
WEST POINT CITY



STORM WATER MANAGEMENT PROGRAM

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**WEST POINT CITY
STORM WATER MANAGEMENT PLAN**

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SECTION A

INTRODUCTION

The purpose of this Storm Water Management Program (SWMP) is to fulfill the requirements of the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems under the Utah Pollutant Discharge Elimination System.

The current estimated population of West Point City is around 10,000. Currently West Point City is a rural and suburban area in the northwest corner of Davis County situated along the shoreline of the Great Salt Lake. The largest industry is agriculture, however, West Point is experiencing significant growth and future commercial activities are expected in the area.

The land is generally graded towards the Great Salt Lake. There is also somewhat of a ridgeline that divides the city into two distinct drainage basins, one to the north of 800 North Street and one to the south. There are several man-made open channels running through West Point City that collect irrigation water as well as storm water then discharge into the Great Salt Lake. The South Arm of the Howard Slough is the largest natural channel running through the northwest corner of the City. Davis County Flood Control owns and maintains a large man made channel that runs through the southern half of the City. In addition to the open channels West Point City owns and maintains a system of storm drain pipes which connect to the open channels or to the Lake.

The goal of this report is to develop, implement, and enforce a Storm Water Management Program designed to reduce the discharge of pollutants from the MS4, protect water quality and satisfy the requirements of Utah Water Quality Act. This report will discuss the goals that West Point City will implement in the coming years to help reduce pollution and potential pollution sources. The format of this report closely follows the format requested by the State of Utah and focuses on the six minimum control measures that are required in the permit. West Point City works jointly with the Davis County Storm Water Coalition for coverage under a state permit with the Utah Division of Water Quality. The Coalition is responsible for some aspects of the Public Education and Outreach, and Public Participation/Involvement minimum control measures. The Coalition is partially responsible for the Illicit Discharge Detection and Elimination minimum control measure. A copy of the agreement between West Point City and the Coalition is included in the appendix.

West Point City is committed to a clean environment and to assisting citizens in caring for quality of water that is discharged from the City. By implementing the goals set forth in this plan and participating with the Coalition, measures shall be taken to reduce pollution from entering open waters. The City will review and revise this plan annually.

Certain requirements in the permit must be completed within the time limit specified by the permit. The following is a list of the requirements with required timing.

REQUIREMENTS

(4.2.2)	SWMP available on city website.	120 Days after effective date
(4.2.3)	Develop, Implement, and Enforce IDDE program.	18 Months from coverage
(4.2.4)	Develop, Implement, and Enforce Construction Site Storm Water Runoff Control Program.	18 Months from coverage
(4.2.5)	Develop, Implement, and Enforce Post Construction Site Storm Water Management Program.	18 Months from coverage
(4.2.6.4.1)	Inventory of floor drains and storm drains at city owned or operated buildings and facilities.	180 Days from coverage

RESPONSIBLE PARTIES

- Public Works Director
 - City Manager
 - City Engineer
 - City Staff

SECTION B

MINIMUM CONTROL MEASURES

The following subsections will address the six minimum control measures required in the general permit. Each section includes a description of how the minimum control measure will be addressed and measurable goals that will be implemented. The six minimum control measures are as follows:

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

Definitions

BMPs	Best Management Practices
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MS4	Municipal Separate Storm Sewer System
SOPs	Standard Operating Procedures
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan

1.0 PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

The Public Education and Outreach section of this Storm Water Management Plan will be implemented to increase public awareness and promote behavior change to reduce water quality impacts due to pollutants in storm water runoff and illegal discharges. West Point City will participate with the Davis County Coalition in a jointed endeavor to inform the community. The Coalition is responsible to provide materials and coordinate educational activities on a countywide and regional level, including but not limited to media and public relations, publications and advertisements, and school outreach programs. The City will participate in the Coalition efforts and in any other programs necessary to meet the requirements of the permit.

1.1 Requirements of the Permit

- (4.2.1) TARGET SPECIFIC AUDIENCES: Use multimedia approach to target specific audiences – [1. residents, 2. business, institutions, and commercial facilities, 3. developers, contractors (construction), 4. industrial facilities].
- (4.2.1.1) PROVIDE INFO ON ADVERSE IMPACTS: Provide information that describes the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and eliminating the adverse impacts of storm water discharges; and the actions individuals can take to improve water quality....
- (4.2.1.2) PROVIDE INFO TO GENERAL PUBLIC: Provide and document info given to the General Public about improper disposal of waste from topics such as septic systems, effects of outdoor activities like lawn care, car and equipment washing, onsite infiltration of storm water, pet waste.....
- (4.2.1.3) PROVIDE INFO TO BUSINESSES: Provide and document info given to businesses and institutions about improper disposal of waste from topics such as lawn care, onsite infiltration of storm water, building and equipment maintenance, use of deicing materials and material storage (cover to prevent runoff to storm drain system), parking lot management (sweeping).....
- (4.2.1.4) PROVIDE INFO TO CONTRACTORS: Provide and document info given to contractors, developers, engineers, review staff about the need to develop SWPPP and BMPs for reducing adverse impacts from runoff from construction sites.....
- (4.2.1.5) PROVIDE TRAINING: Document info and training given to staff regarding City owned facilities, maintenance site, parks, etc. At minimum consider equipment inspection, proper storage of materials, management of disposal of waste, parking lot maintenance (sweeping).
- (4.2.1.6) PROVIDE INFO ON LID PRACTICES: Document info given to contractors, developers, engineers, review staff to learn about Low Impact Development (LID) practices, green infrastructure practices, (include in appendix like BMP's)
- (4.2.1.7) EVALUATE EFFECTIVENESS: Must demonstrate that the defined goal of the program has been achieved.....

1.2 **BMPs**

- a) Davis County Education and Outreach Programs
- b) West Point City staff training
- c) Inlet marker program
- d) Printed and Online storm water material
- e) Documentation
- f) Low Impact Development (LID) Practices
- g) Evaluate Effectiveness

Davis County Educational and Outreach Programs: West Point City plans to support Davis County Coalition Educational and Outreach programs through material distribution and training attendance. Davis County programs include: booth at Davis County Fair, Provide contractor training, Provide registered inspector training class, provide curb marker decals, Provide training videos for checkout, Provide TV advertisement, Provide brochures to be printed by the City, etc.

West Point City staff training: West Point is a small city with a small staff (20 or less). The City holds formal and informal training sessions on storm water issues for the City. Staff training is beneficial as the City reviews and approves subdivision and advises West Point citizens. The City will participate in County Training Programs.

Inlet Marker Program: West Point City plans to install inlet markers on the storm drain inlets throughout the City. This is a very effective visual method of informing the public that the storm drain system goes directly into open surface waters and that dumping unsafe materials in the storm drains will contaminate the water.



West Point City will obtain inlet markers, similar to the marker shown above, from the County. The markers will be installed by volunteers / developers and will be administered by West Point City. West Point City plans to involve many of its citizens and groups by setting a goal to install all intended markers over a period of several years.

Printed Materials and Online Material and Educational Programs: West Point City plans to distribute current Storm Water Education materials produced by Davis County Coalition. West Point City currently distributes a quarterly newsletter to all residents and business owners in the City. While the newsletter does not specifically target storm

water pollution prevention it is planned to use the distribution of the newsletter to simultaneously distribute storm water pollution prevention information. The City also plans to post storm water information and material on the city website. Davis County plans to produce a variety of printed materials that will be focused on pollution prevention. The materials will address a variety of topics and will target a variety of audiences. A range of topics will be covered such as the following:

- Paint and Household Hazardous Waste
- Household and Vehicle Maintenance
- Landscaping, Gardening and Yard Maintenance
- Pet Waste and Water Quality
- Fresh Concrete and Mortar Application
- Erosion Control
- Pesticide and Fertilizer use
- Water Conservation

Annual Storm Water Newsletter: A newsletter will be created and distributed each August. This will be a one to two page document that will be mailed to every resident in the City as well as business owners and construction contractors doing work in West Point City. The topics and focus groups will be selected to address the major concerns in the City at the time of publication. The newsletter will also be used to distribute information on new ordinances aimed at pollution prevention, consequences for violations, public involvement/volunteer programs, and contact information for questions or reporting problems.

