP Inspection in Appendix D will include SOPs for these actions.

4.2.4.3 SWPPP Review Procedures

Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a minimum, all construction sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure plans are complete and in compliance with State and Local regulations. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer. Prior to construction, the Permittee shall:

4.2.4.3.1 SWPPP Pre-Construction Review

Conduct a pre-construction SWPPP review which includes a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development.

The City BMP SWPPP Review in Appendix D will require a review of all SWPPPs. It will include the SWPPP review checklist required by Section 4.2.4.3.2. The Construction BMP, SWPPP Inspections, in Appendix D will require an initial onsite pre-construction review inspection with the contractor. At this inspection the requirements of this section will be accomplished.

4.2.4.3.2 SWPPP Review Check List

Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.

The City BMP SWPPP Review in Appendix D will require a review of all SWPPPs the checklist. The SWPPP review checklist will also be included in the SWPPP Design Manual (Appendix F) required in Section 4.2.1.4 which will track the completion of this requirement.

4.2.4.3.3 Priority Construction Sites

Identify priority construction sites considering the following factors at a minimum:

- Soil erosion potential;
- Site slope;
- Project size and type;
- Sensitivity of receiving waterbodies;
- Proximity to receiving waterbodies; and,
- Non-storm water discharges and past record of non-compliance by the operators of the construction site;

The City BMP SWPPP Review in Appendix D will require that the reviewer evaluate whether each construction site is a priority site according to the factors in this section. Priority sites will be clearly labeled such at the top of the SWPPP permit.

4.2.4.4 SOPs for Site Inspections and Enforcement

All Permittees shall develop and implement SOPs or similar type of documents for construction site inspection and enforcement of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The Permittee must have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:

The SOPs for construction site inspections and enforcement will be developed the Construction BMP SWPPP Inspection in Appendix D. The authority to enforce these measures is found in Title 13.16.110 Enforcement (Appendix I) at following link.

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

4.2.4.4.1 Construction Site Inspection Checklist

Inspections of all new construction sites with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale at least monthly by qualified personnel using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm.

The Construction BMP SWPPP Inspection in Appendix D will include this checklist for monthly construction site inspections. Priority sites as determined according to Section 4.2.4.3.3 shall be inspected biweekly according to Section 4.2.4.4.3.

4.2.4.4.2 Construction Site Inspection

The Permittee must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. The Permittee must document in its SWMP the procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted. This procedure must be provided to the construction operator/owner before active construction begins.

The Construction BMP SWPPP Inspection in Appendix D will include the procedures and documentation process for the requirements of this section.

4.2.4.4.3 Biweekly Inspections of Construction Sites

Inspections by the MS4 of priority construction sites defined in Part 7.36 must be conducted at least biweekly (every two weeks) using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm.

The Construction BMP SWPPP Inspection in Appendix D will include this checklist for the monthly construction site inspections. Priority sites as determined according to Section 4.2.4.3.3 shall be inspected biweekly according to Section 4.2.4.4.1. It will also outline how the completion of this requirement for each construction site will be documented.

4.2.4.4.4 Inspection Enforcement

Based on site inspection findings, the Permittee must take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the Permittee's enforcement strategy. These follow-up and enforcement actions must be tracked and documented.

The Construction BMP SWPPP Inspection in Appendix D will include the documentation requirements for follow-up actions related to the site inspection findings.

4.2.4.4.5 Publicizing Hotline

Permittees shall publicly provide and publicize a hotline or other local telephone number for public reporting of storm water related issues on construction sites, such as tracking onto streets. Records of violations, enforcement actions and corrective actions taken shall be tracked and documented.

The hotline for reporting storm water related issues on construction sites is 801-804-4440 as explained in Section 4.2.3.9. It is publicized on the City storm water website below.

http://www.spanishfork.org/dept/pubworks/utilities/storm/

4.2.4.5 City Personnel Training

The Permittee must ensure that all staff, whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement, are annually trained to conduct these activities. The training can be conducted by the MS4 or outside training can be attended. Such training must extend to third-party inspectors and plan reviewers as well. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.

Staff or consultant employees whose primary job duties are related to implementing the construction of storm water program shall be RSI certified if performing inspections and RSR or CPESC certified if reviewing SWPPPs.

- RSI: Registered SWPPP Inspector
- RSR: Registered SWPPP Reviewer
- CPESC: Certified Professional Erosion and Sediment Control

These certifications require a minimum of 4 hours of training a year so we will document that they have a current certification to meet this requirement. The renewal and proof of education is tracked by the Development Secretary. A copy of their current certificates will saved in his or her files.

Below is a list of these individuals the certification and date of certification expiration.

Employee/Consultant	Title	Certification	Cert. Expiration
Cory Pierce	Development Engineer	RSI	6/30/2018
James Darling	PW SWPPP Inspector	RSI	6/30/2018
David Duvall	SWPPP Inspector	CPESC	10/8/2017
Mitch Hilburn	SWPPP Inspector	RSI	10/22/2019
Mitch Hilburn	SWPPP Inspector	CISEC	12/1/2017

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2016	7/15/2016	3/6/2017	One Time	Compile initial list above of employees/consultants performing SWPPP review or inspections, file certifications and record expiration dates	Engineering Secretary
7/1/2017	7/15/2017		Annual	Verify certifications	Engineering Secretary
7/1/2018	7/15/2018		Annual	Verify certifications	Engineering Secretary
7/1/2019	7/15/2019		Annual	Verify certifications	Engineering Secretary
7/1/2020	7/15/2020		Annual	Verify certifications	Engineering Secretary
7/1/2021	7/15/2021		Annual	Verify certifications	Engineering Secretary

4.2.4.6 Record Keeping of Permitted Sites

All Permittees shall implement a procedure to maintain records of all projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Permittees shall keep records which include but are not limited to, site plan reviews, SWPPPs, inspections and enforcement actions including verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer.

Initially all inspections will be e-mailed, to the MS4 account to provide a record of all inspections, enforcement actions, and other pertinent information. Monthly the inspector will review the account to ensure inspections are

being properly documented. This account will also house copies of the original SWPPP, SWPPP review sheets, pre-construction meeting notes, etc.

