



# **Stormwater Management Program (SWMP)**

**TPDES Permit Number TXR04608**

**July 2019**

## Table of Contents

3	I. Introduction
3	II. Regulatory Background
4	III. Program Overview
4	IV. Robinson, Texas Background
6	V. Stormwater Management Program Minimum Control Measures
6	1. Public Education, Outreach and Involvement
10	2. Illicit Discharge Detection and Elimination
14	3. Construction Site Stormwater Runoff Control
19	4. Post Construction Stormwater Management in New Development and Redevelopment
22	5. Pollution Prevention/Good Housekeeping for Municipal Operations
27	VI. Measurable Goal Evaluation Process
27	VII. Record Keeping and Reporting
30	VIII. Assessment of Non-Stormwater Discharges
	Appendix A – Outfall/Facilities Map & Facility Addresses
	Appendix B - Stormwater Ordinance
	Appendix C - Prohibited Discharge Ordinance
	Appendix D - Definitions

# **Stormwater Phase II Program**

## **Texas Pollution Discharge Elimination System (TPDES)**

### **City of Robinson, Texas, Stormwater Management Program**

#### **I. Introduction**

Polluted stormwater runoff is often transported to municipal separate storm sewer systems (MS4s) and ultimately discharged in local rivers and streams without treatment. The Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) Stormwater Program is intended to improve the Nation's waterways by reducing the quantity of pollutants that stormwater picks up and carries into storm sewer systems during storm events. Under the NPDES program, the Stormwater Phase II Rule extends coverage to small MS4s in "urbanized areas" as designated by the U.S. Census Bureau. MS4 operators are required to design stormwater management programs to:

- Reduce the discharge of pollutants to the "maximum extent practicable" (MEP);
- Protect water quality; and
- Satisfy the appropriate water quality requirements of the Clean Water Act.

#### **II. Regulatory Background**

In 1972, Congress amended the Federal Water Pollution Control Act (commonly referred to as the Clean Water Act ["CWA"]) to prohibit the discharge of any pollutant to waters of the United States from a point source unless the discharge is authorized by an National Pollutant Discharge Elimination System ("NPDES") permit. The NPDES program is designed to track point sources and requires the implementation of controls necessary to minimize the discharge of pollutants.

In 1987, Congress amended the CWA to require implementation, in two phases, of a comprehensive national program for addressing stormwater discharges. The first phase of the program, commonly referred to as "Phase I," was promulgated by the U.S. Environmental Protection Agency ("EPA") on November 16, 1990 (*Federal Register*, Volume 55, Page 47,990 [55 FR 47990]). Phase I requires NPDES permits for stormwater discharge from a large number of priority sources, including municipal separate storm sewer systems ("MS4's") generally serving populations of 100,000 or more and several categories of industrial activity, including construction sites that disturb five or more acres of land.

EPA promulgated the second phase of the stormwater regulatory program, commonly referred to as "Phase II," on December 8, 1999 (64 FR 68722). Phase II regulations address stormwater discharges from certain MS4's serving populations of less than 100,000 people (called "small MS4's"). In summary, the regulations, which may be found in Title 40, Part 122, of the Code of Federal Regulations ("CFR") (40 CFR 122), require that all small MS4 operators located in *Urbanized Areas* (as defined by the latest U.S. census) must "develop, implement and enforce a Stormwater Management Program ("SWMP") designed to reduce the discharge of pollutants from [the] MS4 to the maximum extent practicable, to protect water quality...". EPA has delegated authority to issue MS4 stormwater discharge permits to the State of Texas. Under the authority of the Texas Water Code and the CWA, the Texas Commission on Environmental Quality ("TCEQ") is the regulatory body responsible for issuing permits regulating discharges from small MS4 systems to waters of the state.

On August 13, 2007 the TCEQ issued the first general permit for small MS4s, Permit No. TXR040000. On December 13, 2013 the TCEQ issued their new second round general permit for small MS4s.

On January 24, 2019 the third general permit, No. TXR040000 for Phase II (Small) MS4s became effective. It requires updating of the Stormwater Management Program and submission of the updated plan no later than July 23, 2019.

By submitting its Stormwater Management Program and Notice of Intent (NOI) to comply with the TPDES Phase II regulations before the deadline of July 23, 2019, the City of Robinson acknowledges the regulatory authority of the TCEQ and agrees to comply with TPDES TXR040000 permitting requirements for a Level 2 city to discharge directly into surface waters. This permit and authorization shall expire five years after the date of issuance.

### **III. Program Overview**

The SWMP was developed to prevent pollution in stormwater to the maximum extent practicable and must prohibit illicit discharges into the system. The City of Robinson must assess the current plan and update it for the new permit. This includes an update and review of Best Management Practices (BMPs). BMPs are specific actions to be implemented during the five-year permit period. These BMPs must follow a prescribed list of Minimum Control Measures that, when implemented, will significantly reduce pollutants discharged into receiving water bodies.

The Minimum Control Measures (MCMs) are:

- ❶ ***Public Education, Outreach and Involvement***
- ❷ ***Illicit Discharge Detection and Elimination***
- ❸ ***Construction Site Stormwater Runoff Control***
- ❹ ***Post-Construction Stormwater Management in New Development and Redevelopment***
- ❺ ***Pollution Prevention/Good Housekeeping for Municipal Operations***

The City may develop an optional minimum control measure for authorization to discharge stormwater runoff from construction activities where the City is the site operator if this MCM is included within the SWMP that is initially submitted with the NOI.