Television Commercial Partnership: West Point City has the opportunity to contribute financially to along with other communities in Davis County to a television commercial campaign aimed at informing the public about storm water pollution prevention. Information about the campaign will be coming in the future, however West Point City will make a goal to contribute financially to the maximum extent that the City Council is willing to approve.

Teaching At Public Schools: City and County personnel will coordinate with the Davis County School District to make presentations to the appropriate classes in all 51 elementary schools. County personnel will be trained, using the ongoing programs in Salt Lake County as a guide. After which, Davis County personnel will train all City personnel, who in turn will make the presentations in their respective community. Materials used in the school demonstrations will be jointly purchased and owned by the Cities and County. The materials and supplies will be stored in the County Public Works office and made available to each city on a reservation basis.

Documentation: West Point City will document and keep records of information and training given to the public and City staff as required by the permit. Records shall be kept as to when and how information was distributed for the Public Education and Outreach Control Measure. Records shall be maintained in the Public Education and Outreach Appendix.

LID Practices: Low Impact Development (LID) practices will be developed and included in the appendix of the SWMP to be distributed and incorporated in plan review as applicable. Information provided will be updated and maintained in the Public Education and Outreach Appendix of this SWMP.

Evaluate Effectiveness: The City will annually evaluate the effectiveness of the Public Education and Outreach control measure. The evaluations should be included in this SWMP. The audiences that are targeted and the information that is distributed will determine effectiveness. The goal is to target the general public, businesses, and contractors to educate them on the effects of storm water pollution. The evaluation shall be maintained in the Public Education and Outreach Appendix

1.3 Measurable Goals: Table 1.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 1.1 Public Education and Outreach on Storm Water Impacts

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person
2010 - 2015	Support Davis County Education and Outreach Program as needed	On Going	Public Works Director West Point City
2010 - 2015	West Point City Staff Training	Annually – Jan. (minimum)	Public Works Director West Point City
2010 - 2015	Include and distribute printed storm water materials in the Quarterly Newsletter. Mail to each resident, business owner, and contractor.	Quarterly	City Engineer West Point City
2010 - 2015	Annual Storm Water Newsletter	Aug.	City Engineer West Point City
2010 - 2015	Inlet Marker Program and Educational Material	On Going	City Engineer West Point City
2010 – 2015	Television Commercial Partnership	On Going	City Engineer West Point City
2010 – 2015	Teaching at Public Schools	Jan. - May	City Engineer West Point City
2010 – 2015	Documentation / Records For Activities in the Past Year	Annually – Jan.	City Engineer West Point City
2010 – 2015	Effectiveness Evaluation	Annually – Jan.	City Engineer West Point City

* Davis County is responsible to address other aspects of this minimum control measure.

2.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The Public Involvement and Participation section of this SWMP will ensure that the public is involved in the programs implemented to protect storm water quality. The programs will include ongoing opportunities for public involvement and participation such as advisory panels, public hearings, volunteer opportunities, or similar activities. West Point City will participate with Davis County Coalition in the programs they implement to address the Public Involvement and Participation minimum control measure. West Point will help encourage the public to become involved in a number of ways that will be outlined in this section of the plan.

2.1 Requirements of the Permit

(4.2.2.1) ***PUBLIC INPUT OPPORTUNITIES:** Provide opportunities for the public to provide input during development, implementation, and update of SWMP including development or adoption of all required ordinances*

(4.2.2.2-3) ***SWMP – PUBLIC REVIEW:** Revised SWMP document shall be available (on website or other area) for public review and input for 120 days from effective date of this permit. The current up to date version of the SWMP shall remain available for public review and input for the life of the permit.*

2.2 BMPs

- a) Notify public of all SWMP related hearings
- b) Public Hearings
- c) Public Open Houses
- d) Support Davis County Coalition Public Involvement/Participation
- e) Volunteer Program

Notify public of all SWMP related hearings: West Point City will notify the public of all SWMP related hearings in order to inform and involve the public. Hearings will be held to discuss the SWMP and storm water pollution topics.

Public Hearings: A public hearing will be scheduled and held at the West Point City building fulfilling the public hearing requirement. The purpose of the public hearing is to get feedback from the citizens of West Point City about the goals included in this plan. Many of the goals require the cooperation of the citizens or the commitment of their tax dollars in support of the programs described in this report. Any objections will be documented and considered as the plan is revised.

Public Open House: A public open house will be held at the West Point City building prior to the public hearing. The purpose of the open house is to inform the public about storm water regulations and how West Point City officials have decided to meet the requirements of the regulations. Displays will highlight the most important portions of the report including the measurable goals and the timetable of completion. City Staff will be available to answer any questions and to encourage the citizens to become involved

and to voice their opinions concerning the plan. Open houses will be held annually at the West Point City Building.

Support Davis County Public Involvement/Participation: West Point City plans to support Davis County Coalition in its efforts to increase public involvement and participation. Each of the municipalities within the county has been invited to participate. The group was originally formed for the purpose of distributing information regarding the permit requirements and to help the various municipalities to cooperate in completing their SWMPs. The group will be continued in the future and will become a public meeting where citizens are invited to participate. The group will specifically invite business owners, builders, landscapers, or other groups that have an interest in the SWMP. In the meetings the public will be given the opportunity to give input or voice concerns to the representatives who have the responsibility to carry out the plans. This will also be an opportunity to give training to the public in areas that concern storm water management.

Volunteer Program: The volunteer program is designed to give the citizens of West Point City the chance to become involved in a direct and hands on way in the SWMP. The goal of the program is to advertise the volunteer opportunities directly related to storm water management and to create new volunteer projects. The City Staff will meet regularly to create a list of projects that will be suitable for volunteers to accomplish. An updated list of projects shall be maintained in the Public Involvement/Participation Appendix. This will include projects such as placing inlet markers, cleaning gutters, litter collection, etc. The volunteer opportunities will be advertised on the West Point City website and in the quarterly newsletter.

2.3 Measurable Goals: Table 2.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 2.1 Public Involvement and Participation

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person/Agency
2011	Hold a Public Hearing and Open House to receive public comment on the SWMP	Nov.	City Engineer West Point City
2012	Create and implement the Volunteer Program	Spring 2012	City Manager West Point City
2010-2015	Support Davis County Public Involvement / Participation	On Going	City Engineer West Point City
2011	Make SWMP Available to Public (Online, City Offices)	Aug. 2011	City Engineer West Point City
2010-2015	Discuss storm water issues in public hearings on residential and commercial development	On Going	City Engineer West Point City

* Davis County Coalition is responsible to address other aspects of this minimum control measure.

3.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

The Illicit Discharge Detection and Elimination section of this SWMP is intended to stop illicit discharges of potential pollutant sources into the West Point City storm drainage system. The goal is to develop, implement, and enforce an IDDE program to find and eliminate sources of non-storm water discharges and implement defined procedures to prevent illicit connections and discharges. The BMPs outlined below will aid in detecting such discharges and eliminating the source of the discharge in conjunction with the efforts and plans of Davis County. The IDDE program shall be established within **18 months** after receiving coverage under this permit.