These records will also be tracked as required by the online inspection program complianceGo at the link below:

http://wp.compliancego.com

4.2.5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)

All Permittees shall revise as necessary, implement and enforce a program to address post-construction storm water runoff to the MS4 from new development and redevelopment construction sites disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, according to the minimum performance measures listed below. The objective of this control measure is for the hydrology associated with new development to mirror the pre-development hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water. The water quality considerations of this minimum control measure do not replace or substitute for water quantity or flood management requirements implemented on the local level for new developments. The water quality controls may be incorporated into the design of structures intended for flow control; or water quality control may be achieved with separate control measures. The program must apply to private and public development sites, including roads.

4.2.5.1 Post Construction Ordinances

Develop and adopt an ordinance or other regulatory mechanism that requires long-term post-construction storm water controls at new development and redevelopment sites. The ordinance or other regulatory mechanism shall apply, at a minimum, to new development and redevelopment sites that discharge to the MS4 and that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at smaller sites shall be retained. The ordinance or other regulatory mechanism shall require BMP selection, design, installation, operation and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4.

The post construction maintenance ordinance is found in the Municipal Code in Title 13 Section 13.16.070 (Appendix I) and at the link below.

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

4.2.5.2 Enforcement Responsibilities

Implement an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:

The City will develop SOPs for the inspection and maintenance requirements for long term BMPs as Described in Appendix D.

4.2.5.2.1 Enforcement Procedures and Actions

Procedures that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators which shall include appropriate, escalating enforcement procedures and actions.

The enforcement ordinance for post construction maintenance is found in the Municipal Code in Title 13 Section 13.16.070 D (Appendix I) and at the link below.

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

4.2.5.2.2 Documentation for Post-Construction BMP Requirements

Documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall include:

- How long-term storm water BMPs were selected;
- The pollutant removal expected from the selected BMPs; and
- The technical basis which supports the performance claims for the selected BMPs.

Appendix D will contain all the Post Construction and City BMPs. These BMPs will document the requirements of this section.

4.2.5.3 Post-Construction Controls Standards for Development and Redevelopment Projects

The Permittee's new development/redevelopment program must have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. BMPs must be selected that address pollutants known to be discharged or anticipated to be discharged from the site.

The City BMP SWPPP Review in Appendix D will outline policies and procedures and establish the training and tracking needed to ensure that the Post Construction Maintenance Plans prescribe the appropriate BMPs to minimize impacts to water quality especially known possible pollutants from the development.

4.2.5.3.1 New Developments Post Construction

The Permittee's new development/redevelopment program shall include non-structural BMPs such as requirements and standards to minimize development in areas susceptible to erosion and sediment loss; to minimize the disturbance of native soils and vegetation; to preserve areas in the municipality that provide important water quality benefits; to implement measures for flood control; and to protect the integrity of natural resources and sensitive areas.

The following non-structural storm water pollution issues are addressed by the listed non-structural BMPs. These will be part of the City BMP SWPPP Review in Appendix D. Title 13 Section (Appendix I) is also at the link below:

http://www.spanishfork.org/dept/admin/pdf/citycode/TITLE13.pdf

Erosion and Sediment Loss

- Policy 39.35.050 Slopes, Embankments, Fills and Open Channels
- Title 13.16.030 Land Disturbance Permits
- Title 13.16.060 Sediment and Erosion Control Plans
- Title 15.4.04.070 B1. Form and Content of Preliminary Plats, Soils Report
- Title 15.4.16.170 C. Hillside Development
- Title 15.4.20.020 G. Flood Damage Prevention, General Provisions
- Title 15.4.20.030 B. Flood Damage Prevention, Administration

Open Space and Native Soils and Vegetation Preservation

- Title 13.16.030 A. Land Disturbance Permits, Drainage Channels, Waterways, and Sensitive Areas

Water Quality Preservation Areas

- Title 13.16.030 A. Land Disturbance Permits, Drainage Channels, Waterways, and Sensitive Areas

Flood Control

- Title 15.20 Flood Damage Prevention

Natural Resource and Sensitive Land Protection

- Title 13.16.030 A. Land Disturbance Permits, Drainage Channels, Waterways, and Sensitive Areas

4.2.5.3.2 Post Construction Controls

For new development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, the program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of BMPs that infiltrate, evapotranspire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. If an LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls on a case by case basis for each project. Since 2010, rainwater harvesting is legal in the State of Utah. Depending on the volume of rainwater collected and stored for beneficial use, the Permittee must meet the requirements of the Utah Division of Water Rights to harvest rainwater found on their website: http://waterrights.utah.gov/forms/rainwater.asp

Section 4.2.1.6 outlines the development of LID standards required for new development and redevelopment projects. It also tracks plans to update the Storm Water Design Manual (Appendix E) to include direction on implementing LID. This design manual will explain the required process developers and redevelopers will need to go through to meet the requirements of this section.

4.2.5.3.3 Retrofit of Existing Storm Infrastructure

The Permittee must develop a plan to retrofit existing developed sites that are adversely impacting water quality. The retrofit plan must be developed to emphasize controls that infiltrate, evapotranspire or harvest and use storm water discharges. The plan must include a ranking of control measures to determine those best suited for retrofitting as well as those that could later be considered for retrofitting. The Permittee must include the following when developing the criteria for the retrofit plan:

- Proximity to water body
- Status of waterbody to improve impaired waterbodies and protect unimpaired waterbodies
- Hydrologic condition of the receiving water body
- Proximity to sensitive ecosystem or protected area
- Any upcoming sites that could be further enhanced by retrofitting storm water controls

Currently, the City is unaware of sites that are adversely impacting water quality. As the City becomes aware of these sites, the City will prioritize and add to the storm water capital facilities plan the retrofit of these sites so they no longer adversely impact water quality. Two measures will be taken to identify sites that are adversely impacting water quality:

1. The monitoring program established in Section 2.3.2.3 should help the City find the sites that are connected to the City storm drain system.
2. Maintenance agreements and PCMPs for existing businesses/institutions created Section 4.2.1.3. As this program finds sites that adversely impact storm water quality steps will be taken to retrofit storm drain facilities to mitigate the impacts.

