

2019



Town of Oro Valley



Town of Oro Valley
Stormwater Management Program
2019

31 May, 2019 (Revised: 15, November 2019)

**Public Works Department
Stormwater Utility Division**

Executive Summary

This Storm Water Management Program has been prepared by the Town of Oro Valley as required by the Arizona Department of Environmental Quality (ADEQ) and meets the requirements of Section 5.1 of the ADEQ General Permit AZG2016-002, adopted September 30, 2016. This SWMP describes the policies and procedures the Town implements to reduce, to the maximum extent practicable (MEP), pollutant discharges to and from its MS4. The overall goal of the program is ensure that discharges from the MS4 do not cause or contribute to exceedances of surface water quality standards. As required by the Permit, this SWMP addresses the six minimum control measures (MCMs): (1) Public Education and Outreach, (2) Public Involvement/Participation, (3) Illicit Discharge Detection and Elimination, (4) Construction Site Stormwater Runoff Control, (5) Post-Construction Stormwater Management, and (6) Pollution Prevention/Good Housekeeping for Municipal Operations. This SWMP is a comprehensive program document outlining how the stormwater program is implemented and maintained, therefore, sections have been included to describe other Permit-required support activities, including training, SWMP evaluation and revision, reporting, and signatory requirements. The SWMP complies with the requirements specified in Code of Federal Regulations (CFR) Chapter 40 Part 122.32, incorporated by reference in Arizona Administrative Code (AAC) R18-9-A902 and A905.

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I. STORMWATER PROGRAM BACKGROUND

Introduction:

The Town of Oro Valley (Town) manages stormwater quality in accordance with the Arizona Pollutant Discharge Elimination System (AZPDES) Permit AZG2016-002 that authorizes the discharge of stormwater from the municipal separate storm sewer system (MS4) to receiving waters. The MS4 generally consists of roads, storm drains, and infrastructure carrying runoff into drainage ways or ephemeral stream channels. This Stormwater Management Program (SWMP) describes the control measures the Town of Oro Valley uses to manage the quality of discharges from the MS4. These Best Management Practices (BMPs) are:

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

Regulatory Framework:

Stormwater regulations originated with the federal Clean Water Act, which includes the delegation of the program to qualified states. In Arizona, the state issues MS4 permits. Local jurisdictions, including the Town of Oro Valley, have also written ordinances and policies impacting stormwater management.

Clean Water Act

Phase I of the U.S. Environmental Protection Agency's (EPA) Municipal Stormwater Program was promulgated in 1990 under the authority of the 1972 Clean Water Act (CWA). Phase I relied on the National Pollutant Discharge Elimination System (NPDES) permit coverage to address stormwater runoff from medium and large municipal separate storm sewer systems (MS4's) serving municipalities with populations greater than 100,000, construction activities disturbing 5 acres of land or more, and 10 categories of industrial activity.

The Stormwater Phase II Final Rule, which the Town of Oro Valley is operating under, is published in Code of Federal Regulations 40 (CFR40) and was promulgated December 8, 1999. This was the next step in the EPA's effort to preserve, protect and improve the nation's water resources through regulation of stormwater runoff from small MS4 operators.

AZPDES Program

The Stormwater Phase II regulations in Arizona are administered by the Arizona Department of Environmental Quality (ADEQ). The current Arizona State General Permit AZG2016-002 was adopted September 30, 2016.

Local Regulations

The Town of Oro Valley adopted its first Storm Water Quality and Discharge Control Ordinance in 2001 in compliance with Federal and State regulations. The primary objectives of the Town regulations were to prevent, control, and reduce stormwater pollution from construction sites, as well as to detect and eliminate illicit discharges. In July 2001 the Oro Valley Town Council created the Stormwater Utility (SWU) along with a

Stormwater Utility Commission (SWUC). In March 2003 the Town submitted its first Stormwater Management Program (SWMP) to the ADEQ.

This document updates the SWMP for the current and continuing program. The mission statement of the Stormwater Utility is to promote and protect life and safety, water quality, and the Town’s working and natural environments before, during, and after the occurrence of storm events in accordance with all applicable codes, standards and policies.

Geographic Setting:

Oro Valley is located in northeastern Pima County, approximately three miles north of the City of Tucson. The Town is located between the Santa Catalina and Tortolita mountains and varies in elevation from 2,380 feet to 3560 feet. The Town covers an area of 36 square miles and is home to more than 41,000 residents. It was incorporated in 1974 and employs a council-manager form of municipal government with a mayor and seven-member Town Council.

Receiving Waters and Outfalls:

The Town of Oro Valley has two Receiving Waters. These are Big Wash and the Canada Del Oro Wash. Big Wash has five (5) outfall discharge points, and the Canada Del Oro Wash (CDO) has more than ten (10) outfall discharge points. Surface water quality standards (SWQS) have been established and are enforced by the Arizona Department of Environmental Quality (ADEQ) under Arizona Revised Statute 49-222 of the Arizona Administrative Code. Currently the Town of Oro Valley has no discharges which contribute to an exceedance of applicable state of Arizona mandated SWQS. Similarly, the Town of Oro Valley does not discharge into any Waters of the United States with restrictions to Total Maximum Daily Load (TMDL) and Waste Load Allocations (WLA). Neither Big Wash nor the CDO have been designated as Impaired, Non-Attaining, or an Outstanding Arizona Water. Similarly, neither of these receiving waters have TDML restrictions.