The City of Robinson must evaluate the effectiveness of its chosen BMPs annually to determine whether they are reducing the discharge of pollutants from the MS4 systems to the maximum extent practicable. The City also must assess the progress in achieving the program's measurable goals, as set forth in the Stormwater Management Plan.

### **IV. Robinson, Texas Background**

The City of Robinson is a community of approximately 11,650 located in McLennan County, Texas. A portion of the City was located in the Waco Urbanized Area by the U.S. Census Bureau. The City must comply with Phase II Stormwater Rules for regulation of discharges from

a regulated MS4 for those portions of the City in the Urbanized Area. The City of Robinson is considered a Level 2 Small MS4.

The City of Robinson is a chartered home-rule city with the charter adopted in 1999. It operates under by the City Council / City Manager form of government. Elected officials include a Mayor and six at-large City Council Members.

The City covers approximately 32 square miles.

The primary receiving waters for the City of Robinson are Castleman Creek, Cottonwood Creek, Crow Creek and Flat Creek, all of which flow into the Brazos River. At this time, none of these receiving waters are impaired.

The City stormwater system is primarily designed using open ditches or "bar ditches" with small sections of underground stormwater systems in more recently developed areas. Runoff management, as well as street maintenance, is handled by the Street Department.

City of Robinson ordinances and guidance that may be affected by the Stormwater Management Program are:

- Subdivision Ordinance
- Land Use Plan
- Zoning Ordinance
- Storm Drainage Design Criteria (City of Robinson Design Requirements)
- Stormwater Ordinance

Robinson manages runoff issues through its General Fund. The ordinances and guidance listed above may need revision to address elements of the Stormwater Management Program.

The City has adopted Building Codes and conducts building inspections through the Code Enforcement Department. There is currently one Code Enforcement Officer assigned to the Code Enforcement Department. Utility and Street Department personnel inspect private and public construction of infrastructure. The Street Department and Volunteer Fire Department respond to spills. If a responsible party does not respond and clean up a spill, the Fire Marshall and Code Enforcement Officer investigates and enforces cases of illegal dumping and illicit discharges.

The Street Department handles runoff management, street drainage system maintenance and street maintenance. The City's consulting engineers develop and maintain maps for the City. The Utility Maintenance Department maintains the sanitary sewer system.

The City Council and Planning and Zoning Commission regulate development. The Planning and Community Development Department along with the Utility Departments, Street Department, City Engineer and the Fire Marshall conduct regular pre-development reviews of proposed development projects. Site work and building permits are issued by the Planning and Community Development Department.

The City has developed a combined Stormwater Utility to pay for stormwater quality and drainage management programs. The City has also adopted a comprehensive stormwater ordinance. A copy of the stormwater ordinance is included in Appendix A.

The City of Robinson provides public education to residents on a variety of subjects using numerous methods, including a monthly citizen newsletter, various pamphlets, the local newspaper, the city's website ([www.robinsontexas.org](http://www.robinsontexas.org)) and social media outlets such as Facebook, Twitter and NextDoor. Educational materials related to stormwater quality are made available to the public through those methods listed above as well as handouts and giveaways at community events.

The Program defines a menu of Best Management Practices (BMPs) to address the pollutants identified as most prevalent in the watershed served by the MS4. This list of pollutants was developed from observation and from review of records of violations and/or complaints concerning water quality. Those pollutants include:

- Floatables (litter, yard debris)
- Oils & Grease (hydrocarbons from parking lots, grease from food service operations)
- Pollutants from wastewater (sanitary sewer overflows)
- Household hazardous wastes (paint, automotive chemicals, lawn products)
- Suspended solids (sediment)

## **V. Stormwater Management Program Minimum Control Measures**

### **1. Public Education, Outreach and Involvement**

Public education, outreach, and involvement are an important MCM. This MCM can be accomplished in a number of different ways, most of which are already established and/or accessible. In the past, the City has found that newsletter articles, website posting, and the use of social media are effective ways to reach the City's residents.

The City of Robinson recognizes the benefits of direct involvement in the stormwater program by members of the public. The City involves its residents by obtaining feedback from them in a number of established committees, including on-line communication, and public meetings.

Public involvement differs from public education in that it not only informs the public, but also provides opportunities for direct citizen action. When citizens participate in a project's decision-making process, they are more likely to support the final outcome. An informed and involved public can be a valuable information resource and can help build compliance with the program. Public involvement and participation are a requirement of the TPDES program and EPA NPDES Phase II Final Rule.

#### ***General Permit Requirements***

##### ***(a) Public Education and Outreach***

*(1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.*

*Existing permittees shall assess program elements that were described in the*

*previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:*

- a. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);*
  - b. Identify the target audience(s);*
  - c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;*
  - d. Determine cost effective and practical methods and procedures for distribution of materials.*
- (2) Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.*
- (3) If the permittee has a public website, the permittee shall post its SWMP and the annual reports required under Part IV.B.2. or a summary of the annual report on the permittee's website. The SWMP must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.*
- (4) All permittees shall annually review and update the SWMP and MCM implementation procedures required by Part III.A.2., as necessary. Any changes Small MS4 General Permit TPDES Draft GP TXR040000 Part III, Section B must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.*
- (5) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach.*

*(b) Public Involvement*

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

*Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:*

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

(2) *Create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer “Adopt-A-Highway” programs, and educational activities;*

(3) *Ensure the public can easily find information about the SWMP.*

## **Assessment of Current BMPs**

### (a) BMP 1.1 Utility Bill Inserts

The City develops informative inserts or includes stormwater information in the monthly newsletters to educate or inform the public about stormwater pollution and good management practices. These are included in the monthly utility bills as well as sent to residents who subscribe to receive electronic versions. The City sends out at least one informative insert or newsletter each year. The City maintains a record of the information included in the utility bills.