4.2.5.3.4 Hydrological Methods for Determining Storm Water

Each Permittee shall develop and define specific hydrologic method or methods for calculating runoff volumes and flow rates to ensure consistent sizing of structural BMPs in their jurisdiction and to facilitate plan review. Within **180 days** from the effective date of this Permit, new development or redevelopment projects that disturb greater

than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale must manage rainfall on-site, and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 90th percentile rainfall event. This objective must be accomplished by the use of practices that are designed, constructed, and maintained to infiltrate, evapotranspire and/or harvest and reuse rainwater. The 90th percentile rainfall event is the event whose precipitation total is greater than or equal to 90 percent of all storm events over a given period of record. If meeting this retention standard is technically infeasible, a rationale shall be provided on a case by case basis for the use of alternative design criteria. The project must document and quantify that infiltration, evapotranspiration and rainwater harvesting have been used to the maximum extent technically feasible and that full employment of these control are infeasible due to site constraints.

The following storm drainage criteria and design guidelines apply to all storm drainage plans in Spanish Fork and shall be calculated as specified in the Storm Water Drainage Design Manual (Appendix F). The City Engineer reviews the plans and has the authority to modify the criteria and guidelines as needed to meet changing or unusual needs or conditions. The update of the design manual is outlined in Section 4.2.1.6 Information given to Engineers, Construction Contractors, and Developers. The storm drain design manual will be available online at:

http://www.spanishfork.org/dept/pubworks/engineering/pdf/Drainage_Manual.pdf

4.2.5.4 Site Plan Review of Post-Construction Storm Water Controls

All Permittees shall adopt and implement procedures for site plan review which evaluate water quality impacts. The procedures shall apply through the life of the project from conceptual design to project closeout. Prior to construction, Permittees shall:

The City BMP SWPPP review will require review of all SWPPP's and PCMP's.

4.2.5.4.1 Post Construction Plan Review

Review post-construction plans for, at a minimum, all new development and redevelopment sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure that the plans include long-term storm water management measures that meet the requirements of this minimum control measure.

The City BMP SWPPP Review in Appendix D will require a review of all SWPPPs and ensure that the accompanying PCMP meets the requirements of this section. See Section 4.2.1.3 for details on what will be included in the PCMP.

4.2.5.4.2 Preferred Design Specifications

Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types such as industrial parks, commercial strip malls, retail gasoline outlets, restaurants, parking lots, automotive service facilities, street and road construction, and projects located in, adjacent to, or discharging to environmentally sensitive areas.

The Engineering Division has developed design standards that include LID and other storm water controls that developers and contractors need to follow. These are found at the following website:

http://www.spanishfork.org/dept/pubworks/engineering/standards/

The City BMP SWPPP Review in Appendix D will ensure that the design specifications that more effectively treat storm water for each development are used pay particular attention to those discharging in environmentally sensitive areas. A map will be developed and maintained of all the known sensitive land areas will be found at the following website:

http://www.spanishfork.org/dept/pubworks/engineering/maps/

It will be updated to include wetlands as they are delineated and hillside lands.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
9/1/2016	9/1/2018		One Time	Add delineated wetlands feature to Sensitive Lands Map	PW SWPPP Inspector/ GIS Administrator
9/1/2016	9/1/2018		One Time	Add hillside lands feature to Sensitive Lands Map	PW SWPPP Inspector/ GIS Administrator
6/1/2017	9/1/2017		Annually	Add delineated wetlands feature to Sensitive Lands Map	PW SWPPP Inspector/ GIS Administrator

4.2.5.4.3 Storm Water Documentation

Permittees shall keep a representative copy of information that is provided to design professionals; and if information is distributed to a large number of design professionals at once, the dates of the mailings and lists of recipients.

Section 4.2.1.4 establishes how design professionals will be trained online and how that training will be documented. The documentation of how this training and who received will be saved electronically. The City BMP Training in Appendix D will provide specifics of how this training will be conducted.

4.2.5.5 Standard Operating Procedures for Inspections and Enforcement of Post-construction Storm Water Control Measures

All Permittees shall adopt and implement SOPs or similar type of documents for site inspection and enforcement of post-construction storm water control measures. These procedures must ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

The Post Construction BMP Post Construction Training and Inspection in Appendix D will be written to meet the requirements of this section. This requirement is explained in more detail in Section 4.2.1.3.

4.2.5.5.1 Standard Operating Procedures for Inspections and Enforcement of Post-construction Storm Water Control Measures

The ordinance or other regulatory mechanism shall include provisions for post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed. The ordinance or other regulatory mechanism may, in lieu of requiring that the Permittee's staff inspect and maintain storm water controls on private property, instead require private property owner/operators or qualified third parties to conduct maintenance and provide annual certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality. In this case, the Permittee must require a maintenance agreement addressing maintenance requirements for any control measures installed on site. The agreement must allow the Permittee to conduct oversight inspections of the storm water control measures and also account for transfer of responsibility in leases and/or deeds. The agreement must also allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator, and bill or recoup costs from the property owner/operator as needed.

The Post Construction BMP Post Construction Training and Inspection in Appendix D will be written to meet the requirements of this section with more detail provided in Section 4.2.1.3.

4.2.5.5.2 BMP inspections during installation

Permanent structural BMPs shall be inspected at least once during installation by qualified personnel. Upon completion, the Permittee must verify that long-term BMPs were constructed as designed.

The Post Construction BMP Post Construction Training and Inspection in Appendix D will be written to meet the requirements of this section. There will be a final acceptance NOT inspection that will verify that long-term BMPs were constructed as designed.

4.2.5.5.3 Inspection Report

Inspections and any necessary maintenance must be conducted annually by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, or more frequently as determined by the Permittee to verify and ensure that adequate maintenance is being performed. The Permittee must document its findings in an inspection report which includes the following:

- Inspection date;
- Name and signature of inspector;
- Project location
- Current ownership information
- A description of the condition of the storm water control measure including the quality of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures; and,
- Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and re-inspection dates.

The Post Construction BMP Post Construction Training and Inspection in Appendix D will be written to meet the requirements of this section with more detail provided in Section 4.2.1.3.