Town of Oro Valley Stormwater Infrastructure Mapping:

The Town of Oro Valley maintains detailed maps of all stormwater infrastructure within the town limits, a representation of which can be seen in Attachment C of this report. The current inventory of the Town’s stormwater infrastructure includes:

Public Stormwater Infrastructure 2017

Miles of Roads	194
Miles of Constructed Channels	46
Culverts (Pipe and Box)	466
Miles of Storm Drains	18
Catchbasin Inlets	1195
Stormwater Detention Basins	190
First-Flush Filtration Devices	66
Miles of Mapped Washes (Natural)	187

The Town’s stormwater system map was created using ArcGIS asset-management software, in combination with aerial photographs and construction plans for the street and drainage systems. This software is used for visualizing, managing, creating, and analyzing geographic data unique to this community.

II. STORMWATER CONTROL MEASURES

There are six minimum control measures (MCM's) specified in section 6.4 of the Arizona State General Permit. From these, the Town has created its own unique set of best management practices (BMP's) to address the required MCM's to the maximum extent practicable. Furthermore, for each BMP, the Town has identified implementation dates and frequency, measurable goals, and responsible department, as outlined in Attachment D.

MCM-1 Public Education and Outreach

In order to promote public awareness and interest in stormwater quality issues, the Town utilizes public outreach and education activities aimed at targeted public sectors. The requirements for this section are outlined in the Arizona State General Permit section 6.4.1.

The Arizona State General Permit requires implementation of a public outreach and education program consisting of activities and materials designed to educate the public on stormwater quality issues. The Town will be reaching out to residents, businesses, churches, schools, Town employees, and the general public during the implementation of this program. Audiences will be chosen from a diverse cross section of the Town, focusing on constituents who possess the largest potential for reducing stormwater pollution.

The pollutants targeted by the public outreach and education program are:

- sediment from construction sites;
- toxic chemicals from motor vehicles;
- herbicides, pesticides, nutrients from lawns and gardens;
- industrial and commercial waste; and
- bacterial and viral problems associated with pet waste.

The following BMP's have been selected as the best approach to meeting the Town's public outreach and education minimum control measure.

BMP 1.1 Create and Update Informational Brochures

The stormwater management objective of this program is to foster and promote an informed and proactive public. Informational brochures or fact sheets will be updated and made ready for distribution. Topics may include proper pet waste disposal, safe swimming pool discharge, safe household and industrial chemical disposal, and resident participation and volunteer opportunities.

BMP 1.2 Distribution of Informational Brochures to the General Public

Informational brochures will be distributed to the general public by mail to the 19,400 water utility customers annually. The SWU will also be present at various Town events distributing information on water quality and best practices pertaining to stormwater quality.

BMP 1.3 Distribution of Brochures to Businesses That Potentially Affect Stormwater Quality

Informational brochures will be developed for targeted businesses. One business sector will be targeted each year. Targeted businesses will include those involved in home construction and repair, commercial

construction, auto service and repair, garden centers, food-service, and commercial and residential cleaning services. SWU staff will target one business type each year for bulk outreach mailing.

BMP 1.4 Stormwater content in the Oro Valley Vista Newsletter

The SWU staff will prepare brief public-information articles on best practices and stormwater quality for publication in the Town of Oro Valley Vista Newsletter. The Oro Valley Vista Newsletter is published bi-monthly via the town website, www.orovalleyaz.gov. Stormwater information will be submitted for publication and disseminated one time each year.

BMP 1.5 Outreach Events at Town of Oro Valley Schools

Educational materials including power point presentations, will be updated and expanded. Topics will include promotion of a litter free environment and environmental awareness and stewardship. Targeted age groups will be elementary school aged children. SWU staff will review and update existing presentation materials and purchase appropriate take home materials to be given away as reminders of these events. In addition SWU staff will be available should a school or another organization request a speaker. Staff goal is to provide an average of one outreach school presentation each year.

BMP 1.6 Display of Outreach Materials on Town Owned Sun Shuttle Buses

Outreach displays will be placed on Town owned Sun Shuttle buses. The informational content will be developed and displayed with cooperation from the Pima County Association of Governments (PAG) Stormwater Management Working group. Content will be developed one time each year. The goal is to target one half of the Town-owned bus fleet (or 7 buses) each year.

BMP 1.7 Stormwater Content on the Town of Oro Valley Website

The SWU staff will review and update stormwater-related webpage content twice each year. Home owners associations (HOA's) will also be encouraged to post fact sheets and other stormwater-related content on their webpages.

BMP 1.8 Effective Response to Public Inquiries

The Town of Oro Valley consistently and effectively responds to public inquiries regarding stormwater quality, illicit disposal of wastes, and public requests for information. The Town of Oro Valley has identified two principal contacts for best response and follow up procedures on these public inquiries: the Stormwater Utility Manager and the Constituent Services Coordinator. The Town fields and processes these inquiries through multiple avenues. Citizens have the ability to report problems and ask questions via dedicated e-mail, telephone, or an online portal called "Ask OV."

MCM-2 Public Participation and Involvement

Oro Valley constituents are actively engaged in many aspects of the Town's governance, including involvement with commissions, neighborhood associations, volunteering for various departments within the Town, and electronic correspondence. The SWU utilizes neighborhood meetings with SWU staff, maintains effective communication through use of the Town's website, and outreach by SWU staff. The Town's SWMP works to tap into these existing public participation and public involvement activities in order to solicit input on specific activities and decisions that affect the residents and businesses of Oro Valley. The SWU has elected to adopt the following six high-impact BMP's in order to meet and exceed the requirements of MCM-2.

BMP 2.1 Public Participation Through the Stormwater Utility Commission (SWUC)

The Town created the 5-member volunteer SWUC in 2001 to provide guidance through monthly meetings focusing on, the development and implementation of the SWMP, development of fair and effective policies, definition of service levels, assessment of revenue requirements, and monthly and annual review of budgetary effectiveness and efficiency.