3.1 Requirements of the Permit

- (4.2.3.1) **MAP STORM DRAIN SYSTEM:** *Maintain current storm drain system map showing the location of all municipal storm drain outfalls with the names and location of all state waters that receive discharges.*
- (4.2.3.2) **IDDE ORDINANCE:** *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)(discharge of untreated sanitary wastewater) and require removal of such discharges consistent with 4.2.3.6 (SOPs for ceasing the illicit discharge) and implement appropriate enforcement procedures and actions. Permittee must have variety of enforcement options in order to apply escalating enforcement as necessary. SSOs are illegal and must be eliminated – All SSO's must be reported to the DWQ and to Permittee's local wastewater treatment plant.*
- (4.2.3.2.1) **AUTHORITY:** *Program must have adequate level of authority (through ordinance etc) to detect, investigate, eliminate, and enforce against non-storm water discharges.*
- (4.2.3.3) **DETECTION PLAN:** *Develop, implement, and prepare in writing a plan to detect and address non-storm water discharges, including spills, illicit connections, sanitary sewer overflows and illegal dumping – the Plan should include:*
- (4.2.3.3.1) **PRIORITY AREAS:** *Develop and implement written systematic procedures for locating and listing the priority areas likely to have illicit discharges. Document the basis for 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.*
- (4.2.3.3.2) **FIELD ASSESSMENT:** *Conduct field assessment activities to verify outfall locations and detect illicit discharges, including dry weather screening of outfalls or facilities serving priority areas from the list developed in 4.2.3.3.1. Compliance shall be achieved by: prioritizing receiving water for visual inspection to identify unknown outfalls and visually inspecting 20% of the priority list to detect illicit discharges within one year or receiving coverage and inspect another 20% of the priority areas each year after. Field assessment shall utilize an inspection form to document findings.*
- (4.2.3.4) **SOPs - TRACING ILLICIT DISCHARGE:** *Develop and implement standard operating procedures (SOPs) for tracing the source of an illicit discharge – including*

visual inspections, and when necessary, opening manholes, using mobile cameras, collecting and analyzing samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.

- (4.2.3.5) SOPs – CHARACTERIZING THREAT: Develop and implement SOPs for characterizing the nature of and the potential public or environmental threat posed by any illicit discharge found or reported (by hotline or phone number 4.2.3.9). SOPs shall include instructions and steps for how discharge shall be immediately contained. Include procedures to initiate investigation immediately upon being alerted of Illicit Discharge.
- (4.2.3.5.1) INSPECTION FORM: When the source is known or discharge is identified and confirmed, record the following information in an inspection report: Date permittee became aware of discharge, date investigation initiated, date discharge observed, location and description of the discharge, method of discovery, date of removal, repair of enforcement action, date and method of removal verification. Use or no use of analytical monitoring documentation.
- (4.2.3.6) SOPs – CEASING ILLICIT DISCHARGE: SOPs for ceasing the illicit discharge, including notification of appropriate authorities, notify property owners, technical assistance for removing the source or eliminating the discharge, follow up inspections, escalating enforcement and legal actions if discharge is not eliminated. IDs are illegal and violate this permit and remain in violation until they are eliminated. Upon detection Permittee shall require immediate cessation improper disposal practices....
- (4.2.3.6.1) DOCUMENTATION: All IDDE investigations must be thoroughly documented and may be requested by the Division any time. If Permittee can't meet minimum requirement outlined in 4.2.3.5 and 4.2.3.6 the Permittee shall submit written description immediately describing the circumstances why not possible.
- (4.2.3.8) WASTE COLLECTION: Promote or provide services for collection of household hazardous waste.
- (4.2.3.9) HOTLINE FOR PUBLIC REPORTING: Publicly list and provide hotline or local telephone number for public reporting of spills and other illicit discharges. Written record of calls received, follow up actions, and public feedback shall be kept.
- (4.2.3.9.1) RESPONSE PROCEDURE: Develop written spill/dumping response procedure and a flow chart for internal use that shows procedure for responding to public referrals of illicit discharges, various responsible agencies and contacts, who is involved in illicit discharge response. Procedure and list shall be part of IDDE Program and incorporated into the Permittee's SWMP document.
- (4.2.3.10) PROGRAM EVALUATION: Adopt and implement procedures for program evaluation and assessment, which includes maintaining database for mapping/tracking number and type of spills.
- (4.2.3.11) EMPLOYEE TRAINING: Annually train employees about IDDE program – include identification, investigation, termination, cleanup, and reporting. Office staff

who might receive reports shall also be trained. Include how to identify a spill, improper disposal, or illicit connection and how to report it.

(4.2.3.12) DOCUMENTATION REQUEST: *The Division reserves the right to request documentation or further study of a particular non-storm water discharge of concern.....*

3.2 **BMPs**

- a) Illicit Discharge Detection and Elimination (IDDE) Program
- b) Map Storm Drain System showing outfalls
- c) Ordinance to prohibit illicit discharges
- d) Detection Plan to detect and address non-storm water discharges
- e) Develop SOPs (tracing, characterizing threat, ceasing)
- f) Household Hazardous Waste Collection
- g) Hotline for Public Reporting
- h) Program Evaluation and Assessment
- i) Employee Training

Illicit Discharge Detection and Elimination Program: West Point City will develop, implement, and enforce an IDDE program to find and eliminate sources of non-storm water discharges and implement procedures to prevent illicit discharges within **18 months** of receiving coverage. The program will consist of the BMPs listed in this section and will be in the IDDE Appendix.

Storm Sewer System Mapping: The City will include a storm drain map showing general location of all known storm drain open ditches and discharge points (see IDDE Appendix). It also identifies the location of the outfall of each pipe or ditch into other major channels or other receiving waters. The storm drain map was created by collecting data for location and size using field observations, interviewing city staff, and updating older maps.

The storm water map will be very helpful when trying to locate the source of an illicit discharge, and will be updated and kept current. As new storm drain lines are constructed and put into service they will be added to the storm drain system map. This will be done on an annual basis. The map will be kept on file at the West Point City office and will also be shared with Davis County to be included in a countywide map.

Ordinance to prohibit illicit discharges: West Point City shall adopt / revise an ordinance, as needed to prohibit the discharge of pollutants into storm drains or any open water source. The ordinance shall be enforceable with a variety of enforcement options.

The ordinance will be reviewed and updated to include specific non-storm water discharges that may be allowed if certain conditions are met. These may include some or all of the following depending on whether the source is identified as a significant contributor of pollutants: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning

condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water.

A copy of the ordinance shall be kept in the IDDE Appendix.

Detection Plan to detect and address non-storm water discharges: West Point City has developed and will implement, and enforce a plan to detect illicit discharges. The program to detect and eliminate illicit discharges is a key component to the success of the minimum control measure. The following are steps to the detection plan:

- Develop list of priority areas – Areas likely to have illicit discharges (if applicable). The list shall be maintained in the IDDE Appendix.

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 or illegal dumping or cross connections;
Areas with onsite sewage disposal systems;
Areas upstream of sensitive water bodies.

- Develop list of locations of priority areas within the City – Using the list of priority areas, the City will develop a list of locations of priority areas within the City and maintain it in the IDDE Appendix. Documentation for the basis of selection of each priority location shall be included.

- Field Assessment – The City will conduct a field assessment including dry weather screening of outfalls or facilities serving the list of priority locations. All locations to be inspected shall be prioritized to identify unknown outfalls and visually inspect 20% within 1 year after receiving coverage. Another 20% shall be inspected each year after. The inspections shall utilize the Field Assessment inspection form located in the IDDE Appendix.