4.2.5.6 City Personnel Training

Permittees shall ensure that all staff involved in post-construction storm water management, planning and review, and inspections and enforcement receive adequate training on an annual basis. Training shall be provided or made available for staff in the fundamentals of long-term storm water management through the use of structural and non-structural control methods. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

The Post Construction BMP Post Construction Training in Appendix D will be written to meet the requirements of this section. This requirement is explained in more detail in Section 4.2.1.5.

4.2.5.7 Inventory of Post Construction Structural BMPs

The Permittee must maintain an inventory of all post-construction structural storm water control measures installed and implemented at new development and redeveloped sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. This inventory shall include both public and private sector sites located within the Permittee's service area.

The GIS Administrator maintains a map inventory of all post-construction structural storm water control BMPs can be viewed at the following City website.

http://spanishfork.org/dept/pubworks/engineering/maps/

As the City inspects construction sites, the public works inspectors are equipped with survey grade GPS equipment so they can survey permanent structural storm water BMPs. These survey points are downloaded so that the GIS map inventory will be updated before the Final Notice of Termination (NOT) inspection required in the Construction BMP SWPPP Inspection in Appendix D .

This inventory will include both public and private sites located within the County boundaries and service areas. The private sites will be updated as existing businesses and institutions sign maintenance agreements and develop PCMPs as laid out in Section 4.2.1.3. This process is given in detail and documentation planned in the Post Construction BMP Post Construction Training in Appendix D.

4.2.5.7.1 Post Construction Storm Water Inventory

Each entry to the inventory must include basic information on each project, such as project's name, owner's name and contact information, location, start/end date, etc. In addition, inventory entries must include the following for each project:

- Short description of each storm water control measure (type, number, design or performance specifications);
- Short description of maintenance requirements (frequency of required maintenance and inspections); and
- Inspection information (date, findings, follow up activities, prioritization of follow-up activities, compliance status).

The Post Construction BMP Post Construction Training in Appendix D will be written to meet the requirements of this section. The program for this requirement is explained in more detail in Section 4.2.1.3 for businesses/institutions.

For City owned structural BMPs, the information required by this section will be tracked in the GIS map inventory of the BMP. The Post Construction BMP, Storm Drain System Inspection and Maintenance, will give policies, procedures and documentation of this process.

4.2.5.7.2 Updates to the Inventory

Based on inspections conducted pursuant to Part 4.2.5.5, the Permittee must update the inventory as appropriate where changes occur in property ownership or the specific control measures implemented at the site.

The Post Construction BMP Post Construction Training in Appendix D will be written to meet the requirements of this section. The program for this requirement is explained in more detail in Section 4.2.1.3 for businesses/institutions. For City owned structural BMPs, the information required by this section will be tracked in the GIS map inventory of the BMP. The map inventory is updated as construction occurs and is completed before the final inspection and acceptance of the construction.

4.2.6. Pollution Prevention and Good House Keeping for Municipal Operators

All Permittees shall implement a program for Permittee-owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs), pollution prevention BMPs, storm water pollution prevention plans or similar type of documents and a training component that have the ultimate goal of preventing or reducing runoff of pollutants to the MS4 and Waters of the State. All components of the program shall be included in the SWMP document and must identify the department (and where appropriate, the specific staff) responsible for performing each activity described in this section. The Permittee must develop an inventory of all such Permittee-owned or operated facilities. The Permittee must review this inventory annually and update as necessary. The minimum performance measures are:

4.2.6.1 Inventory of City Owned or Operated Facilities

Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities and storm water controls that may include but is not limited to:

- Composting facilities
- Equipment storage and maintenance facilities
- Fuel farms
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Incinerators
- Landfills
- Landscape maintenance on municipal property
- Materials storage yards
- Pesticide storage facilities
- Public buildings, including libraries, police stations, fire stations, municipal buildings, and similar Permittee-owned or operated buildings
- Public parking lots
- Public golf courses
- Public swimming pools
- Public works yards
- Recycling facilities
- Salt storage facilities
- Solid waste handling and transfer facilities
- Street repair and maintenance sites
- Vehicle storage and maintenance yards
- Permittee-owned and/or maintained structural storm water controls

Below is an inventory of City owned or operated facilities. This list will be reviewed annually and updated as necessary. These facilities may be viewed on the Storm Water map at the following location for High Priority.

http://spanishfork.org/dept/pubworks/engineering/maps/

Inventory of City Owned Facilities (Figure 3)

Tier I - NPDES Facilities (UPDES Inspection Schedule)

Facility	Address	Facility Manager	UPDES Permit Date Map Update Date
Waste Water Treatment Plant NPDES #4952 UT0020109	2160 N 150 E	Dennis Sorensen, WWTP Manager dsorensen@spanishfork.org wk: (801) 804-4466 mobile: (801) 921-9865	Permit Date: Map:

- http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110001148311
- http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110010671095

Tier II - High Priority City Facilities (Quarterly Inspections)

Facility	Address	Facility Manager	SWPPP Date Map Update Date
Public Works Shops	2160 N 150 E	Max Sabey, Fleet & Solid Waste Manager msabey@spanishfork.org wk: (801) 804-4461 mobile: (801) 921-9861	SWPPP Date: Map: Figure 3
Airport	2050 N 300 W	Cris Childs, Airport Manager cris@prestigeproperties.org mobile: (801) 420-8888	SWPPP Date: Map: Figure 3
Canyon View Park	3300 E Powerhouse Rd	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	SWPPP Date: Map: Figure 3
Cemetery/ Centennial Park/ East Park	420 S 400 E	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	SWPPP Date: Map: Figure 3
Fairgrounds	475 S Main St	Steve Money, Special Events Coordinator smoney@spanishfork.org wk: (801) 804-4616 mobile: (801) 921-9822	SWPPP Date: Map: Figure 3
Golf Course	3300 E Powerhouse Rd	Ryan Rhees, Golf Professional rrhees@spanishfork.org wk: (801) 804-4653 mobile: (801) 831-0057	SWPPP Date: Map: Figure 3
Sports Complex	141 W Volunteer Drive	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	SWPPP Date: Map: Figure 3
Swenson Baseball Complex	171 W 300 S	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	SWPPP Date: Map: Figure 3

Tier III – Moderate Priority City Facility with Stormwater structural BMPs (Annual Inspections)