### (b) BMP 1.2 Posters and Brochures

The City acquires or develops posters and brochures that promote understanding of stormwater pollution impacts on water quality and promotes good management practices. The City distributes these at presentations at local schools as well as during committee events such as Earth Day.

### (c) BMP 1.3 Stencil Stormwater Inlets

The City places storm drain markers on inlets to increase awareness and to discourage dumping into the system. These markers have been placed on inlets throughout the City. The City will periodically review and replace those markers that become damaged or removed.

### (d) BMP 1.4 Public Meetings/Hearings

The City conducts all required hearings for the adoption of its plan and any ordinances to enforce the plan. The City will hold a public stormwater meeting if requested by a member of the community.

### (e) BMP 1.5 Stormwater Management Program Availability

The City makes its Stormwater Management Program and Plan available on its website at: <http://www.robinsontexas.org/308/Stormwater-Management> .

### (f) BMP 1.6 Coordinate Volunteer Programs

The City promotes citizen participation in community-wide events such as Keep McLennan County Beautiful, County Precinct Clean-up days, Chipper/Shredder Days and “At Your Door” household hazardous waste pick up program. The City encourages participation in the County events and hosts 10 -12 Chipper Shredder days a year where residents can dispose of brush and bulk waste.

## BMPs & Measurable Goals – Public Education, Outreach and Involvement

BMP	Activity	Target Date	Measurable Goals
<b>BMP 1.6 Newsletter and Utility Bill Inserts</b>	Write and publish stormwater articles for the City newsletter and include stormwater related materials in Utility Bills.	Twice Annually	Keep copies of all materials distributed.
			Record the number of newsletters and materials distributed.
<b>BMP 1.2 Stormwater Section of City Website</b>	Continue to maintain the storm water section of the City website for education for residents and businesses. The site provides specific information regarding the City's NSDES Phase II program including a copy of the SWMP and NOI, as well as links to other local, state and national storm water sites. A violation reporting component will also be available on the web site.	Year 1	Update with new SWMP, NOI and permit completed.
		Ongoing	Information kept current and updated at least annually.
			Annual Report Posted on website
<b>BMP 1.9 Storm Water Pollution Awareness Program</b>	Inform residents and businesses of the dangers of pollution and the steps they can take to reduce storm water pollution. Efforts consist of presentations at public meetings, events, civic & neighborhood groups and distribution of printed informational brochures through utility bill inserts and direct mailings. Information will also be available through the storm water website. Information will include topics such as recycling, Texas SmartScape, disposal of yard waste, use of & alternatives to lawn & garden chemicals, pet waste, disposal of household chemicals, disposal of vehicle fluids and vehicle washing, disposal of hazardous materials.	Ongoing	Number of presentations
			Number of people attending presentations
			Number of materials distributed.
<b>BMP 1.4 Storm Drain Markers</b>	Conduct visual inspections of installed storm drain markers and replace as needed.	Ongoing	Record number of markers replaced.
	Install markers on any new inlets or structures		Record number of new markers installed.
<b>BMP 1.5 Household Hazardous Waste Disposal</b>	The City partners with our solid waste contractor to provide "At your door" household hazardous waste collections. Residents can call a 1-800 number or go online to request pick up at their home as many times as they would like. Information is provide on the city website and reminders of the service through newsletters.	Ongoing	Record number of residents using the service each year.
			Record total weight of materials collected each

## BMPs & Measurable Goals – Public Education, Outreach and Involvement (continued)

BMP	Activity	Target Date	Measurable Goals
<b>BMP 1.6 Public Meetings</b>	Conduct public meetings as required to present and solicit feedback on Robinson's storm water management program.	Ongoing	Conduct at least 1 public meeting each year.
			Advertise and conduct each meeting in accordance with local and state notice requirements
<b>BMP 1.7 Development and Construction Stakeholder Group</b>	Identify and invite a diverse group of constituents from the development and construction industries.	Year 1	Form the committee from representatives of the various constituencies within the community.
	Hold group meeting to discuss development alternatives pre & post construction BMPs and program implementation.	Ongoing	Conduct a minimum of 1 committee meeting per year.
<b>BMP 1.8 Stormwater Reporting</b>	Develop and advertise options for reporting information related to illicit discharges and illegal dumping, complaints and general comments regarding Robinson's Stormwater Management Program	Ongoing	Record number of reports received each year.
<b>BMP 1.9 Community Cleanup Days</b>	Continue participation in McLennan County cleanup events, continuer Robinson Chipper/Shredder days and conduct targeted cleanups in specific neighborhoods. make their way into the storm water system.	Ongoing	Record the number of events each year.
			Record the number of people participating in each event.

## 2. Illicit Discharge Detection & Elimination

The City of Robinson recognizes the potential for illicit discharges to the City's stormwater system and is committed to addressing these discharges. This section describes the existing and new BMPs necessary to implement this program. It describes the measurable goals for each BMP and the due date in months and years (or frequency) for each implementation action.

Non-stormwater discharges will be addressed on a case-by-case basis. Allowable non-stormwater discharges, as identified in Part II. C of the TPDES General Permit, are not required to be addressed by the minimum control measures unless they are determined by the City or TCEQ to be significant contributors of pollutants to the small MS4.