Develop SOPs (tracing, characterizing threat, ceasing): The permit requires that SOPs be developed and implemented for: tracing the source of illicit discharges (including visual inspections, opening manholes, videoing pipelines, sampling); characterizing the potential public or environmental threat posed by illicit discharges; ceasing the illicit discharge (including notification of appropriate authorities, notify property owners, technical assistance for removing the source or eliminating the discharge, follow up inspections, escalating enforcement and legal actions if discharge is not eliminated). Investigations and inspections shall be documented using an inspection report (see Incident Tracking and Illicit Discharge Inspection Report in the IDDE Appendix). The SOPs developed for by the Davis County Storm Water Coalition are included in the IDDE Appendix. The City will use these SOPs for IDDE and revise as needed.

Household Hazardous Waste Collection: West Point will promote services for collection of household hazardous waste. This BMP will also be addressed by the Public Education and Outreach minimum control measure.

Hotline for Public Reporting: The City will publicly list and publicize a hotline or telephone number for public reporting of spills or other illicit discharges. A response procedure and written record shall be maintained for all calls received and all follow up actions taken. Public reporting records shall be kept in the IDDE Appendix.

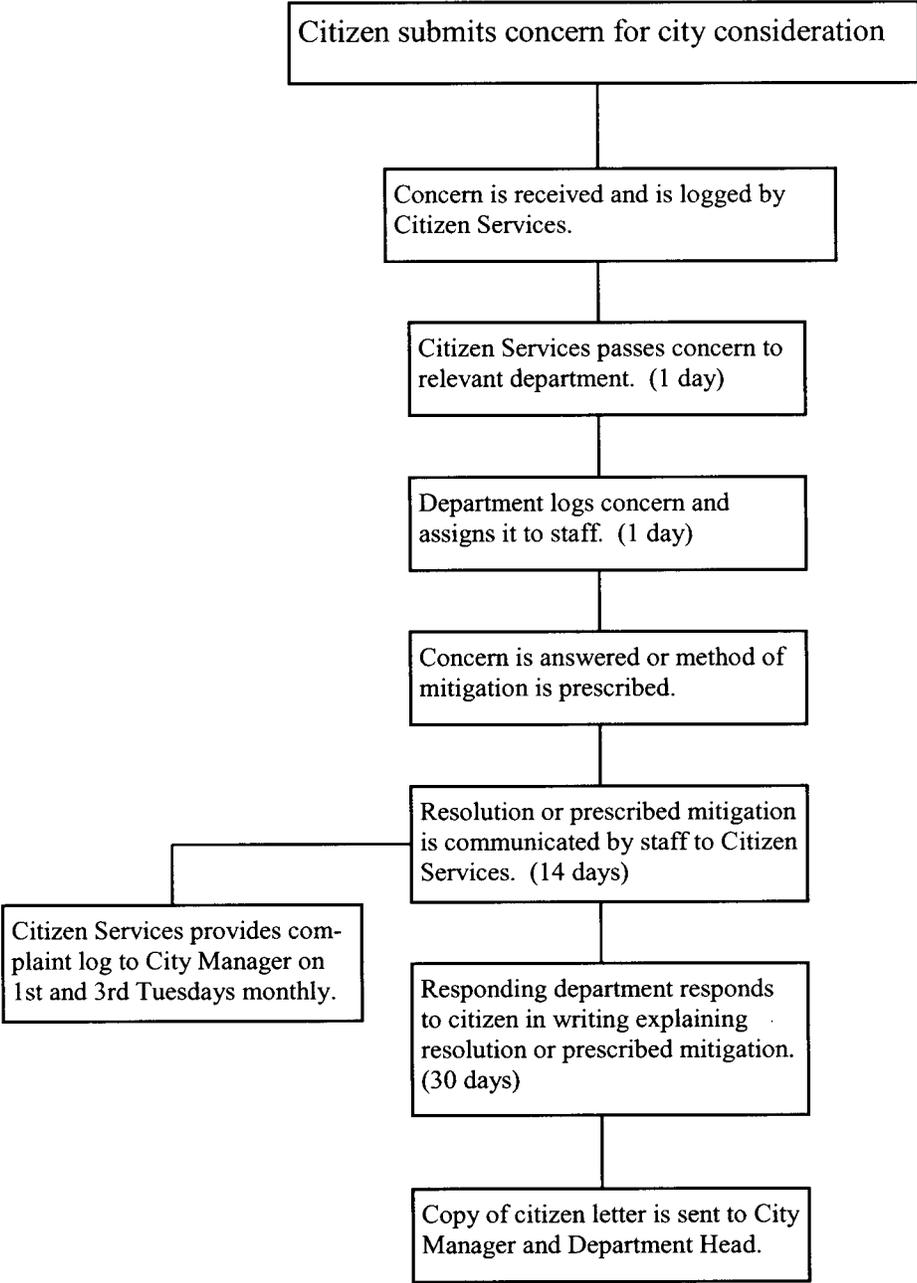
Document Complaints: The Enforcement Officer will be required to officially document any complaints received concerning illegal dumping of hazardous materials into the storm drainage system or any open water. The Enforcement Officer may also document his or her own observations of problems relating to illicit discharges. West Point City maintains an official complaint log to document such complaints. The complaints received and documented will be investigated and action will be taken where necessary. As part of the public education portion of this plan, citizens will be encouraged to report illegal dumping. The existing complaint resolution process is documented in the Citizen Concern Resolution Process flow chart below.

Program Evaluation and Assessment: The City will implement procedures for program evaluation and assessment. A database will be maintained to use for mapping and tracking the number and type of spills or illicit discharges and inspections conducted. Records of the database shall be kept in the IDDE Appendix.

Employee Training: The City will annually train employees about the IDDE program, include identification, investigation, termination, cleanup, and reporting. Office staff that might receive reports shall also be trained. Training will include how to identify a spill, improper disposal, or illicit connection and how to report it.

Citizen Concern Resolution Process

IN WEST POINT CITY



3.3 Measurable Goals: Table 3.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 3.1 Illicit Discharge Detection and Elimination

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person/Agency
2012	Illicit Discharge and Elimination Program (includes items below)	June	Public Works Director West Point City
2012	Illicit Discharge Ordinance	June	City Engineer West Point City
2012 2010-2015	Create and Maintain Mapping of Storm Sewer System	June On Going	City Engineer West Point City
2012	Implement Detection Plan	June	Public Works Director West Point City
2012	Develop IDDE SOPs	June	Public Works Director West Point City
2010-2015	Household Hazardous Waste Collection	On Going	Public Works Director West Point City
2010-2015	Program Evaluation and Assessment	Annually – Jan.	City Engineer West Point City
2010-2015	Training	Annually – Jan.	City Engineer West Point City

4.0 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

This section of this SWMP addresses how polluted runoff from construction sites will be controlled. The goal is to develop, implement and enforce a program to reduce pollutants in storm water runoff 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. The program will be in place within **18 months** of receiving coverage. Construction site storm water runoff often contains high quantities of sediment from unprotected excavation as well as debris from the construction site. The sediments and harmful debris create problems downstream and thus must be controlled. Projects proposed by the City's departments shall comply with these requirements.