Facility	Address	Facility Manager	PCMP Date Map Update Date
Abbie Court Park	1438 S 2050 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Butler Springs Pond	1900 S Main St	John Waters, Water Division Manager jwaters@spanishfork.org wk: (801) 804-4453 mobile: (801) 921-9857	PCMP Date: Map: Figure 3
Canyon Elementary Detention Basin	1372 S 1700 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
City Offices	40 S Main St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Industrial Detention Basin	1250 N Main St	Jamie Chappel, Streets & Storm Div. Mngr jchappel@spanishfork.org wk: (801) 804-4454 mobile: (801) 921-9854	PCMP Date: Map: Figure 3
Justice Center	789 W Center St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Maple Mountain Detention Basin	2130 E 100 S	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3

North Park	1185 N 400 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Old Mill Estates Retention Basins	1550 S Mill Rd	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Parkside Estates Ret. Basin	1221 E 1480 S	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Public Safety Building	400 N Main St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Patriot Park	1100 S 1100 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Jex Subdivision Detention Basin	1100 E 600 S	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Senior Center	167 W Center St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Sierra Park	1800 E 130 N	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Spanish Fork Community Network	65 S 630 W	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Spanish Oaks Reservoir Recreational Area	2912 S Spanish Oaks Drive	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Spanish Highlands Detention Basin	1880 E 400 N	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Spanish Trails Detention Basin	350 S Spanish Trails Blvd	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Sunny Ridge Detention Basin	1280 E 400 N	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
West Fields Detention Basin	100 N I-15	Jamie Chappel, Streets & Storm Div. Mngr jchappel@spanishfork.org wk: (801) 804-4454 mobile: (801) 921-9854	PCMP Date: Map: Figure 3
Wildflower Detention Basin	293 S 630 W	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3

Tier IV – City Facilities without Structural BMPs (Inspect Every 5 Years)

Facility	Address	Facility Manager	Map Update Date
East Park/Dog Park/Skate Park	420 S 400 E	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	SWPPP Date: Map: Figure 3

Library & City Park	49 S Main St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Little Chicago Park	727 N 400 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3
Parks & Recreation Office	775 N Main St	Bill Bushman, Building & Grounds Super. bbushman@spanishfork.org wk: (801) 804-4618 mobile: (801) 921-9818	PCMP Date: Map: Figure 3
Pioneer Cemetery	1884 S 1530 E	Bart Morrill, Parks Maintenance Super. bmorrill@spanishfork.org wk: (801) 804-4515 mobile: (801) 921-9815	PCMP Date: Map: Figure 3

Tier IV – City Electric Substations without Structural BMPs (Inspect Every 5 Years)

Facility	Address	Facility Manager	Map Update Date
Argyle Substation	140 W Center St	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
Bonner Substation	617 S 450 E	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
Canyon Road Substation	2450 E Canyon Rd	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
Industrial Substation	345 W 1000 North	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
North Substation	301 W 3000 N	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
Whitehead Substation	1958 N 200 E	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3
Woodhouse Substation	1652 N 1100 E	Kelly Peterson, Electric Superintendent kpeterson@spanishfork.org wk: (801) 804-4436 mobile: (801) 921-9830	PCMP Date: Map: Figure 3

Tier IV – City Sewer Lift Stations without Structural BMPs (Daily Inspections)*

Facility	Address	Facility Manager	Map Update Date
Industrial #1	2406 N Main St	Dennis Sorensen, Wastewater Div. Mngr dsorensen@spanishfork.org wk: (801) 804-4466 mobile: (801) 921-9865	PCMP Date: Map: Figure 3
Industrial #2	3281 N Main St	Dennis Sorensen, Wastewater Div. Mngr dsorensen@spanishfork.org wk: (801) 804-4466 mobile: (801) 921-9865	PCMP Date: Map: Figure 3
Spanish Fields	1105 W 590 S	Dennis Sorensen, Wastewater Div. Mngr dsorensen@spanishfork.org wk: (801) 804-4466 mobile: (801) 921-9865	PCMP Date: Map: Figure 3
Lift Station	1185 N 400 E	Dennis Sorensen, Wastewater Div. Mngr dsorensen@spanishfork.org wk: (801) 804-4466 mobile: (801) 921-9865	PCMP Date: Map: Figure 3

*Daily Inspections as noted in Sanitary Sewer Management Plan

4.2.6.2 Pollutant Discharge Potential Assessment

All Permittees shall assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1 for their potential to discharge to storm water the following typical urban pollutants: sediment, nutrients, metals, hydrocarbons (e.g., benzene, toluene, ethylbenzene and xylene), pesticides, chlorides, and trash. Other pollutants may be associated with, but not generated directly from, the municipally-owned or operated facilities, such as bacteria, chlorine, organic matter, etc. Therefore, the Permittee must determine additional pollutants associated with its facilities that could be found in storm water discharges. A description of the assessment process and findings must be included in the SWMP document.

City facilities with storm drain facilities will be designated as Tier I, II or III. Each tier will have a different type of pollutant discharge assessment.

- Tier I: UPDES Permit
- Tier II: SWPPP
- Tier III: PCMP

Each type of assessment will include the requirements of this section.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
7/1/2017	8/1/2017		One Time	Document the completion of the UPDES Permit for Tier I Facilities is completed and meets the requirements of this section.	PW SWPPP Inspector
4/15/2018	5/31/2018		One Time??	Document the completion of the UPDES Permit for Tier II Facilities is completed and meets the requirements of this section.	PW SWPPP Inspector
4/15/2019	5/31/2019		Annual	Document the completion of the UPDES Permit for Tier III Facilities is completed and meets the requirements of this section.	PW SWPPP Inspector
4/15/2020	5/31/2020		Annual	Document the completion of the UPDES Permit for Tier III Facilities is completed and meets the requirements of this section.	PW SWPPP Inspector
4/15/2021	5/31/2021		Annual	Document the completion of the UPDES Permit for Tier III Facilities is completed and meets the requirements of this section.	PW SWPPP Inspector

4.2.6.3 High Priority Facilities and Activities

Based on the assessment required in Part 4.2.6.2, the Permittee must identify as “high-priority” those facilities or operations that have a high potential to generate storm water pollutants. Among the factors that must be considered in giving a facility a high priority ranking is the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside (e.g., changing automotive fluids), proximity to water bodies, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

The High Priority Facilities are designated and documented in Section 4.2.6.1 as Tier II Facilities. This designation was made according to the requirements of this section.