### **General Permit Requirements**

#### *(a) Program Development*

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

*Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the*

*MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1(c).*

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

- a. *An up to date MS4 map (see Part III.B.2.(c)(1));*
  - b. *Methods for informing and training MS4 field staff (see Part III.B.2.(c)(2));*
  - c. *Procedures for tracing the source of an illicit discharge (see Part III.B.2.(c)(5));*
  - d. *Procedures for removing the source of the illicit discharge (see Part III.B.2.(c)(5));*
  - e. *For Level 2, 3 and 4 small MS4s, if applicable, procedures to prevent and correct any leaking on-site sewage disposal systems that discharge into the small MS4;*
  - f. *For Level 4 small MS4s, procedures for identifying priority areas within the small MS4 likely to have illicit discharges, and a list of all such areas identified in the small MS4 (see Part III.B.2.(e)(1));*
  - g. *For Level 4 small MS4s, field screening to detect illicit discharges (see Part III.B.2.(e)(2)); and*
  - h. *For Level 4 small MS4s, procedures to reduce the discharge of floatables in the MS4. (see Part III.B.2.(e)(3).)*
- (2) *For non-traditional small MS4s, if illicit connections or illicit discharges are observed related to another operator's MS4, the permittee shall notify the other MS4 operator within 48 hours of discovery. If notification to the other MS4 operator is not practicable, then the permittee shall notify the appropriate TCEQ Regional Office of the possible illicit connection or illicit discharge.*
- (3) *If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in Part III.B.2.(c)(3).*
- (4) *All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.*

*(b) Allowable Non-Stormwater Discharges*

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

*(c) Requirements for all Permittees*

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

*(1) MS4 mapping*

*All permittees shall maintain an up to date MS4 map, which must be located on*

site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

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

*(2) Education and Training*

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

*(3) Public Reporting of Illicit Discharges and Spills*

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

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

*(5) Source Investigation and Elimination*

- a. *Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.*
  - (i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.*
  - (ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.*
  - (iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.*
- b. *Identification and Investigation of the Source of the Illicit Discharge –All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee's boundary, all permittees shall notify the adjacent permitted MS4 operator or the appropriate TCEQ Regional Office according to Part III.A.3.b.*

c. *Corrective Action to Eliminate Illicit Discharge*

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

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

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

**Assessment of Current BMPs**

(a) BMP 2.1 MS4 Mapping

The City has mapped all known outfalls and will update the map as new subdivisions are constructed.

(b) BMP 2.2 Illicit Discharge Detection Efforts

The City investigates both internally identified as well as reported non-stormwater discharges to determine the source.

(c) BMP 2.3 Spill Response

Spill response procedures have been implemented within the Police Department, Public Works Departments and Robinson Volunteer Fire Department. Employees and members of the VFD receive training as needed or required.

(d) BMP 2.4 Informing and Training

The City enforces its codes as they pertain to stormwater management and keeps records of enforcement actions.

(e) BMP 2.5 Review Existing Ordinances/Potential New Ordinances

The City periodically reviews and updates its ordinances or adopts new ordinances as needed. The City adopted a new stormwater ordinance in 2019.

**BMPs & Measurable Goals – Illicit Discharge Detection and Elimination**

BMP	Activity	Target Date	Measurable Goals
<b>BMP 2.1 MS4 Mapping</b>	Maintain and update mapping of the storm water system including all outfalls and the location of all receiving waters. The map will be reviewed annually to insure it includes all new construction areas in the city.	Ongoing	Document all updates to the map.
		Annually	Document dates of annual review.

## BMPs & Measurable Goals – Illicit Discharge Detection and Elimination (continued)

BMP	Activity	Target Date	Measurable Goals
<b>BMP 2.2 Staff Education &amp; Training</b>	Education & train appropriate staff in the recognition and identification illicit discharges.	Ongoing	Document number of employees and training attended.
<b>BMP 2.3 Illicit Discharge Ordinances</b>	Review all ordinances related to illicit discharge detection and enforcement. Update as needed.	Annually	Indicate all reviews and updates in annual report.
<b>BMP 2.4 Public Reporting of Illicit Discharges</b>	Provide methods for the public to report illicit discharges via the City's website and telephone. Periodically provide reminders of the reporting methods through newsletters and social media.	Ongoing	Document number of times public reminded of reporting methods. Document number of reports received via website or telephone.
<b>BMP 2.5 Illicit Discharge Detection Program</b>	Review and update procedure for responding to and investigation of reports of illicit discharges. Insure involved staff are properly trained. Prioritize investigations based on relative risk for pollution. Document and track all reports and investigations. Immediately report any illicit flows that may be an immediate threat to human health or the environment to TCEQ. Investigate and document the source of all illicit discharges Notify the responsible party and require responsible party to performs all necessary corrective actions to eliminate the discharge.	Ongoing	Document updates and track staff training. Require all reports in writing and track reports that result in investigations. Record all reports made to TCEQ Record number of investigations that result in illicit discharge identification. Track all corrective and enforcement actions and followup to ensure compliance.
<b>BMP 2.6 Address Leaking On-site Sewage Disposal Systems</b>	Develop procedures to identify and correct leaking on-site sewage disposal systems that discharge into the MS4	Year 1	Complete development of procedures.
	Identify locations of on-site sewage disposal and indentify priority areas	Year 1 & 2	Complete list of locations
	Conduct inspections of priority areas.	Year 2-5	Conduct 1 inspection annually

### 3. Construction Site Stormwater Runoff Control

Construction sites can be a significant source of sediment for MS4s, especially when installation and maintenance of erosion and sediment controls are not required or adequately enforced. Experience has shown that construction sites and associated activities can deposit a significant amount of silt, sediments and debris in a short time, causing localized flooding, property damage and natural resource harm, and potentially leading to costly clean-ups and repairs to the storm sewer system, local waterways and private property.