4.1 Requirements of the Permit

- (4.2.4.1) CONSTRUCTION SITE ORDINANCE: *Develop an ordinance that requires SWPPP at construction sites. At minimum meet requirements of the UPDES Storm Water General Permit for Construction Activities (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). Include sanctions to ensure compliance. Existing local requirements to apply storm water controls at smaller sites shall remain.*
- (4.2.4.1.1) SWPPP REQUIREMENT: *The ordinance at a minimum shall require construction operators to prepare a SWPPP and apply sediment and erosion control BMP's as necessary to protect water quality, reduce discharge of pollutants, and control waste such as, but not limited to, discarded building material, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.*
- (4.2.4.1.2) ACCESS FOR INSPECTION: *Ordinance shall include provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.*
- (4.2.4.2) ENFORCEMENT: *Develop written enforcement strategy and implement the enforcement provisions of the ordinance including:*
- (4.2.4.2.1) *Include SOPs or specify in ordinance, processes and sanctions to minimize occurrence of and obtain compliance from violators with appropriate escalating enforcement.*
- (4.2.4.2.2) *Include documentation and tracking of all enforcement actions.*
- (4.2.4.3) SOPs FOR SWPPP REVIEWS: *Develop and implement SOPs for preconstruction SWPPP reviews and keep records for at a minimum all 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, to ensure plans are complete and in compliance with State and local regulations. Permittee shall keep records of these projects for five years or until construction is complete, whichever is longer. Prior to construction Permittee shall:*
- (4.2.4.3.1) SWPPP REVIEWS: *Conduct preconstruction SWPPP review includes reviewing the site design, planned construction, planned BMPs to be used during and after construction.*

- (4.2.4.3.2) CHECKLIST: Incorporate a checklist into the SWPPP pre construction review process
- (4.2.4.3.3) LOW IMPACT DESIGN INCORPORATION: Incorporate into SWPPP Review procedures for an evaluation of opportunities for use of low impact design (LID) and green infrastructure.
- (4.2.4.3.4) PRIORITY SITES: Identify priority construction sites including at a minimum those that discharge directly into or immediately upstream of water that the State recognize as impaired.
- (4.2.4.4) SOPs FOR SITE INSPECTION: Develop and implement SOPs for construction site inspection and enforcement of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections, and who has authority to implement enforcement procedures. Permittee must have authority to the extent authorized by law to impose sanctions to ensure compliance. Procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:
- (4.2.4.4.1) INSPECTION REQUIREMENTS: Inspection 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).
- (4.2.4.4.2) INSPECT ALL PHASES: Inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. Include in the SWMP a procedure for being notified by construction operators/owners of their completion so that verification of final stabilization and removal of all temporary control measures may be conducted.
- (4.2.4.4.3) PRIORITY INSPECTION: Inspection of priority construction sites must be conducted at least biweekly using the Construction Storm Water Inspection Form.
- (4.2.4.4.4) ENFORCEMENT: Based on inspection findings, permittee must take all necessary follow-up actions (reinspection, enforcement) to ensure compliance in accordance with the permittee's enforcement strategy. Follow-up and enforcement actions must be tracked and documented.
- (4.2.4.5) STAFF TRAINING: Ensure that all staff involved in implementing the construction storm water program (including permitting, plan review, site inspections, and enforcement) are trained to conduct these activities. Training records shall be kept including dates, course descriptions, and named and positions of attendees.
- (4.2.4.6) RECORDS: Adopt and 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 including site plan reviews, SWPPPs, inspections and enforcement actions (verbal warnings, stop work orders, warning letters, notices or violation etc) for 5 years or until construction is complete, whichever is longer.

4.2 **BMPs**

- a) Construction Site Runoff Control Program
- b) Review and Update Ordinance to Require Construction Site SWPPPs and Enforcement Strategy
- c) Develop SOPs for SWPPP Reviews
- d) Develop SOPs for Site Inspections
- e) Staff Training
- f) Maintain Records

Construction Site Runoff Control Program: West Point City will develop, implement, and enforce a Construction Site Runoff Control program to reduce pollutants in storm water runoff from construction sites within 18 months of receiving coverage. The program will consist of the BMPs listed in this section and will be in the Construction Site Storm Water Runoff Control Appendix.

Construction Site Runoff Control Ordinance: West Point City plans to review and update the ordinance that will require that pollution from construction site storm water runoff be controlled. The ordinance will require at a minimum that a storm water pollution prevention plan (SWPPP) be submitted as part of the construction plans for any site 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 plan must indicate how the runoff will be controlled and how sediment and harmful materials will be prevented from entering storm drainage systems during construction. The plan must list specific BMPs that will be used such as construction entrance/exit stabilization, perimeter controls, sediment retention structures, sediment filters, vehicle maintenance and washing areas, and cement truck washout areas. West Point City Standards will be updated to include details of minimum requirements for typical sediment filters, stabilization and washing areas. Information regarding appropriate BMPs and standard details will be made available to the responsible person for the construction site. Once the plan has been received and approved, the responsible person for the site must ensure that the BMPs are implemented. If BMPs are not implemented the City will have the right to stop work until the problems are corrected. Approved BMPs are in this SWMP. The ordinance will include provisions to allow access by qualified personnel to inspect storm water BMPs on private properties. West Point City will develop an enforcement strategy to enforce provisions of the ordinance. Procedures will be developed to minimize violations and obtain compliance from violators through escalating enforcement actions. The City will document and track all enforcement actions. A copy of the ordinance will be kept in the IDDE Appendix

Develop SOPs for SWPPP Review: West Point City will develop and implement practices for preconstruction SWPPP reviews. A checklist for SWPPP reviews will be included in the Construction Site Storm Water Runoff Control Appendix. The reviews shall include reviewing the planned site and BMPs to be used during and after construction. The SWPPP plan review form will be used in the review process. Low Impact Design (LID) techniques will be incorporated into SWPPP reviews. See LID practices in the Public Education and Outreach Appendix. Priority construction sites will be identified in reviews. Priority sites include those that discharge directly into or immediately upstream of water that the State recognizes as impaired.

Develop SOPs for Site Inspections: West Point city will develop and implement practices for construction site inspection and enforcement of control measures. Site inspections shall be completed by qualified personnel. Inspection of all new construction sites with a land disturbance 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 shall be completed at least monthly. Site inspections shall be completed using the Construction Storm Water Inspection form in the Construction Site Storm Water Runoff Control Appendix. All phases of construction, prior, during, and following, shall be inspected. Inspector shall verify that final site stabilization and removal of all temporary controls has been completed.

Inspection of priority sites must be completed biweekly using the Construction Storm Water Inspection form.

Follow-up actions (reinspection, enforcement) to ensure compliance shall be completed. Follow-up actions shall be tracked and documented. Records will be kept in the Construction Site Storm Water Runoff Control Appendix.

Staff Training: The City will train all staff involved in implementing the construction storm water program (including permitting, plan review, site inspections, and enforcement). Training records shall be kept in the Construction Site Storm Water Runoff Control Appendix including dates, course descriptions, and names and positions of attendees.

Maintain Records: The City will maintain records for all projects required to submit SWPPPs. Records such as site plans, SWPPPs, inspections, and enforcement actions will be stored for 5 years or until construction is complete, whichever is longer.

4.3 Measurable Goals: Table 4.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 4.1 Construction Site Storm Water Runoff Control

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person/Agency
2012	Construction Site Runoff Control Program	June	City Engineer West Point City
2012 2010 - 2015	Review and Update Ordinance	June On Going	City Engineer West Point City
2012	SOPs for SWPPP Review	On Going	City Engineer West Point City
2012	SOPs for Site Inspections	On Going	City Engineer West Point City
2010 - 2015	Training	Annually – Jan.	Public Works Director West Point City
2010-2015	Maintaining Records	On Going	City Engineer West Point City

5.0 LONG-TERM STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (POST CONSTRUCTION STORM WATER MANAGEMENT)

The goal of this section of the SWMP is to develop, implement and enforce a program to address post construction storm water runoff for sites 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 within **18 Months** of receiving coverage. The objective is for the hydrology of the new site to mirror the predevelopment hydrology or improve the hydrology of redeveloped site and reduce storm water discharge. Water quality controls shall also be incorporated. The program must apply to private and public development sites, including roads.