4.2.6.4 High Priority Facilities SWPPP

Within 180 days from the effective date of this Permit, the Permittee shall develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or similar type document for each "high-priority" Permittee-owned or operated facility. The SWPPP shall identify potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges associated with activity from the facility. The SWPPP shall describe and ensure the implementation of standard operating practices (SOPs) that are to be used to reduce the pollutants in storm water discharges associated with activity at the facility and to ensure compliance with the terms and conditions of this Permit. This document shall be tailored and retained at all "high priority" facility locations. The SWPPP shall include a site map showing the following information:

- Property boundaries;
- Buildings and impervious surfaces;
- Directions of storm water flow (use arrows);
- Locations of structural control measures;
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not;
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales;
- Locations where the following activities are exposed to storm water:
  - Fixed fueling operations;
  - Vehicle and equipment maintenance and/or cleaning areas;
  - Brine making areas;
  - Loading/unloading areas;
  - Waste storage or disposal areas;
  - Liquid storage tanks;
  - Process and equipment operating areas;
  - Materials storage or disposal areas;
- Locations where significant spills or leaks have occurred;
- Locations of all visual storm water monitoring points;
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- Locations of all non-storm water discharges;
- Locations of sources of run-on to your site from adjacent property.

The High Priority Facilities are designated and documented in Section 4.2.6.1 as Tier II Facilities. Section 4.2.6.1 will track the completion of the SWPPP documents. SWPPP documents will be created according to requirements in Section 4.2.6.1. The City BMP City Facility Inspections in Appendix D will require the documents to be available on site and meet the requirements of this section. SWPPP documents shall include an inventory of facility floor drains and ensure that they discharge to appropriate locations according to Section 4.2.6.6.1.

4.2.6.5 Inspection of City Owned or Operated Facilities

The City BMP City Facility Inspections in Appendix D outline policies and procedures and establish the training and tracking for the inspection of City owned or operated facilities. The City will contract with a consultant to perform the inspections of Tier II Facilities and Tier III Facilities. All other inspections will be conducted by City personnel as established in the BMP. Inspection tracking will either be in the consultant online inspection program or on the City GIS mapping system. The following is a link to the online inspection program.

http://wp.compliancego.com

The City GIS mapping system Stormwater map can be found at the link below.

http://spanishfork.org/dept/pubworks/engineering/maps/

The PW SWPPP Inspector will be responsible to ensure that all the required inspections are completed.

Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party
4/1/2017	4/15/2017	_	Quarterly	Verify all the 1st quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
7/1/2017	7/15/2017	_	Quarterly	Verify all the 2nd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
10/1/2017	10/15/2017	_	Quarterly	Verify all the 3rd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2018	1/15/2018		Quarterly	Verify all the 4th quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2018	1/15/2018		Annual	Verify the annual inspections of Tier III Facilities were completed.	PW SWPPP Inspector
4/1/2018	4/15/2018		Quarterly	Verify all the 1st quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
7/1/2018	7/15/2018		Quarterly	Verify all the 2nd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
10/1/2018	10/15/2018		Quarterly	Verify all the 3rd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2019	1/15/2019		Quarterly	Verify all the 4th quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2019	1/15/2019		Annual	Verify the annual inspections of Tier III Facilities were completed.	PW SWPPP Inspector
4/1/2019	4/15/2019		Quarterly	Verify all the 1st quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
7/1/2019	7/15/2019		Quarterly	Verify all the 2nd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
10/1/2019	10/15/2019		Quarterly	Verify all the 3rd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2019	1/15/2019		Quarterly	Verify all the 4th quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2020	1/15/2020		Annual	Verify the annual inspections of Tier III Facilities were completed.	PW SWPPP Inspector
4/1/2020	4/15/2020		Quarterly	Verify all the 1st quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
7/1/2020	7/15/2020		Quarterly	Verify all the 2nd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
10/1/2020	10/15/2020		Quarterly	Verify all the 3rd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2021	1/15/2021		Quarterly	Verify all the 4th quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
1/1/2021	1/15/2021		Annual	Verify the annual inspections of Tier III Facilities were completed.	PW SWPPP Inspector
4/1/2021	4/15/2021		Quarterly	Verify all the 1st quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector
7/1/2021	7/15/2021		Quarterly	Verify all the 2nd quarter inspections of Tier II Facilities were completed.	PW SWPPP Inspector

4.2.6.5.1 Weekly Visual Inspections

The Permittee must perform weekly visual inspections of "high and moderate priority" facilities in accordance with the developed SOPs to minimize the potential for pollutant discharge. The Permittee must look for evidence of spills and immediately clean them up to prevent contact with precipitation or runoff. The weekly inspections must be tracked in a log for every facility and records kept with the SWMP document. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.

Each High Priority Facility will be inspected weekly by the Facility Manager as outlined in the City Facility Inspections BMPs in Appendix D. These inspections and any follow-up actions will be documented in the consultant online inspection tracking program. See below to for the link to this online program.

http://wp.compliancego.com Once to the website, use the username, "Spanishfork", and the password, "compliancego". Scroll over the reports tab and select sites. Use the drop down menu and select the facility you are inspecting. Select the Documents/Permits tab. Choose to add a new document and upload the weekly inspection.

The inspection consultant will verify that these inspections are being done when conducting the quarterly inspections as tracked in Section 4.2.6.5.

4.2.6.5.2 Quarterly Comprehensive Inspections of High Priority Facilities

At least once per quarter, a comprehensive inspection of "high priority" facilities, including all storm water controls, must be performed, with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant-generating areas. The quarterly inspection results must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. An inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

Each High Priority Facility will be inspected quarterly by the SWPPP Inspection Consultant and Engineering Division SWPPP Inspector as outlined in the City Facility Inspection BMPs in Appendix D. These inspections and any follow-up actions will be documented in the consultant online inspection tracking program. See below to for the link to this online program.

http://wp.compliancego.com Once to the website, use the username, "Spanishfork", and the password, "compliancego". Scroll over the reports tab and select sites. Use the drop down menu and select the facility you are inspecting. Select the Documents/Permits tab. Choose to add a new document and upload the weekly inspection.