The City of Robinson currently has institutional controls related to stormwater at construction sites. The continued implementation and enforcement of these stormwater runoff controls will be an important element in Hickory Creek's Stormwater Management Program.

### **General Permit Requirements**

#### *a) Requirements and Control Measures*

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

*Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.*

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

#### *(b) Requirements for all Permittees*

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

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

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

- a. Erosion and Sediment Controls - Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.*
- b. Soil Stabilization - Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for*

a period exceeding 14 calendar days. Stabilization must be completed as soon as practicable, but no more than 14 calendar days after the initiation of soil stabilization measures. In arid, semiarid, and drought-stricken areas, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed. The permittee shall develop written procedures that describes initiating and completing stabilization measures for construction sites.

- c. *BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:*
  - (i) *Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters;*
  - (ii) *Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and*
  - (iii) *Minimize the discharge of pollutants from spills and leaks.*
- d. *As an alternative to (a) through (c) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP3) in accordance with the TPDES CGP TXR150000. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed and described in the written procedure required in item (2)b. above. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.*

*(3) Prohibited Discharges - The following discharges are prohibited:*

- a. *Wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;*
- b. *Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;*
- c. *Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;*
- d. *Soaps or solvents used in vehicle and equipment washing; and*
- e. *Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.*

*(4) Construction Plan Review Procedures*

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

- a. *The site plan review procedures must incorporate consideration of potential water quality impacts.*
- b. *The permittee may not approve any plans unless the plans contain appropriate site-specific construction site control measures that, at a minimum, meet the requirements described in Part III.B.3.(a) or in the TPDES CGP, TXR150000. The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the TPDES CGP, TXR150000.*

**(5) Construction Site Inspections and Enforcement**

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

- a. *The permittee shall conduct inspections based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.*
- b. *Inspections must occur during the active construction phase.*

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

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

- 1. *Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000. If no coverage exists, notify the permittee of the need for permit coverage;*
- 2. *Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained according to the small MS4's requirements;*
- 3. *Assess compliance with the permittee's ordinances and other regulations; and*
- 4. *Provide a written or electronic inspection report.*

- c. *Based on site inspection findings, all permittees shall take all necessary follow up actions (for example, follow-up-inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ. For non-traditional small MS4s with no enforcement powers, the permittee shall notify the adjacent MS4 operator with enforcement authority or the appropriate TCEQ Regional Office according to Part III.A.3(b).*

**(6) Information submitted by the Public**

*All permittees shall develop, implement, and maintain procedures for receipt and consideration of information submitted by the public.*

(7) *MS4 Staff Training*

*All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.*

**Assessment of Current BMPs**

(a) BMP 3.1 Review of City Infrastructure Drawings and Specifications

The City requires erosion control plans with BMP details are included with engineering plans submittals. The City also requires the Notice of Intent (NOI) is submitted to the City for each project. The City verifies submittal of control measures and/or SWPPP prior to issuing building permits. The City conducts routine random inspections to verify compliance and responds to 100% of complaints.

(b) BMP 3.2 Site Development Plan Reviews

The City reviews all submittals to ensure developers/design engineers adhere to stormwater requirements and guidelines.

(c) BMP 3.3 City Infrastructure and Site Development Projects Construction Activities

The City monitors all construction activities and maintains records of monitoring efforts.

(d) BMP 3.4 Review Existing City Design Criteria and Ordinances

The City periodically reviews and updates design criteria and ordinances. The City adopted a new stormwater ordinance and updated its design criteria in 2018

(e) BMP 3.5 Training

The City provides for staff involved in Stormwater Management to acquire training materials and attend professional development courses.

**BMPs & Measurable Goals – Construction Site Stormwater Runoff Control**

BMP	Activity	Target Date	Measurable Goals
<b>BMP 3.1 Construction Plan Review</b>	Continue Site Development plan reviews and plan reviews for Capital Improvement Projects for required erosion control and sediment control practices	Ongoing	Number of Site Development Plans reviewed. Number of Capital Improvement Plan Reviews
	Insure all small and large construction activities have developed and implemented a stormwater pollution prevention plan (SWP3)	Ongoing	Number and percentage of SWP3s submitted

## BMPs & Measurable Goals – Construction Site Stormwater Runoff Control (continued)

BMP	Activity	Target Date	Measurable Goals
<b>BMP 3.2</b> <b>Requirements for Construction Site Operators</b>	Review existing ordinances, criteria and control measures for conformance relating to General Permit requirements	Year 1	Number of ordinances reviewed, criteria or control measures reviewed
	Internal review and discussion	Ongoing	Number of new or amended ordinances, criteria or control measures.
	Amend or propose new ordinances, criteria or control measures where needed	Ongoing	
<b>BMP 3.3</b> <b>Site Inspection and Enforcement</b>	Continue site inspections. Inspect 100% of sites larger than 1 acre at least monthly for conformance with General Permit and City ordinances	While active	Number of sites inspected Number of inspections per site
	Inspects sites based on complaints or reports made to the City	Per Complaint	Number of complaint driven inspections
	Inspect 100% of residential construction sites for conformance with City ordinance requirements related to erosion control and site runoff.	While active	Number of sites needing improvement vs. total number of inspections Number of enforcement action & percent requiring enforcement action.
<b>BMP 3.4</b> <b>Staff Training</b>	Ensure all staff conducting inspections receive proper training and continuing education	Ongoing	Number of training courses attended.
<b>BMP 4.5</b> <b>Complaint Reporting</b>	See BMP 1.8	Ongoing	Number of site complaints

### 4. Post-Construction Stormwater Management in New Development and Redevelopment

There generally are two forms of substantial impacts from post-construction runoff. The first is caused by an increase in the type and quantity of pollutants in stormwater runoff. As runoff flows over areas altered by development, it picks up harmful sediment and chemicals such as oil and grease, pesticides, heavy metals, and nutrients (e.g., nitrogen and phosphorus). These pollutants become suspended in stormwater runoff and have the ability to impact the food chain and eventually impact humans.