BMP 2.2 Public involvement Through Notification of Monthly SWUC Meetings

Official notices of public meetings, including SWUC meetings, are made in accordance with established Town procedures, including publication on the Town webpage and in a local newspaper, making notices available at the Town Clerk's Office, and posting bulletins in prominent locations around the meeting area.

BMP 2.3 Public Interaction With SWU Staff

The Town of Oro Valley SWU effectively responds to public inquiries regarding stormwater quality, illicit disposal of wastes, and requests for information. Complaints, comments and concerns are tracked using the Town's web-based infrastructure management system. Constituents can make reports via phone, email or online portal; SWU staff respond to requests by creating tasks to inspect issues and address concerns.

BMP 2.4 Solicitation of Public Comments Regarding Key Components of Utility Operations

The Town of Oro Valley will provide residents and businesses the opportunity to view and comment on stormwater-related Town ordinances, the SWMP, and NOI's. These documents will be made available on the Town's website and upon request at the public library and with the Town Clerk's office at Town Hall. Constituents will be notified of any change to these documents via town-wide press release.

BMP 2.5 Encouragement of Public Participation via Volunteer Groups Sponsored by the Town of Oro Valley

The Town solicits public involvement through the "Adopt-A-" programs, some of which have been in place since January, 2001. These programs serve multiple purposes, and are modeled after the highly successful programs at the State of Arizona and Pima County. The "Adopt-A-" programs facilitate removal of trash and other pollutants from parks, trails, roadways and washes, affecting immediate and direct positive impacts to stormwater quality. These programs also serve as extra sets of eyes focused on potential illicit discharges, connections, and dumping into the MS4. The Town has observed these programs to have served as a crucial educational tool for the public on the importance of water quality as it relates to pollution and stormwater.

MCM-3 Illicit Discharge Detection and Elimination

Oro Valley's SWU is responsible for implementing an Illicit Discharge Detection and Elimination System (IDDE) designed to eliminate illicit discharges, illicit connections, and improper disposal (dumping) into the MS4. This section outlines the Town's approach to prevent these discharges into the MS4 via legal, technical, and educational means within the scope of this SWMP.

The SWMP allows for the following non-stormwater discharges in accordance with the Code of Federal Regulations, 40 CFR 122.26(d)(2)(iv)(B)(1):

- Dust control
- Emergency firefighting activities
- Flows from riparian habitats and wetlands
- Flows from natural seeps and springs

- Individual residential or not-for-profit vehicle washing consisting of water without the addition of any pollutant and where the operational components of the vehicle are not cleaned
- Street washing activities consisting of water without the addition of any pollutant

Allowable Non-Stormwater Discharge:

The following non-stormwater discharges to the Town's MS4 are allowed, unless they are identified as significant contributors of pollutants (Arizona State General Permit Section 1.3.2):

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Uncontaminated ground water infiltration
- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Discharges from riparian habitats and wetlands
- De-chlorinated swimming pool discharges
- Street wash water
- Discharge flows from emergency firefighting activities

All other non-stormwater discharges to the MS4 are prohibited.

The SWU actively seeks to detect, eliminate, respond to and prevent illicit discharges to the MS4 through the following BMP's:

BMP 3.1 Revision and Implementation of an IDDE Program

SWU staff are working to review and revise the current Stormwater Ordinance, as needed, to prohibit illicit discharges and to standardize and strengthen enforcement. Town Code 15-24 provides the regulatory framework for managing, implementing, and enforcing stormwater regulations, including IDDE. SWU staff have begun reviewing the Stormwater Ordinance for compliance with current state regulations, as well as its effectiveness in providing uniform compliance.

BMP 3.2 Mapping of the Storm Drain System

SWU staff will map the Town MS4 (begun in 2007), to identify and catalog, to the maximum extent practicable, locations of previous illicit discharges. Any previous occurrences of illicit discharge will be remediated to the maximum extent practicable. The Town will review and update the storm sewer system map annually based on any development/redevelopment activity which creates new municipally-owned stormwater infrastructure. The Town will also require GIS layers of all newly created private stormwater infrastructure to

be submitted by developers upon final acceptance by the Town of new construction; this GIS data will be incorporated into the MS4 dataset.

BMP 3.3 Identification and Mapping of the MS4

SWU staff will maintain and update the Town of Oro Valley MS4 asset map (begun in 2007) on an ongoing-and-continuous basis as new Stormwater assets are either discovered through the MS4 asset-inspection process, or through new installation as part of recent development/re-development. This map is assessed for accuracy and necessary updates in June of each fiscal year prior to submittal of the MS4 Annual Report to ADEQ on September 30, of each year.

BMP 3.4 Identification and Mapping of the Town's Municipal Outfall Inventory

SWU staff are currently reviewing and updating the process by which municipal outfalls are identified and mapped. Once identified and mapped, this updated data will be compiled and organized to reflect recent information.

BMP 3.5 Municipal Employee Illicit Discharge Training Programs

SWU staff will help facilitate detection and prevention of illicit discharges and connections to the MS4 through education and training of Town staff on potential sources and hazards associated with these illicit activities. Staff will be trained to be Certified Stormwater Inspectors by the National Stormwater Center or equivalent. (Thus far, 13 employees have been trained to this level.) This training includes participants learning to identifying sectors of the public (by region, industry, neighborhood), most likely to contribute illicit discharges, and to use this information to perform more effective inspections.