5.1 Requirements of the Permit

- (4.2.5.1) POST CONSTRUCTION STORM WATER ORDINANCE: *Develop and adopt an ordinance that requires long-term post-construction storm water controls at new development and redevelopment sites. Ordinance shall apply to new development and redevelopment sites that discharge to the MS4 that disturb one acre or including projects less than one acre that are part of a larger common plan of development or sale. The ordinance shall meet requirements set forth in the UPDES permit. Ordinance shall require BMP selection, design, installation, operation, and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4. Ordinance shall include provisions for construction and post construction access for inspection purposes. Ordinance may require private property owner/operator, instead of City staff, to conduct maintenance and provide annual certification that adequate maintenance has been performed and controls are operating as designed. In this case, Permittee must require a maintenance agreement addressing requirement any control installed on site. The agreement must allow the Permittee to conduct oversight inspection and also account for transfer of responsibility in leases and/or deeds. Agreement must allow Permittee to perform necessary maintenance or corrective actions neglected by owner/operator, and bill and recoup cost from owner/operator.*
- (4.2.5.2) ENFORCEMENT: *Develop and implement enforcement strategy for the ordinance.*
- (4.2.5.2.1) COMPLIANCE: *Include specific processes and sanctions to minimize occurrence, and obtain compliance. Include escalating enforcement procedures.*
- (4.2.5.2.2) DOCUMENTATION: *Documentation on how requirements of the ordinance will protect water quality, including: How long-term BMPs were selected, Pollutant removal expected from selected BMP.*
- (4.2.5.3) STANDARDS: *The new development/redevelopment program must have requirements of standards to ensure that any storm water controls for new development and redevelopment will prevent or minimize impact to water quality.*
- (4.2.5.3.1) NON STRUCTURAL BMPs: *Program should include non structural BMPs such as requirements to minimize the disturbance of native soils and vegetation, to preserve areas in the municipality that provide water quality benefits, to implement measures for flood control, to protect integrity of sensitive areas.*

- (4.2.5.3.2) **LID APPROACH:** For applicable projects, that disturb one acre or including projects less than one acre that are part of a larger common plan of development or sale, the program shall include process to evaluate and encourage a LID approach which encourages implementation of structural BMPs that infiltrate, evapotranspire or harvest and use storm water from the site. Structural control may include rainwater harvesting, rain gardens, permeable pavement, and vegetated swales.
- (4.2.5.3.3) **RETROFIT PLAN:** Program shall include program 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. Plan must include ranking or control measures to determine those best suited for retrofitting. Include the following when developing the criteria: proximity to waterbody and hydraulic conditions.....
- (4.2.5.3.4) **HYDROLOGY:** Program shall define specific hydrologic methods for calculating runoff volumes and flow rates to ensure consistent sizing of structural BMPs in their jurisdiction and to facilitate plan review. Require that BMPs are designed to treat water from a specific design storm (e.g. 2 year, 24 hour event). Allow for other unique or complex methodologies
- (4.2.5.4) **SITE PLAN REVIEW:** Procedures for site plan review, which incorporate consideration of water quality impacts. Prior to construction:
- (4.2.5.4.1) **SWPPP REVIEW:** Review SWPPP for new development and redevelopment sites that disturb one acre or including projects less than one acre that are part of a larger common plan of development or sale to ensure plans include long term storm water controls.
- (4.2.5.4.2) **SPECIFICATIONS:** Provide contractors and developers with preferred design specs to treat storm water for different development types (industrial, commercial, restaurant parking lots, auto service center, road construction, etc)
- (4.2.5.4.3) **RECORDS:** Keep record of info that is distributed to design professionals (dates, list of recipients)
- (4.2.5.5) **SOPs FOR SITE INSPECTIONS:** Adopt and implement SOPs for site inspection and enforcement of post construction storm water controls measures. Must ensure adequate ongoing long-term operation and maintenance.
- (4.2.5.5.2) **INSTALLATION INSPECTION:** Permanent Structural BMPs shall be inspected at least once during installation
- (4.2.5.5.3) **INSPECTION REQUIREMENTS:** Conduct inspection annually and necessary maintenance by staff or by owner/operator if agreement in place. If there is agreement that City staff will not annually maintain and inspect then they must inspect at least once every 5 years to verify adequate performance. Findings must be documented as follows: Date, Name and signature of inspector, location, current ownership info, description of condition (vegetation and soils, inlet outlet structures, sediment / debris accumulation etc), maintenance issues or violations found that need to be corrected with deadlines and reinspection dates.

- (4.2.5.6) **STAFF TRAINING:** *Provide training for staff involved (planning and review, inspection, enforcement). Keep training records (date, course descriptions, names and positions of attendees)*
- (4.2.5.7) **POST CONSTRUCTION STRUCTURAL CONTROL INVENTORY:** *Maintain an inventory of all post construction structural storm water control measures installed and implemented at new development and redeveloped sites that disturb one acre or including projects less than one acre that are part of a larger common plan of development or sale. Inventory shall include both public and private sites within the service area.*
- (4.2.5.7.1) **INVENTORY FORMAT:** *Inventory must include basic information on each project (name, owners name and contact info, location, start and stop date) and must include: Short description of structural control (type, number, design or performance specs), Short description of maintenance requirements (frequency of required maintenance and inspection), Inspection information (date, findings, follow up activities, compliance status).*
- (4.2.5.7.2) **UPDATES:** *Updates to inventory shall be made as changes occur.*

5.2 **BMPs**

- a) Post Construction Runoff Ordinance
- b) Post Construction Structural Control Standards
- c) Site Plan Review Procedures
- d) SOPs for Site Inspections
- e) Staff Training
- f) Post Construction Structural Control Inventory

Post Construction Site Runoff Control Program: West Point City will develop, implement, and enforce a Post Construction Site Runoff Control program to address post construction runoff from new and redeveloped sites within 18 months of receiving coverage. The program will consist of the BMPs listed in this section and will be in the Post Construction Site Storm Water Runoff Control Appendix.

Post Construction Runoff Ordinance: West Point City will review and update the Post-Construction Runoff Control Ordinance. The ordinance will require storm water runoff control methods, including structural and non-structural BMPs, which must be incorporated into the development plans. Documentation on how BMPs were selected and performance expected shall be required. The ordinance addresses items such as required detention and allowable flow rates from new developments, and maintaining storm water quality by the use of structural BMPs such as oil water separators or debris separators. The ordinance also discusses enforcement ongoing maintenance of storm drainage systems and will specify who will be responsible (see requirements of permit). Enforcement strategies to ensure compliance shall be included in the ordinance.

Post Construction Structural Control Standards: As part of the Post Construction Runoff Program, West Point will incorporate standards to ensure that controls used will positively impact water quality. Non-structural BMPs, such as minimizing disturbance areas, shall be added to the approved BMPs in the Post Construction Site Storm Water

Runoff Control Appendix. Low Impact Development (LID) techniques that incorporate the reuse of storm water, infiltration, or methods to clean storm water runoff. LID techniques will be in the Public Education and Outreach Appendix. The program will encourage retrofitting sites that are negatively impacting water quality. The rational method using the 10-year storm for pipes and the 100-year storm for detention facilities shall be used for calculating runoff. Other unique or complex methodologies (such as NRCS method) can be used as approved or requested by the city.

Site Plan Review Procedures: West Point City will implement site plan review procedures to address long term storm water controls on SWPPPs and ensure that the requirements of the ordinance have be meet. Site plan review procedures / checklist will be in the Post Construction Site Storm Water Runoff Control Appendix. Specifications to treat storm water from different sites (commercial, industrial, residential, etc) shall be provided to contractors, developers, and engineers. Specifications provided shall be documented, including recipients and dates, in the Post Construction Site Storm Water Runoff Control Appendix.