The second kind of post-construction runoff impact occurs by increasing the quantity of water delivered to the receiving water body during storms. Increased impervious surfaces interrupt the natural cycle of gradual percolation of water through vegetation and soil. Instead, water is collected from surfaces such as asphalt and concrete and routed to drainage systems where large volumes of runoff quickly flow to the nearest receiving water. This can result in scouring of natural drainage pathways and flooding of areas resulting in property damage.

## **General Permit Requirements**

### **(a) Post-Construction Stormwater Management Program**

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

*Existing permittees shall assess program elements that were described in the previous permit and modify as necessary to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.*

- (2) *All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may propose an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.*

### **(b) Requirements for all Permittees**

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

- (1) *All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.*
- (2) *All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.*
- (3) *Long-Term Maintenance of Post-Construction Stormwater Control Measures*

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

- a. *Maintenance performed by the permittee. (See Part III.B.5)*

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

**Assessment of Current BMPs**

- (a) BMP 4.1 Development Review Process

City staff has developed a process and along with consulting engineers, review all development plans for compliance with floodplain requirements and adequacy of infrastructure design as it pertains to drainage, use of detention ponds, etc. for sites one acre or larger or those sites that are part of a larger common development plan.

- (b) BMP 4.1 Review/Revise Ordinances, Policies and Design Criteria

City staff periodically reviews ordinances and criteria as it pertains to water quality.

- (c) BMP 4.3 Monitoring Procedures – City Maintained Post Construction BMPs

City staff routinely monitors city maintained structural controls to insure they are operating adequately. Deficiencies are addressed by Public Services staff.

- (d) BMP 4.4 Monitoring Procedures – Privately Maintained Post Construction BMPs

City staff routinely monitors privately maintained structural controls to insure they are operating adequately. Deficiencies are addressed through notification to the owner and enforcement actions if necessary.

**BMPs & Measurable Goals – Post-Construction Stormwater Management in New Development and Redevelopment**

BMP	Activity	Target Date	Measurable Goals
<b>BMP 4.1 Review/Revise Ordinances and Design Criteria</b>	Review ordinances and design criteria manual for standards that address post-construction runoff from new development and redevelopment	Year 1 - 2	Number of ordinances and design criteria reviewed each year
	Update, implement and enforce requirements that owners or operators of new development or redeveloped sites design, install, implement and maintain appropriate structural and non-structural BMPs to protect water quality		Number of updates to ordinances or design criteria.

## BMPs & Measurable Goals – Post-Construction Stormwater Management in New Development and Redevelopment (continued)

BMP	Activity	Target Date	Measurable Goals
<b>BMP 4.2 Plan Review for Post Construction BMPs</b>	Review and update post-construction BMP plan review procedures	Year 1-2	Document and report changes made during year
	Review development plans for compliance with ordinances and design criteria requiring post construction structural and non-structural	Ongoing	Number of plans reviewed each year
<b>BMP 4.3 Monitoring Procedures: City Maintained Post Construction BMPs</b>	Routinely inspect structural controls to ensure they are operating adequately.	Ongoing	Number of inspections performed annually
	Identify deficiencies and violations, coordinate with Public Services staff to perform maintenance on control measures		Number of sites requiring maintenance
	Document inspections and maintenance. Maintain records		Percentage of sites requiring maintenance
<b>BMP 5.3 Monitoring Procedures: Privately Maintained Post Construction BMPs</b>	Routinely inspect structural controls to ensure they are operating adequately.	Ongoing	Number of inspections performed annually
	Identify deficiencies and violations, coordinate with owner to perform maintenance on control measures. Take enforcement action if needed		Number of sites requiring maintenance
	Document inspections and maintenance. Maintain records		Percentage of sites requiring maintenance Percentage of sites requiring enforcement action

### 5. Pollution Prevention & Good Housekeeping for Municipal Operation

The fifth control measure required by the NPDES Phase II program involves prevention and good housekeeping for municipal operations. This measure requires that municipalities evaluate their actions to ensure a reduction in the amount and type of pollution that accumulates on streets, parking lots, open spaces, and storage and vehicle maintenance areas that discharge into local water bodies. In addition, this measure requires an evaluation of results from land development actions that may be environmentally damaging. The primary intent of the US EPA with this measure is to improve and protect water quality by altering the performance of municipal operations. However, the US EPA feels this measure could result in increased cost savings for municipalities through proper and timely maintenance of storm sewer systems.