BMP 3.6 Training of Town Volunteers

SWU staff have begun to train volunteers through the Adopt-a-Wash, Adopt-a-Road, and Adopt-a-Trail programs to conduct dry-weather inspections. Staff will instruct new and returning volunteers on the importance of water quality and the elimination of non-stormwater discharges.

BMP 3.7 Written IDDE Procedures

The objective of this program is to minimize the discharge of pollutants to the maximum extent practicable, by detecting, investigating and resolving illegal dumping and disposal of unpermitted, non-stormwater flows in the Town's stormwater drainage system including pipes, gutters, swales, and other conveyance infrastructure. The Town of Oro Valley has drafted and implemented an illicit discharge detection and elimination (IDDE) program as well as a standard operating procedure on dry weather inspection of outfalls, to be used in the detection, investigation and elimination of illicit discharges to the MS4.

MCM-4 Construction Site Stormwater Run-Off Control

SWU staff have helped to develop Town procedures for plan review, site inspection, and stormwater enforcement at construction sites. Targeted construction sites are those that result in the disturbance of one or more acres, and those disturbing less than one acre if those activities are part of a larger common plan of development or sale with an overall planned area of disturbance equal to or greater than one acre. Other targeted construction sites will include those occupying less than one acre, but including within the disturbed area a wash or part of a wash that may be disturbed or impacted during development. Targeted pollutants from construction sites include, but are not limited to: sediment, paint, oil and grease, debris, and chemicals such as those contained within concrete washout water.

SWU staff actively manage stormwater runoff control through the enacted Stormwater Utility Ordinance, Town Code 15-24, the Town of Oro Valley Department of Public Works Drainage Criteria Manual (2010), site-specific drainage reports, and a SWPPP management program. Additionally, the Town's Drainage Criteria Manual contains specific language addressing erosion and sediment control, and serves to drive standard operating procedure in enforcement. Stormwater Utility Ordinance, 15-24-14, gives the Town authority to manage and impose penalties on any new construction that does not adhere to ADEQ Construction General Permit Requirements. SWU staff have adopted six BMP's as primary methods and means for enforcing construction site run-off control.

BMP 4.1 Comprehensive Pre-Construction Site Plan Review

Every applicant for a building permit, or grading permit for activities that disturb one acre or more, or those disturbing less than one acre (if those construction activities are part of a larger common plan of development that will disturb one acre or more), are required to adhere to the State of Arizona Construction General Permit, and to submit a project-specific Stormwater Pollution Prevention Plan (SWPPP) for Town approval. The Town utilizes its Plan Review Distribution, Type 1 Grading Permit Checklist and Type 2 Grading Permit Checklist to ensure all review processes are fully executed. (These checklists are provided in Attachment H, Items 3 – 5.) During pre-construction meetings with developers and contractors, SWU representatives explain project BMP requirements and detail requisite information to be provided by the developer to the Town upon project commencement. The Town requires developers to submit copies of the NOI and the SWPPP prior to site grading. The Town also requires notification of SWU personnel when any changes are made to developer SWPPP's. Part of this notification process is submission of plans reflecting these changes. Notification of SWU staff is required when a new SWPPP associated with a new contractor or project phase has taken precedent. Attendees of these pre-construction meetings will be informed of the above Town procedures and requirements, as well as the occurrence of routine onsite SWPPP inspections. (Attachment H, Item 5 depicts the agenda items that are utilized to guide pre-construction meetings.) The Town utilizes a checklist to assess the developer's plans. A grading permit will not be issued by the Town without ADEQ confirmation of receipt of NOI.

BMP 4.2 Erosion and Sediment Control for Capital Improvement Projects

SWU staff works to eliminate the discharge of pollutants through support and facilitation of proper management of capital projects executed by the Town. These projects include the construction of new public streets and sidewalks, parks, trails, facilities, or utilities (water mains, traffic lights, and stormwater management infrastructure) constructed, demolished or modified by the Town.

BMP 4.3 Establishment and Review of Town Ordinances Regarding Disposal of Hazardous Construction Site Waste, Sediment Control, and Erosion Control

For the purposes of continued compliance with EPA and Arizona State General Permit regulations, SWU staff have established, and will review as necessary, specific ordinances regarding hazardous waste disposal and sediment and erosion control at construction sites. SWU staff will continue review of existing ordinances and revise or develop ordinances as necessary in order to ensure ongoing compliance with the Arizona State General Permit adopted September 30, 2016. According to Town procedure, each ordinance proceeds through public review and requires approval by the Mayor and Town Council. Ordinances will include language allowing for applicable penalties in the event of non-compliance on the part of responsible parties.

BMP 4.4 Documentation of Procedures

SWU staff have developed, and will continue to assess, written procedures for tracking and archiving all final site plan submittals and inspection documents associated with construction site SWPPP's and SWPPP inspections, including required remedial actions, for a period of three years after project completion date.

SWU staff have also developed written protocols pertaining to SWPPP inspections conducted by SWU staff on construction sites.

BMP 4.5 Personnel Qualifications and Education of Private Contractors/Developers

All SWU field staff are certified stormwater inspectors, and are able to assess construction sites within the Town of Oro Valley, for compliance with the State of Arizona Construction General Permit. During pre-construction meetings all site operators are notified by Stormwater Utility staff of the specific expectations regarding erosion and sediment control on construction sites. This process is done by both verbally expressing the Town of Oro Valley's expectations of SWPPP operators during the construction phase as well as a brochure that is given to contractors during these meetings. This brochure explicitly outlines Town of Oro Valley expectations throughout all phases of construction including what is expected upon completion of the project and these developments are transitioned into the post-construction phase.