4.2.6.5.3 Quarterly Visual Observation of Storm Water Discharges

At least once per quarter, the Permittee must visually observe the quality of the storm water discharges from the "high priority" facilities (unless climate conditions preclude doing so, in which case the Permittee must attempt to evaluate the discharges four times during the wet season). Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied to prevent discharge to the storm drain system. Visual observations must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. The inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

The SWPPP Inspection Consultant and Engineering Division SWPPP Inspector will visually observe the quality of storm water discharges from High Priority Facilities as required in this section. The City Facility Inspection BMPs in Appendix D will establish policies, procedures, forms and tools needed for the inspections required by this section. These inspections and any follow-up actions will be documented in the consultant online inspection tracking program. See below to for the link to this online program.

http://wp.compliancego.com Once to the website, use the username, "Spanishfork", and the password, "compliancego". Scroll over the reports tab and select sites. Use the drop down menu and select the facility you are inspecting. Select the Documents/Permits tab. Choose to add a new document and upload the weekly inspection.

4.2.6.6 SOPs for MS4 Facilities

SOPs shall be developed and implemented for the following types of facilities and/or activities listed below:

List of Implementation Schedule and Developed SOPs will be available in Appendix D.

4.2.6.6.1 Operation and Maintenance Program for City Buildings and Facilities

Buildings and facilities: SOPs shall address, but is not limited to: Permittee-owned or operated offices, police and fire stations, pools, parking garages, and other Permittee-owned or operated buildings or utilities. The SOPs must address the use, storage and disposal of chemicals and ensure through employee training, that those responsible for handling these products understand and implement the SOPs. All Permittee-owned or operated facilities must develop and ensure that spill prevention plans are in place, if applicable, and coordinate with the local fire department as necessary. The SOPs must address dumpsters and other waste management which includes, but is not limited to, cleaning, washing, painting and other maintenance activities. The Permittee must include a description of schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants. All Permittees must maintain an inventory of all floor drains inside all Permittee-owned or operated buildings. The inventory must be kept current. The Permittee must ensure that all floor drains discharge to appropriate locations.

The following BMPs will be added to Appendix D for the O&M program for City buildings and facilities. They will be used in SWPPPs and PCMPs created for each facility:

- Painting: City BMP
- Pesticides, Herbicides, Fertilizers and Other Chemicals: Post Construction BMP
- Spill Prevention and Clean-up: Post Construction BMP
- Street and Parking Lot Sweeping: City BMP
- Vehicle and Equipment Washing: Post Construction BMP
- Waste Disposal: Post Construction BMP

The SWPPPs and PCMPs for City Facilities shall include a floor drain. See Section 4.2.6.4.

4.2.6.6.2 Material Storage Areas, Heavy Equipment Storage Areas and Maintenance Areas

Permittees shall develop and implement SOPs to protect water quality at each of these facilities owned or operated by the Permittee.

The following BMPs will be added to Appendix D for storage areas. SWPPPs and PCMPs will establish procedures for their individual facility maintenance area.

- Salt and Construction Material Storage: City BMP
- Equipment and Spare Parts Storage: Post Construction BMP

4.2.6.6.3 Parks and Open Space

SOPs shall address, but is not limited to: the proper application, storage, and disposal of fertilizer, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturer's instructions; sediment and erosion control; evaluation of lawn maintenance and landscaping activities to ensure practices are protective of water quality such as, proper disposal of lawn clippings and vegetation, and use of alternative landscaping materials such as drought tolerant plants. The SOPs must address the management of trash containers at parks and other open spaces which include scheduled cleanings and establishing a sufficient number of

containers, and for placing signage in areas concerning the proper disposal of pet wastes. The SOPs must also address the proper cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste and wastewater. Permittees shall implement park and open space maintenance pollution prevention/good housekeeping practices at all park areas, and other open spaces owned or operated by the Permittee.

The following BMPs will be added to Appendix D for parks and open space. SWPPPs and PCMPs will require the following BMPs as appropriate for each Individual Park or open space.

- Pesticides, Herbicides, Fertilizers and Other Chemicals: Post Construction BMP
- Mowing and Trimming: Post Construction BMP
- Waste Disposal: Post Construction BMP

The use of alternative landscape materials and drought tolerant plants will be part of the Storm Drain design manual required in Section 4.2.1.6. The storm drain design manual will be available in Appendix E and online at:

http://www.spanishfork.org/dept/pubworks/utilities/storm/

4.2.6.6.4 Vehicle and Equipment

SOPs shall address, but are not limited to: vehicle maintenance and repair activities that occur on Permittee-owned or operated vehicles. BMPs should include using drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible. Fueling areas for Permittee-owned or operated vehicles and equipment shall be evaluated. If possible, place fueling areas under cover in order to minimize exposure. The O & M program shall include SOPs to ensure that vehicle wash waters are not discharged to the MS4 or Waters of the State. This Permit strictly prohibits such discharges.

The following BMPs will be added to Appendix D for vehicles and equipment to meet the requirements of this section.

- Oil Changing: City BMP.
- Vehicle and Equipment Fueling: Post Construction BMP.
- Vehicle and Equipment Washing: Post Construction BMP.

4.2.6.6.5 Roads, Highways, and Parking Lots

SOPs shall address, but are not limited to: SOPs and schedule for sweeping streets and Permittee-owned or operated parking lots and any other BMPs designed to reduce road and parking lot debris and other pollutants from entering the MS4; road and parking lot maintenance, including pothole repair, pavement marking, sealing and repaving; cold weather operations, including plowing, sanding, and application of deicing compounds and maintenance of snow disposal areas; right-of-way maintenance, including mowing, herbicide and pesticide application; and municipally-sponsored events such as large outdoor festivals, parades or street fairs. The Permittee must ensure that areas used for snow disposal will not result in discharges to receiving waters.

The following BMPs will be added to Appendix D for streets and parking lots to meet the requirements of this section.