Site Inspection SOPs: West Point City will implement SOPs for site inspection to ensure adequate ongoing long-term operation and maintenance. Long term controls shall be inspected at least once during installation using the Post Construction Site Runoff Control Inspection Form. Long-term controls that are maintained by the City shall be inspected at least annually be City Staff using the Post Construction Site Runoff Control Inspection Form in the Post Construction Site Storm Water Runoff Control Appendix. If a maintenance agreement is set up, stating that the City will not perform maintenance on a long-term control, City Staff must inspect every 5 years to verify adequate maintenance is being performed.

Staff Training: West Point City will train all staff involved in the Post Construction Storm Water Runoff Program. Staff shall participate in applicable training if they are involved in the planning, review, inspection, enforcement, or recording aspects of the ordinance. Records of training, including dates, course description, names and positions, shall be kept in the Post Construction Site Storm Water Runoff Control Appendix.

Post Construction Control Inventory: The City shall keep an inventory of all structural post construction storm water controls from both public and private sites. The structural post construction control inventory form shall be used to document the inventory. This form is in the Post Construction Site Storm Water Runoff Control Appendix. The inventory should include basic information on each project including name, owner, contact info, location, start up and stop date. A description of the control (type, number, design performance) and maintenance requirement (frequency of required maintenance and inspection) shall also be included.

5.3 Measurable Goals: Table 5.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 5.1 Post-Construction Storm Water Management in New Development and Redevelopment

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person/Agency
2012	Post Construction Site Runoff Control Program	2012	City Engineer West Point City
2012	Post Construction Structural Control Standards	June	City Engineer West Point City
2012 2010-2015	Review and Update Post-Construction Runoff Control Ordinance	June On Going	City Engineer West Point City
2012	Site Plan Review Procedures (with attention to Post Construction Storm Water Runoff)	June	City Engineer West Point City
2012	Site Inspections SOPs	June	City Engineer West Point City
2010 – 2015	Training	Annually – Jan.	City Engineer West Point City
2010 – 2015	Post Construction Control Inventory	On Going	City Engineer West Point City

6.0 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

This section of the SWMP is to develop and implement O&M program for City owned or operated facilities, operation, and structural storm water controls that include SOPs or similar type of documents and a training component that aim to prevent or reduce pollutant runoff from all City owned or operated facilities and operations. An inventory of all City owned or operated facilities shall be developed and shall be reviewed annually and updates as necessary

6.1 Requirements of the Permit

- (4.2.6.1) INVENTORY: *Develop and keep current inventory: composting facilities, equipment storage and maintenance facilities, hazardous waste disposal facilities, landfills, landscape maintenance on municipal property, material storage yard, pesticide storage facilities, public buildings, public parking lots, public swimming pools, public works yards, recycling facilities, salt storage facilities, street repair and maintenance facilities, vehicle storage and maintenance yards, permittee owned and/or maintained structural storm water controls.*
- (4.2.6.2) ASSESSMENT: *Assess written inventory from 4.2.6.1 for their potential to discharge the following urban pollutants: sediment, nutrients, metals, hydrocarbons, pesticides, chlorides and trash. A description of the assessment process and findings must be included in the SWMP document.*
- (4.2.6.3) HIGH PRIORITY: *Based on the assessment Permittee must identify “high priority” facilities. High priority should be those that have high potential to generate storm water pollutants. Factors to be considered in ranking a facility high priority – amount of urban pollutants stored at the site, improperly stored materials, activities that must be performed outside(e.g.- changing automotive fluids), proximity to waterbodies, etc*
- (4.2.6.4) SOPs FOR HIGH PRIORITY SITES: *Each high priority facility identified must develop facility specific SOPs. SOPs shall include BMPs to protect water quality. LID techniques should be considered for all redeveloped Permittee-owned or operated facilities. SOPs shall include pollution prevention and good housekeeping procedures for the following types of facilities:*
- (4.2.6.4.1) BUILDINGS AND FACILITIES: *O&M program shall address offices, police, fire stations, pools, parking. SOPs shall address use, storage, and disposal of chemicals and ensure that employees are trained to understand the SOPs. SOPs shall have spill prevention plan. Address waste management (cleaning, washing, painting, other maintenance activities). SOP’s shall include schedule for sweeping parking lots and keeping the area surrounding facility clean. **Within 180 days** of receiving coverage, Permittee must develop an inventory of all floor drains inside all permittee owned or operated buildings. Ensure that all floor drains discharge to appropriate locations. **Within 180 days** Permittee must develop inventory including map of all storm drains located on the property of all permittee owned or operated buildings and facilities. Permittee must ensure that only storm water is allowed to*

enter storm drains and appropriate BMPs are in place to minimize pollutants.

- (4.2.6.4.2) MATERIAL, HEAVY EQUIPMENT STORAGE AREAS : SOPs shall protect water quality at material storage areas, heavy equipment storage and maintenance areas.
- (4.2.6.4.3) PARKS AND OPEN SPACE : SOPs for parks and open spaces for proper application, storage, and disposal of fertilizer, pesticides, and herbicides including minimizing use of these products and using in accordance with manufactures specs. SOPs must address management of trash containers etc.
- (4.2.6.4.4) VEHICLE AND EQUIPMENT : SOPs for facilities used for vehicle maintenance and repair on City owned or operated vehicles. BMPs should be used including drip pans, storing indoors if possible. Fueling area BMPs... Ensure vehicle washing area not discharged to storm drain.
- (4.2.6.4.5) ROADS, HIGHWAYS, AND PARKING LOTS : SOPs shall address street sweeping and sweeping parking lots. Address road and parking lot maintenance including, pothole repair, pavement marking, sealing and repaving, cold weather operations....
- (4.2.6.4.6) STORM WATER COLLECTION AND CONVEYANCE SYSTEM: SOPs shall schedule for the regular inspection, cleaning, and, repair of storm drain system. Storm drain maintenance shall be prioritized with the highest priority areas being maintained at the greatest frequency. All structural BMPs including swales, detention basins etc must be inspected annually to ensure proper maintenance. Waste removed from system shall be disposed of appropriately.
- (4.2.6.6) INSPECTIONS FOR HIGH PRIORITY SITES: O&M Program shall include the following inspections:
 - (4.2.6.6.1) WEEKLY VISUAL INSPECTIONS : perform weekly visual inspection of **high priority** facilities. Look for evidence of spills and immediately clean them up. Weekly inspections must be tracked in a log for every facility.
 - (4.2.6.6.2) QUARTERLY COMPREHENSIVE INSPECTIONS : once per quarter perform a comprehensive inspection of high priority facilities pay attention to waste storage, dumpsters, vehicle and equipment storage/maintenance areas, fueling areas, etc. Quarterly inspections (identifying deficiencies and corrective actions) must be documented and records shall be kept with SWMP.
 - (4.2.6.6.3) QUARTERLY VISUAL OBSERVATION : Quarterly visual observation of storm water discharges - once per quarter visually inspect the quality of the storm water discharges from high priority facilities (unless climate conditions preclude doing so, in which the City shall attempt to inspect discharges four times during the wet season). Any observed problems (color, foam, sheen, turbidity) that can be associated with pollutant sources shall be remedied. Document and record observations (identifying deficiencies and corrective actions) findings in SWMP.
- (4.2.6.7) WATER QUALITY IMPACT: Assess water quality impacts in design of all new flood management structural controls. Existing flood management structural controls must be assessed to determine whether changes or additions should be made.

(4.2.6.8) **CONSTRUCTION PROJECTS:** Public construction projects shall comply with the requirements applied to the private projects.

(4.2.6.9) **STAFF TRAINING:** Training shall be provided for all employees who have primary construction operations, or maintenance job functions that are likely to impact storm water quality. Training shall address the importance of protecting water quality, operation and maintenance requirements, inspection procedures, SOPs City owned facilities. Follow up training shall be provided as necessary.