BMP 4.6 Establish Procedures for Receipt and Consideration of Constituent Submittals

Oro Valley solicits public information through both the SWU office and the town's Constituent Services Coordinator (CSC). The Stormwater Engineer and CSC are the principle contacts for constituent concerns, and they coordinate on situational assessment and potential resolution. Current and future means of information transfer include e-mail, telephone calls, letters, direct conversations, and a web-based reporting system.

MCM-5 Post-Construction Runoff Control

The SWU's policies provide for the reduction of pollutants discharged to the MS4 from development and redevelopment projects; target pollutant discharge is equal to or less than discharge from conditions prior to project commencement.

Town Code 15-24, in partnership with the Town's Drainage Criteria Manual, 2010 edition, provide the basis by which SWU staff comply with and enforce EPA-mandated post-construction pollution control regulatory requirements.

BMP 5.1 Creation, Review and Enforcement of Post-Construction Stormwater Pollution Prevention Regulatory Mechanisms and Standard Operating Procedures

Town Code 15-24 gives the Town authority to regulate and impose penalties on any development site not in compliance with SWU requirements, established in compliance with EPA- and ADEQ-mandated post-construction stormwater pollution prevention guidelines.

The Town requires permanent ground stabilization where applicable, as well as all new commercial development sites to install and maintain first flush filtration devices on all newly created, privately held drainage infrastructure where applicable. Town Code 15-24 provides the SWU opportunities to perform routine inspection of privately owned pollution control measures in order to ensure proper functioning and appropriate maintenance. This ordinance was designed to include an escalating corrective approach to violations detected by the SWU.

The Town also observes standard operating procedures for site plan review and site inspection during and after construction to ensure impact to the MS4 is at or less than pre-construction levels. A standard item on each pre-construction meeting agenda outlines certain requirements and procedures utilized by the Town with regard to post-construction pollution prevention. Written acknowledgement, and agreement with these

requirements and procedures is requisite for developers to commence construction activities. All private site structural controls in place at new developments require certification by a professional engineer for building and installation. Furthermore, developers are informed at pre-construction meetings that the SWU requires submission of the Notice of Termination (NOT) and an ESRI shapefile of new MS4 infrastructure associated with each project upon completion. Upon receipt of the project-associated ADEQ NOT, SWU staff establish a post-construction site inspection schedule based on NOT date and rain events with the site developer.

In addition construction site developers are responsible for post-construction SWPPP controls for one year after the NOT date. SWU staff conduct routine and weather-related site inspections throughout the first year of post-construction activities. Compliance with these requirements is a prerequisite for post-construction release of assurances and associated fees.

BMP 5.2 Comprehensive GIS Inventory of Active and Finished Construction Projects

The Town of Oro Valley has and continues to update and keep accurate, a map of construction projects within the Town. Once a notice of termination is acquired or a final SWPPP inspection is conducted for a project, that project is marked project finished in the GIS database. Finished projects are then moved into the post-construction inspection phase, and inspected for efficacy with regard to local, state, and federal water quality standards.

BMP 5.3 Implement Standard Operating Procedure on Post-Construction Inspections

The Town of Oro Valley has drafted a standard operating procedure on post-construction inspections, and schedules them based on either the date of Termination for the project or the date of the final SWPPP inspection for projects that don't require a NOI. This procedure has helped the Town schedule inspections in the post-construction phase. This program assists in alerting property owners/developers to problems associated with post-construction stormwater control mechanisms.

The purpose of the post-construction inspection procedure includes the following:

A reduction in the discharge of pollutants, to the maximum extent practicable, to the MS4 permit area by completed construction projects. This is done through verification of the following:

1. Post construction site planning procedures are implemented and will reduce impacts to stormwater quality.
2. Structural and non-structural control measures are implemented and all temporary best management practices (BMPs) have been removed.
3. All post construction activities are operating in compliance with Town of Oro Valley code.

Post construction inspections are performed in accordance with the Arizona Department of Environmental Quality (ADEQ) small MS4 permit AZG2016-002 requirements found in section 6.4.5.

BMP 5.4 Site Plan Reviews

Included in the Town of Oro Valley plan review process is assessment of new drainage infrastructure design for efficacy with regard to local, state, and federal water quality standards. The Town of Oro Valley routinely inspects construction/building sites, making sure the approved plans are adhered to during the construction phase. The Town notifies developers in the event of non-compliance with Town permitting ordinances/processes.

MCM-6 Pollution Prevention and Good Housekeeping for Municipal Operations

The SWU works to minimize or eliminate the discharge of pollutants through the proper operation and maintenance of the public MS4, public streets, municipal parking lots, and municipal equipment yards. Seven best management practices are now being employed by the Town to facilitate stormwater pollution prevention and good housekeeping.

BMP 6.1 Annual Inspection of Town of Oro Valley Municipal Operations and Maintenance Facilities

The Town of Oro Valley will annually inspect the operations and maintenance yards located at 680 W. Calle Concordia, and 10700 N. La Canada Dr. Town of Oro Valley Stormwater Utility staff will inspect these storage and material handling areas and all existing onsite BMPs for conformance to NPDES Phase II permit requirements. Any identified deficiency will be corrected and documented per NPDES Phase II standards.

BMP 6.2 Street Sweeping

The SWU works in cooperation with the Operations Division to minimize storm sewer system pollutants through the removal of organic material, sediment, and debris from Town streets. Major streets are scheduled to be swept quarterly and residential streets are scheduled to be swept twice each year. Town Operations Division staff perform sweeps with proper equipment that is regularly maintained per specified Town of Oro Valley maintenance procedures.