- Crack Seal: Construction BMP.
- Mowing and Trimming: Post Construction BMP.
- Overlays and Patching: Construction BMP.
- Pavement/Curb Marking: Construction BMP.
- Pavement Seals: Post Construction BMP.
- Pesticides, Herbicides, Fertilizers and Other Chemicals: Post Construction BMP.
- Snow Plowing: City BMP.
- Street and Parking Lot Sweeping: City BMP.

4.2.6.6.6 Storm Water Collection and Conveyance System

SOPs shall address, but are not limited to: SOPs and schedule for the regular inspection, cleaning, and repair of catch basins, storm water conveyance pipes, ditches and irrigation canals, culverts, structural storm water controls, and structural runoff treatment and/or flow control facilities. Permittees shall implement catch basin cleaning, storm water system maintenance, scheduled structural BMP inspections and maintenance, and pollution prevention/good housekeeping practices. Permittees shall prioritize storm sewer system maintenance, with the highest priority areas being maintained at the greatest frequency. Priorities should be driven by water quality concerns, the condition of the receiving water, the amount and type of material that typically accumulates in an area, or other location-specific factors. All Permittee-owned or operated storm water structural BMPs including but not limited to, swales, retention/detention basins or other structures must be inspected annually to ensure that they are properly maintained to reduce the discharge of pollutants into receiving waters. Permittees shall ensure and document proper disposal methods of all waste and wastewater removed from the storm water conveyance system. These disposal methods apply to, but are not limited to, street sweeping and catch basin cleaning. Materials removed from the MS4 shall be dewatered in a contained, impervious area and discharged to the local sanitary sewer (with approval of local authorities) where feasible. The solid material will need to be stored and disposed of properly to avoid discharge to Waters of the State during a storm event. Any other treatment and disposal measures shall be reviewed and approved by the Division. Some materials removed from storm drains and open channels may require special handling and disposal, and may not be authorized to be disposed of in a landfill.

The Post Construction BMP Storm Drain System Inspection and Maintenance Appendix D will meet the requirements of this section.

4.2.6.6.7 Other Facilities and Operations

Permittees shall identify any facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff, and develop, implement, and document the appropriate BMPs and SWPPP to protect water quality from discharges from these sites.

Each Department or Division will identify any facility or operations that could reasonably be expected to discharge to the municipal separate storm sewer system (MS4) and update their O&M Manuals SOPs to include facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff.

4.2.6.7 Third Party Maintenance of Storm Water Facilities

If a Permittee contracts with a third-party to conduct municipal maintenance or allows private developments to conduct their own maintenance, the contractor shall be held to the same standards as the Permittee. This expectation must be defined in contracts between the Permittee and its contractors or the contractors of private developments. The Permittee shall be responsible for ensuring, through contractually-required documentation or periodic site visits that contractors are using appropriate storm water controls and following the standard operating procedures, storm water control measures, and good housekeeping practices of the Permittee.

The Engineering Division will allow private developments to be able to conduct their own maintenance and inspections of storm water BMPs and will be held to the same standards as City Personnel. These expectations will be defined as in Section 4.2.5 of this plan.

4.2.6.8 Flood Management Controls Design

The Permittee must develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the Permittee or that discharge to the MS4. This process must include consideration of controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives. A description of this process must be included in the SWMP document

The City BMP SWPPP Review in Appendix D will meet the requirements of this section.

4.2.6.8.1 Existing Flood Management

Existing flood management structural controls must be assessed to determine whether changes or additions should be made to improve water quality. A description of this process and determinations should be included in the SWMP document.

The existing management controls are assessed and described in the City's Storm Drain Master Plan (Appendix E).

http://spanishfork.org/dept/pubworks/engineering/

4.2.6.9 Public Construction Projects

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be covered under the General UPDES Permits for Storm Water Discharges Associated with Construction Activities.

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be covered under the General UPDES Permit for Storm Water Discharges Associated with Construction Activities. All public projects approved after the effective date of this Permit shall include construction and post-construction controls selected and implemented pursuant to the requirements in Sections 4.2.4 and 4.2.5.

4.2.6.10 City Personnel Training

The Permittees shall ensure that all employees, contract staff, and other responsible entities that have primary construction, operation, or maintenance job functions that are likely to impact storm water quality receive annual training. The Permittee shall identify target individuals to participate in the training sessions and ensure that all such employees receive training upon being hired and annually thereafter, at a minimum. Training shall address the importance of protecting water quality, the requirements of this Permit, operation and maintenance requirements, inspection procedures, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs and SWPPPs for the various Permittee-owned or operated facilities and procedures for reporting water quality concerns, including potential illicit discharges. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

More specific information pertaining to employee training can be found in Section 4.2.1.5 of this document.

Appendix A

Notice of Intent

Appendix B

Interlocal Agreement

Appendix C

Figures

Figure 1 – City Location and Boundary Map

Figure 2 – Proposed Sampling Locations

Figure 3 – City Owned Facilities

Appendix D

Best Management Practices

Start Date	Due Date	Completion Date	Frequency	Task	Assigned Task
05/01/2016	10/15/2016	10/15/2016	One Time	Storm Drain Design Manual	Bowen Collins
10/15/2016	01/15/2016		One Time	Construction/Post Construction BMPs Created and Reviewed	SWPPP Inspector Epic and accenaGroup
02/15/2017	05/15/2017		One Time	City BMPs Created and Reviewed	SWPPP Inspector PW Director
04/15/2017	07/15/2017		One Time	City BMPs - URMMA Trainings	SWPPP Inspector PW Director
02/15/2017	05/15/2017		One Time	SWPPP and PCMP Design Manual	accenaGroup
04/15/2017	07/15/2017		One Time	SWPPP Construction Training Module	accenaGroup
06/15/2017	09/15/2017		One Time	Large and High Priority Site PCMP Training Module	accenaGroup
08/15/2017	11/15/2017		One Time	Small Site PCMP Training Module	accenaGroup
10/01/2017	03/01/2018		One Time	Have all City facility SWPPPs and PCMPs prepared	accenaGroup
10/15/2017	03/15/2018		One Time	Begin adding business PCMPs to the program	accenaGroup

Appendix E

Storm Drain Design Manual

Appendix F

SWPPP Design Manual

Appendix G

Survey Data

Appendix H

Business/Institution Priority List

Appendix I

City Ordnances