6.2 **BMPs**

- a) Inventory
- b) Assessment
- c) SOPs for High Priority Sites.
- d) City Owned Building and Facilities
- e) Weekly Visual Inspections
- f) Quarterly Comprehensive Inspections
- g) Quarterly Observation of Storm Water Discharges
- h) Staff Training

Inventory: The city shall develop and keep current a written inventory of City owned or operated facilities and storm water controls including but not limited to:

- Composting Facilities
- Equipment storage and maintenance facilities
- Hazardous waste disposal facilities
- Landfills
- Landscape maintenance on municipal property
- Material storage yards
- Public buildings and parking lots
- Public golf courses
- Public swimming pools
- Public works yards
- Recycling facilities
- Salt storage
- Street repair and maintenance sites
- Vehicle storage and maintenance sites
- City owned or operated structural storm water controls

The Inventory shall be kept in the Potential Pollution and Good Housekeeping Appendix.

Assessment: The City shall assess the written inventory for potential to discharge urban pollutants. The assessment shall be documented in the Potential Pollution and Good Housekeeping Appendix. Based on the assessment, High Priority facilities shall be identified. Factors to be considered in identifying facilities as High Priority are: amount of urban pollutants stored at the site, improperly stored materials, and proximity to water bodies.

SOPs for High Priority Sites: West Point shall develop/revise SOPs for High Priority Sites to protect water quality. Requirements of the permit for each facility, as outlined in the previous section, shall be addressed. SOPs shall be kept in the Davis County Storm Water Coalition Appendix. The SOPs shall be reviewed and updated as necessary and shall address the following types of facilities:

- Buildings and Facilities
- Material, Heavy Equipment Storage Areas
- Parks and Open Space
- Vehicle and Equipment
- Roads, Highways, and Parking Lots
- Storm Water Collection and Conveyance System.

City Owned Buildings and Facilities: Inventory all floor drains in City owned buildings, within **180 days** after receiving coverage, to ensure floor drains discharge to appropriate location. Create inventory map of all storm drain on property of city owned buildings and facilities within **180 days** after receiving coverage to ensure that only storm water is allowed into these drains. The inventories shall be kept in the Potential Pollution and Good Housekeeping Appendix.

Weekly Visual Inspections: Visual inspections of high priority facilities shall be performed each week to look for evidence of spills and immediately clean them up. Records of the weekly visual inspections shall be recorded using the Weekly Visual Inspection of High Priority Facilities form in the Potential Pollution and Good Housekeeping Appendix.

Quarterly Comprehensive Inspections: At least once per quarter, a comprehensive inspection of high priority facilities, including all storm water controls, must be performed. Records of quarterly comprehensive inspections shall be recorded using the Quarterly Comprehensive Inspection form in the Potential Pollution and Good Housekeeping Appendix.

Quarterly Visual Observation of Storm Water Discharges: At least once per quarter, visually observe the quality of the storm water discharges from the High Priority facilities. Records of quarterly visual observations shall be recorded using the Quarterly Visual Observation of Storm Water Discharges form in the Potential Pollution and Good Housekeeping Appendix.

Staff Training: City Staff who have construction or maintenance job functions shall be trained to understand the importance of protecting water quality, operation and maintenance requirements, inspection procedures, and SOPs for City owned facilities.

6.3 Measurable Goals: Table 6.1 summarizes the measurable goals for this section of the storm water management plan. The purpose of the goals is to measure success and program effectiveness.

Table 6.1 Pollution Prevention and Good Housekeeping for Municipal Operations

Year of Implementation	Measurable Goal	Time Schedule	Responsible Person/Agency
2011	Facility Inventory	Dec.	Public Works Director West Point City
2011	Inventory / Map of Floor Drains in City Owned Buildings and Storm Drain on City Property	Dec.	Public Works Director West Point City
2011	SOPs for High Priority Sites	Dec.	Public Works Director West Point City
2011	Implement Maintenance Facility SWPPP	Dec.	Public Works Director West Point City
2010-2015	Weekly Visual Inspections	Weekly	Public Works Director West Point City
2010-2015	Quarterly Comprehensive Inspections	Quarterly	Public Works Director West Point City
2010-2015	Quarterly Visual Observation of Storm Water Discharges	Quarterly	Public Works Director West Point City
2010-2015	Training	Annually – Jan.	Public Works Director West Point City
2010-2015	Street Sweeping	On Going	Public Works Director West Point City

7.0 MISCELLANEOUS PERMIT REQUIREMENTS

- **SHARING RESPONSIBILITY:** West Point City has entered into an Interlocal Agreement with Davis County. A copy of the agreement is in the Davis County Storm Water Coalition Appendix.
- **REVIEWING AND UPDATING:** Review the SWMP annually, at a minimum, and revise as necessary. The division shall be notified, in writing, of any changes with an explanation for the changes.
- **NARRATIVE STANDARD:** It shall be unlawful and a violation of this permit for the Permittee to discharge or place waste in such a way that may have a negative impact on aquatic life.
- **ANALYTICAL MONITORING:** Permittees are not required to conduct analytical monitoring with the following exceptions: water quality may be required for compliance with TMDL's, Sampling or testing may be required for characterizing illicit discharges. (Visual dry weather screening is required per 4.2.3.3.2)
- **RECORD KEEPING:** Permittees must keep all documents associated with the SWMP. All modifications to the SWMP must be submitted to the Division. The Division may make written determination that parts or all of the documents are not in compliance and must be addressed in the time frame specified. Retain all required plans, record of all programs, records of all monitoring information, copies of all reports required by this permit, and records of all other data required for at least five years.
- **REPORTING:** Submit an annual report to the Division by Oct 1 of each year. Report must use the report form provided on the divisions website. Permittee shall sign and certify annual report.
- **DUTY TO COMPLY:** Permittee must comply with all conditions of this permit. Notify division of any planned changes that would result in noncompliance.
- **PENALTIES FOR VIOLATIONS:** Violation of permit condition civil penalty not to exceed \$10,000 per day. Willfully or negligently violates permit condition fine not to exceed \$25,000 per day. Person convicted of violation a second time shall be fined not exceeding \$50,000 per day.
- **DUTY TO REAPPLY:** Reapplication shall be made at least 180 days before expiration date of this permit.
- **DUTY TO PROVIDE INFORMATION:** Permittee shall furnish any information to the Division within time specified. Permittee shall furnish copies of record.
- **SIGNATORY REQUIREMENTS:** Documents that need signatory requirements shall be signed, dated, and certified as follows: Permit applications shall be signed by principal executive or ranking elected officials. Reports required by the permit shall be signed by the person described above or duly authorized representative (see 6.8.2 for description of duly authorized representative). Certification – Signatures shall have certification statement – see 6.8.3.
- **AVAILABILITY OF REPORTS:** Except for data determined to be confidential – all reports prepared in accordance with this permit shall be available for public inspection at the office of the Division. Penalties for falsification 6.10 and for tampering 6.11.

APPENDIX 1

APPROVED BMPs



APPENDIX 2

DAVIS COUNTY STORM WATER COALITION

APPENDIX 3

PUBLIC EDUCATION AND OUTREACH

APPENDIX 4

PUBLIC INVOLVEMENT / PARTICIPATION

APPENDIX 5

ILLICIT DISCHARGES DETECTION AND ELIMINATION (IDDE)

APPENDIX 6

CONSTRUCTION SITE STORM WATER RUNOFF CONTROL



APPENDIX 7

LONG-TERM STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

APPENDIX 8

POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

APPENDIX 9

MAINTENANCE FACILITY SWPPP