BMP 6.3 Implementation of SPCC and Operation and Maintenance Plans for Town Maintenance Facilities

The Town of Oro Valley has developed spill prevention, control and countermeasure (SPCC) plans, as well as operation and maintenance (O&M) plans for both Town owned municipal operations and maintenance yards. These plans meet all Federal, State, and Local requirements for procedures on equipment and material handling, maintenance and storage procedures as well as the fundamental steps in prevention, control, cleanup and reporting of onsite hazardous chemical spills.

BMP 6.4 Municipal Employee Training Program

The Town of Oro Valley Stormwater Utility staff will conduct annual pollution prevention, good housekeeping, and spill prevention/response training sessions for all Town municipal operations division, and parks and recreation employees.

BMP 6.5 Town of Oro Valley Municipal Vehicle and Heavy Equipment Washing Procedures

The Wastewater from vehicle or equipment cleaning performed outdoors can contribute toxic hydrocarbons and other organic compounds, oils and greases, nutrients, phosphates, heavy metals and suspended solids to stormwater. The Town of Oro Valley utilizes an onsite industrial grade vehicle and heavy equipment washing area that recycles the vehicle wash water and collects all potential environmental contaminants for proper disposal. The Town of Oro Valley has utilized these equipment washing procedures since the installation of this equipment in 2011.

BMP 6.6 Town of Oro Valley Fleet Maintenance Schedule

The Town of Oro Valley adheres to a fleet maintenance schedule designed to prevent adverse effects to the environment due to lack of regular vehicle and heavy equipment maintenance. The Town of Oro Valley vehicle maintenance schedule includes an escalated maintenance regimen based upon mileage for vehicles and engine hours for heavy equipment. For vehicles the schedule is as follows: Every 5000 miles (A service), every 10000 miles (A service plus B service), Every 20000 miles (A service plus B service plus C service). For heavy equipment the schedule is as follows: Every 250 hours (A service), Every 500 hours (A service plus B service),

Every 1000 hours (A service plus B service plus C service), Every 2000 hours (A service plus B service, plus C service, plus D service).

BMP 6.7 Facility Safety Data Sheet Inventory

The Town of Oro Valley keeps a comprehensive safety data sheet inventory of all potentially hazardous materials utilized onsite at the two operation and maintenance facilities located at 680 W. Calle Concordia, and 10700 N. La Canada Dr. Each safety data sheet includes a section on accidental release measures, providing information on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It also includes recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The information in these sheets consists of recommendations for:

- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

III. MONITORING

Analytical monitoring is required by MS4's that discharge to outstanding waters or impaired waters listed in section 303(d) of the Federal Clean Water Act. At this time the Town does not discharge to any listed outstanding or 303 d impaired waters, and the Town's SWMP does not include provision for analytical stormwater monitoring.

IV. SWMP EVALUATION AND REVISION

SWU staff will review the SWMP in June of each year to evaluate the implementation status of the SWMP components, the effectiveness of each component, and the interaction between various components. During the annual review, the Town determines if revisions to the SWMP are required and appropriate. If SWMP revisions or additions are needed, the Town notifies ADEQ of any changes to the SWMP. If components of the SWMP need to be altered, the Town submits the proposed revisions to ADEQ with an explanation of why the original practice was ineffective and how the alterations will better address the goals of the management practice.

V. SWMP REPORTING AND PROGRAM ASSESSMENT

Annual Report:

To comply with Arizona State General Permit section 8.3, the Town submits annual reports on or before September 30th of each year for the preceding period of July 1 through June 30. The annual report summarizes the following:

- The status of self-evaluated compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable and protecting water quality, and the measurable goals for each of the MCM's;
- Results of any information collected and analyzed;
- Changes made to the SWMP since the last annual report and a summary of stormwater activities the Town plans to undertake during the next reporting period;
- Proposed changes or updates to the SWMP;
- A description of BMP's to be implemented within new areas annexed over the past year located within the regulated boundaries of the MS4;
- A description and schedule for implementation of additional BMP's that may be necessary; and

- If necessary, notice that the Town is relying on another government entity to satisfy some of the permit obligations.

The annual report is submitted to:

Arizona Department of Environmental Quality
Compliance Data Unit
1110 W. Washington St
Phoenix, Arizona 85007

Other Reporting:

In compliance with Arizona State General Permit section 9.0, the Town provides reports to ADEQ for the following events:

- **Anticipated Noncompliance**
The Town will give advance notice to ADEQ of any planned changes that may result in noncompliance with permit requirements.
- **Transfers**
The Town will not transfer the permit to any person except after notice to the ADEQ Director. Additional modification or revocation may be needed to change the name of the permittee and incorporate other requirements in order to maintain permit compliance.
- **Other information**
The Town will promptly notify ADEQ after becoming aware of a failure to submit any relevant facts or submitting incorrect information in the NOI or in any other report to ADEQ.

VI. Stormwater Utility/Relevant Public Works Department Staffing

Title	Phone
Public Works Director Town Engineer, Floodplain Administrator	520 229 4800
Public Works Assistant Director	520 229 4800
Permitting Division Manager	520 229 4800
Inspection/Compliance Division Manager/ Building Safety Official	520 229 4800
Stormwater Utility Division Manager	520 229 4816
Stormwater Utility Project Manager	520 229 4816
Senior Stormwater Engineer	520 229 4816
Stormwater Inspector	520 229 4816
Stormwater Utility Analyst	520 229 4816
Main Office, Public Works Department (Permitting, Planning, Inspections & Compliance, Engineering)	520 229 4800
Operations Division Office (Stormwater, Street Maintenance)	520 229 5070

VII. ATTACHMENTS

Attachment A: AZPDES Phase II MS4 Current Permit

Attachment B: Notice of Intent (NOI)

Attachment C: Town of Oro Valley Stormwater Infrastructure Map

Attachment D: SWMP List of Responsible Departments

Attachment E: SWMP Modification Log

Attachment F: Illicit Discharge Detection and Elimination System

Attachment G: Stormwater Checklist for Plan Review

Attachment H: Construction and Post-Construction Site Standard Operating Procedures

Attachment I: Authorized Representative Signature Form

Attachment A: AZPDES Phase II MS4 Current Permit.