#### **General Permit Requirements**

##### *(a) Program development*

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

*Existing permittees shall assess program elements that were described in the previous*

*permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharges of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1.(c))*

*(b) Requirements for all Permittees*

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

*(1) Permittee-owned Facilities and Control Inventory*

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

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

*(2) Training and Education*

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

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

*(4) Contractor Requirements and Oversight*

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

*(5) Municipal Operation and Maintenance Activities*

- a. *Assessment of permittee-owned operations*

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

- (i) Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving;*
- (ii) Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting;*
- (iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and*
- (iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.*

- b. *All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).*
- c. *All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:*
  - (i) Replacing materials and chemicals with more environmentally benign materials or methods;*
  - (ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and*
  - (iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.*
- d. *Inspection of pollution prevention measures - All pollution prevention measures implemented at permittee-owned facilities must be visually inspected to ensure they are working properly. The permittee shall develop written procedures that describes frequency of inspections and how they will be conducted. A log of inspections must be maintained and made available for review by the TCEQ upon request.*

(6) Structural Control Maintenance

*If BMPs include structural controls, maintenance of the controls must be performed by the permittee and consistent with maintaining the effectiveness of the BMP. The permittee shall develop written procedures that define the frequency of inspections and how they will be conducted.*

**Assessment of Current BMPs**

(a) BMP 5.1 City Owned Facilities

City departments have implemented procedures that practice good housekeeping for maintenance and operational tasks.

(b) BMP 5.2 Public Works Employee Training

City staff have received training in handling and storage of hazardous materials as well as good housekeeping practices for maintenance and operations.

(c) BMP 5.3 Street Sweeping

The City sweeps curb and gutter streets when necessary utilizing third party contractors.

**BMPs & Measurable Goals – Pollution Prevention & Good Housekeeping**

BMP	Activity	Target Date	Measurable Goals
<b>BMP 5.1 Good Housekeeping/ Pollution Prevention Manual</b>	Formulate a good housekeeping/prevention pollution procedure manual from the various procedures followed by different departments to be used by all departments	Year 1	Document completion of the manual Committee to meet quarterly with meetings documented
	Form internal committee with representatives from each department to participate in creating and updating manual	Year 1	Number of audits conducted
	Periodically audit departments to ensure they are following the manual	Ongoing	Document Deficiencies identified
			Document corrective action
<b>BMP 5.2 Employee Training</b>	Provide all employees good housekeeping/ pollution prevention training including training on the manual at least once each year. Employees will be provided additional training using outside materials or programs	Annually	Number of employees receiving training
			Number of hours of training
			Number of new employees receiving training
	Provide new employees with initial training within 180 days of employment.	As Hired	Document training program reviews and revisions.
	Review training program and revise as needed	Annually	
<b>BMP 5.3 Facilities and Control Inventory</b>	Audit the facilities and stormwater control inventory to ensure it is up to date and meets the requirements of the General Permit	Year 1	Update inventory

## BMPs & Measurable Goals – Pollution Prevention & Good Housekeeping (continued)

BMP	Activity	Target Date	Measurable Goals
<b>BMP 5.4 Disposal of Waste Material</b>	Dispose of waste materials in accordance with 30 TAC Chapters 330 or 335 as applicable	Within 1 week of disposal	Record for each disposal, the type of waste, the amount, the date, the transporter and destination
<b>BMP 5.5 Contractor Requirements and Oversight</b>	Contractually require service providers providing services on city owned facilities to comply with all control measures and operational procedures	As Needed	Document oversight procedures
	Provide adequate oversight of contractor activities		Document corrective action taken
<b>BMP 5.6 Operations &amp; Maintenance Activities</b>	Audit and evaluate all operations and maintenance activities to ensure compliance with new General Permit	Year 1	Document any updates or changes to procedures or guidelines
	Review and update pollution prevention measures		
	Maintain facilities to reduce potential impact from stormwater runoff	Ongoing	Number of inspections conducted
	Periodically inspect departments for potential runoff or pollution risks	Twice Annually	Corrective actions taken
<b>BMP 6.5 Street Sweeping</b>	Continue the existing curb and gutter street sweeping program using contract sweeping services.	Twice Annually	Number of times streets swept Total linear feet of streets swept

## VI. Measurable Goal Evaluation Process

The selected measurable goals for each BMP will be evaluated on an annual basis. Implementation of each BMP will be tracked as appropriate during each permit year in order to provide documentation of the BMP activities. Where possible, specific quantities or numbers will be tracked and included in the evaluation process. Relative success at achieving the measurable goals, as well as an assessment of the effectiveness of each BMP, will also be evaluated on an annual basis.

Multiple City departments will be responsible for implementing portions of the SWMP and for tracking and evaluating the City's success in meeting the plan's measurable goals. It is anticipated that the following City departments will be involved in the implementation and verification process:

- a. Water Treatment
- b. Utility Maintenance
- d. Street Department
- e. Code Enforcement
- f. Planning & Community Development
- g. Administration

## VII. Record Keeping and Reporting

The City shall conduct record-keeping and adhere to reporting requirements mandated by the TCEQ General Permit as defined below:

(a) *Record Keeping (Part IV, Section A)*

1. *The permittee shall retain all records, a copy of this TPDES general permit, and records of all data used to complete the application (NOI) for this general permit and satisfy the public participation requirements, for a period of at least three (3) years, or for the remainder of the term of this general permit, whichever is longer. This period may be extended by request of the executive director at any time.*
2. *The permittee shall submit the records to the executive director only when specifically asked to do so. The SWMP required by this general permit (including a copy of the general permit) must be retained at a location accessible to the TCEQ.*
3. *The permittee shall make the NOI and the SWMP available to the public at reasonable times during regular business hours, if requested to do so in writing. Copies of the SWMP must be made available within ten (10) working days of receipt of a written request. Other records must be provided in accordance with the Texas Public Information Act. However, all requests for records from federal facilities must be made in accordance with the Freedom of Information Act.*
4. *The period during which records are required to be kept shall be automatically extended to the date of the final disposition of any administrative or judicial enforcement action that may be instituted against the permittee.*