PERMIT NO. AZG2016-002

STATE OF ARIZONA
DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER QUALITY DIVISION
PHOENIX, ARIZONA 85007

ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM
GENERAL PERMIT FOR STORMWATER DISCHARGES
FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS
TO WATERS OF THE UNITED STATES

This permit provides authorization to discharge under the Arizona Pollutant Discharge Elimination System (AZPDES) program, in compliance with the provisions of the Arizona Revised Statutes (A.R.S) and, Title 49, Chapter 2, Article 3.1, the Arizona Administrative Code (A.C.C.), and Title 18, Chapter 9, Article 9.

This general permit specifically authorizes stormwater discharges from small municipal separate storm sewer systems (MS4s) in Arizona to Waters of the United States, pursuant to 40 CFR § 122.34. All discharges authorized by this general permit shall be consistent with the terms and conditions of this general permit.

This general permit becomes effective on September 30, 2016.

This general permit and the authorization to discharge expires at midnight, September 29, 2021.

Signed this 29th day of September, 2016.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY


Trevor Baggione, Director
Water Quality Division

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1.0 COVERAGE UNDER THIS GENERAL PERMIT

1.1 Permit Area

This permit covers and applies to traditional and non-traditional regulated, Small Municipal Separate Storm Sewer Systems (MS4s) in Arizona, except those located in Indian Country:

- a. City or Town – Urbanized area(s) determined by the most recent Decennial Census by the Bureau of Census, including areas annexed during the permit term;
- b. County – Un-incorporated urbanized area determined by the most recent Decennial Census by the Bureau of Census;
- c. State, federal, and other publicly-owned properties that the director determines contributes to a violation of a water quality standard or is a significant contributor of pollutants to Waters of the U.S. and
- d. Areas outside of an urbanized area as designated by the director pursuant to Arizona Administrative Code (A.A.C.) R18-9-A902(D).

1.2 Eligibility

This permit authorizes the discharge of stormwater from small municipal separate storm sewer systems (MS4s) provided the permittee complies with all the requirements of this general permit, and the MS4:

- a. Is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census; or
- b. Is designated for permit authorization by the department under the A.A.C. R-18-9-A902(D)(1), R18-9-A902(D)(2), R-18-9-A902(E), and R18-9-A905(A)(1)(f) which incorporates 40 CFR §122.32.

1.3 Non-Stormwater Discharges

1.3.1 Except as provided in Part 1.3.2, the permittee shall prohibit non-stormwater discharges into its MS4 unless the discharges are authorized by a separate NPDES or AZPDES permit.

1.3.2 The following categories of non-stormwater discharges (occurring within the jurisdiction of the permittee) are prohibited if the discharges are identified by the permittee as significant contributors of pollutants to the MS4. If any of the following categories of discharges are identified as a significant contributor, the permittee must address the category as an illicit discharge as specified in Part 6.4.3.1:

- a. Water line flushing
- b. Landscape irrigation
- c. Diverted stream flows
- d. Rising ground waters
- e. Uncontaminated ground water infiltration
- f. Uncontaminated pumped groundwater
- g. Discharges from potable water sources
- h. Foundation drains
- i. Air conditioning condensate
- j. Irrigation water

- k. Springs
- l. Water from crawl space pumps
- m. Footing drains
- n. Lawn watering
- o. Individual residential car washing
- p. Discharges from riparian habitats and wetlands
- q. Dechlorinated swimming pool discharges
- r. Street wash water, and
- s. Discharges or flows from firefighting activities

1.4 Limitations of Coverage

Except as provided in Part 1.3.2, this general permit does not authorize:

- 1.4.1** Discharges mixed with sources of non-stormwater unless the non-stormwater discharges comply with an applicable NPDES or AZPDES permit, as addressed in Part 1.3.1;
- 1.4.2** Stormwater discharges associated with industrial activity as defined in 40 CFR §122.26(b)(14)(i)-(ix) and (xi);
- 1.4.3** Stormwater discharges associated with construction activity as defined in 40 CFR §122.26(b)(14)(x) or 40 CFR §122.26(b)(15);
- 1.4.4** Stormwater discharges currently covered under another permit;
- 1.4.5** Discharges to impaired waters listed (including not-attaining waters) if discharge(s) from the MS4 contain, or may contain, pollutant(s) for which the receiving water is listed except:
 - a. If a TMDL has been established and the stormwater management program (SWMP) is consistent with the requirements of the TMDL, including any wasteload allocation or load allocation in the TMDL. The SWMP must also identify Best Management Practices (BMPs) the permittee will use to meet wasteload allocations or load allocations and include monitoring for associated pollutant(s); and
 - b. If a TMDL has not been established and the SWMP includes a section describing how the program will control the discharge of 303(d) listed pollutants and ensure to the maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards. The SWMP must also identify BMPs the permittee will use to control discharges and include monitoring of their effectiveness.
- 1.4.6** Discharges that do not comply with Arizona's anti-degradation rule R18-11-107;
- 1.4.7** Stormwater discharges prohibited under 40 CFR §122.4.