(b) *Reporting (Part IV, Section B)*

1. *General Reporting Requirements (Section B.1)*

(a) *Noncompliance Notification.*

*According to 30 TAC § 305.125(9), any noncompliance which may endanger human health or safety, or the environment, must be reported by the permittee to the TCEQ. Report of such information must be provided orally or by electronic facsimile transmission (FAX) to the TCEQ Regional Office within 24 hours of becoming aware of the noncompliance. A written report must be provided by the permittee to the appropriate TCEQ Regional Office and to the TCEQ Enforcement Division (MC-224) within five working days of becoming aware of the noncompliance. The written report must contain:*

- (1) A description of the noncompliance and its cause;*
- (2) The potential danger to human health or safety, or the environment;*
- (3) The period of noncompliance, including exact dates and times;*
- (4) If the noncompliance has not been corrected, the anticipated time it is expected to continue; and*
- (5) Steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects.*

(b) *Other Information*

*When the permittee becomes aware that it either submitted incorrect information or failed to submit complete and accurate information requested in an NOI, NOT, or NOC, or any other report, the permittee shall promptly submit the facts or information to the executive director.*

*(c) Annual Report (Section B.2)*

*The MS4 operator shall submit a concise annual report to the executive director within 90 days of the end of each reporting year. For the purpose of this section, the reporting year may include either the permit year, the permittee's fiscal year or the calendar year, as elected by the small MS4 and notified to the TCEQ in the application submittal. The annual report must address the previous reporting year.*

*The first reporting year for annual reporting purposes shall begin on the permit effective date and shall last for a period of one (1) year (the end of the "permit year"). Alternatively, if the permittee elects to report based on its fiscal year, the first reporting year will last until the end of the fiscal year following the end of the first permit year. If the permittee elects to report based on the calendar year, then the first reporting year will last until December 31, 2014.*

The MS4 has selected the "calendar year" as the reporting year. The Annual Report is, therefore, due on March 31 each year beginning with March 31, 2020 (90 days after December 31, 2019).

*Subsequent calendar years will begin at the beginning of the first reporting year (which will vary based on the previous paragraph) and last for one (1) year. The MS4 operator shall also make a copy of the annual report readily available for review by TCEQ personnel upon request. The report must include:*

- (a) The status of the compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals;*
- (b) A summary of the results of information collected and analyzed, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP;*
- (c) If applicable, a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4s BMPs used to address the pollutant of concern;*
- (d) A summary of the stormwater activities the MS4 operator plans to undertake during the next reporting year;*
- (e) Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;*
- (f) Description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs*

*and implementation plans. For waters that are listed as impaired after discharge of authorization pursuant to Part II.D.4., include a list of such waters and the pollutant(s) causing the impairment, and a summary of any actions taken to comply with the requirements of Part II.D.4.b.;*

*MS4s authorized under the previous version of the permit must prepare an annual report whether or not the NOI and SWMP have been approved by the TCEQ. If the permittee has either not implemented the SWMP or not begun to implement the SWMP because it has not received approval of the NOI and SWMP, then the annual report may include that information. If permittees share a common SWMP, they shall contribute to and submit a single system-wide report. Each permittee shall sign and certify the annual report in accordance with 30 TAC § 305.128 (relating to Signatories to Reports).*

*The annual report must be submitted with the appropriate TCEQ reporting forms if available, or as otherwise approved by TCEQ.*

*The annual report must be submitted to the following address:*

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

*A copy of the annual report must also be submitted to the TCEQ Regional Office that serves the area of the regulated small MS4, except if the report is submitted electronically.*

*Effective December 21, 2020, annual reports must be submitted using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.*

## **VII. ASSESSMENT OF NON-STORMWATER DISCHARGES**

The following non-stormwater discharges may be discharged from the City of Robinson and are not required to be addressed in the Illicit Discharge Detection and Elimination or other minimum control measure, unless they are determined by the City of Robinson or TCEQ to be significant contributors of pollutants:

- a. water line flushing;
- b. runoff or return flow from landscape irrigation, lawn irrigation, and other irrigation; utilizing potable water, groundwater or surface water sources;
- c. discharges from potable water sources;
- d. diverted stream flows;
- e. rising ground waters and springs;
- f. uncontaminated ground water infiltration;
- g. uncontaminated pumped ground water;
- h. foundation and footing drains;
- i. air conditioner condensation;
- j. water from crawl space pumps;
- k. individual residential vehicle washing;
- l. flows from wetlands and riparian habitats;
- m. dechlorinated swimming pool discharges that do not violate Texas Surface Water Quality Standards;

- n. street wash water excluding street sweeper wastewater.
- o. discharges or flows from fire fighting activities (fire fighting activities do not include washing of trucks, runoff water from training activities, test water from fire suppression systems, and similar activities),
- p. Non-stormwater discharges that are specifically listed in the TPDES Multi Sector General Permit (MSGP) TXR050000 or the TPDES Construction General Permit (CGP) TXR150000;
- q. Discharges that are authorized by a TPDES or NPDES permit or that are not required to be permitted; and
- r. other similar occasional incidental non-stormwater discharges such as spray park water, unless TCEQ develops permits or regulations addressing these discharges.