1.5 Permit Compliance

Non-compliance with any requirement of this permit constitutes a violation of the permit and may result in an enforcement action, including injunctive relief and/or penalties under state and federal laws.

2.0 AUTHORIZATION UNDER THIS GENERAL PERMIT

Upon the effective date of this permit, existing and new permittees automatically have coverage under this permit for up to 180 days. Existing and new Small MS4 operators who wish to retain coverage under this permit must submit a complete and accurate Notice of Intent to ADEQ within 180 days of the effective date of this permit.

2.1 Obtaining Permit Coverage

2.1.1 A person seeking authorization to discharge under this general permit shall submit to the department a complete and accurate Notice of Intent (NOI) on a form provided by the department and includes, at a minimum, the following information:

- a. Name of MS4
- b. Operator name and title
- c. Mailing address
- d. Annual fee billing information
- e. Contact person
- f. Contact information
- g. Estimated population (based on most recent Decennial Census by the Bureau of Census)
- h. Receiving water(s) – those listed in A.A.C., Title 18, Chapter 11, Article 1, Appendix B
- i. The number of outfalls that discharge to a receiving water listed in A.A.C. R18-11, Appendix B
- j. Outfall, name or identification of outfalls required in “i,” above
- k. Identification of a minimum of five (5) outfalls (or screening points) to be included in the visual stormwater discharge monitoring program (Part 6.4.3.8)
- l. Identification of impaired and not-attaining waters that receive discharges from the MS4, including the pollutant(s) causing the impairment, total maximum daily load, and waste load allocation(s), as applicable
- m. Identification of Outstanding Arizona Waters that receive discharges from the MS4
- n. BMPs and measurable goals for each of the six (6) minimum control measures (MCMs) identified in Part 6.4
- o. Outfall name or identification of those outfalls to be utilized for analytical monitoring of stormwater discharges to impaired, not-attaining waters and Outstanding Arizona Waters
- p. Schedule for developing and implementing BMPs and associated program elements specified in this permit
- q. Proposal for alternative to visual stormwater discharge monitoring, if applicable (Part 6.4.3.8)
- r. Additional information specified in the NOI for ADEQ to determine eligibility under this permit.

2.1.2 Eligible persons wishing to retain coverage under this permit (existing and new MS4 operators) must submit a complete and accurate NOI to the department within 180 days of the effective date of this permit. Small MS4 operators notified after the effective date of this permit must submit a NOI within 180 days of receiving notification in writing by ADEQ that they are subject to permitting. Persons failing to submit a new NOI within the applicable timeframe will be considered discharging without a permit.

- 2.1.3** If the department notifies the applicant of deficiencies or inadequacies in any portion of the NOI, or requests additional information, the applicant must correct the deficient or inadequate portions and submit a revised NOI that addresses the deficiencies within seven (7) days of receiving notification.
- 2.1.4** The permittee must submit a revised NOI to the department within fifteen (15) days whenever there is a change of information (certifying official, mailing address, contact information, BMPs, measurable goals, etc.).
- 2.1.5** Notice of Intent forms submitted to ADEQ will be posted on the ADEQ website and made available for public comment. ADEQ may request additional information from the application based on public comments.

2.2 Permit Fees

Permittees are subject to fees established in A.A.C. R18-14-109. The department will issue an invoice annually to the permittee at the address identified on the NOI.

New permittees must submit the applicable fee with their NOI.

Existing permittees are not required to include the annual fee when submitting an NOI to obtain coverage under this permit.

2.3 Terminating Coverage

A permittee may terminate coverage under this general permit by submitting a notice of termination (NOT) on a form provided by the department. Authorization to discharge terminates at midnight on the day the NOT is received by the department.

If the operator does not obtain coverage under an alternate AZPDES permit that authorizes the discharge of stormwater prior to submitting the NOT, the operator will be considered discharging without a permit.

NOTs must be signed in accordance with Part 9.9 and must be submitted to the following address until such time as electronic submission is available:

Arizona Department of Environmental Quality
Surface Water Section (5415A-1)
1110 West Washington Street
Phoenix, AZ 85007

2.4 Coverage under an Individual Permit

Pursuant to A.A.C. R18-9-C902, a person may request, or be required by the director, to obtain coverage under an individual permit.

2.5 Continuation of this General Permit

If this permit is not reissued prior to the expiration date, it will be administratively continued in accordance with A.A.C. R18-9-C903 and remain in force and effect for discharges that were authorized prior to expiration.

If the MS4 operator does not submit a timely, complete, and accurate NOI requesting authorization to discharge under a reissued permit or a timely request for authorization under an individual or alternative general permit, authorization under this permit will terminate on the due date for the NOI under the reissued permit unless otherwise specified in the reissued permit.

3.0 STORMWATER PROGRAM ENFORCEMENT

3.1 Establish Enforcement Procedures

Within twenty-four (24) months from the effective date of this permit, existing and new permittees shall adopt and implement local ordinance(s) or other regulatory mechanism(s) that provide adequate enforcement procedures that satisfy the requirements of this permit to control pollutant discharges into its MS4.

3.2 Enforcement Requirements

If not already developed, the permittee must establish and exercise enforcement procedures to comply with this permit. To be considered adequate, enforcement procedures must, at a minimum, address the following:

- a. Prohibit and eliminate illicit connections and discharges to the MS4;
- b. Control the discharge of spills, and prohibit dumping or disposal of materials other than stormwater into the MS4;
- c. Require compliance with conditions in the permittee's ordinances, permits, contracts, or orders;
- d. Require owners/operators of construction activities, new or redeveloped land, and industrial and commercial facilities to minimize the discharge of pollutants to the MS4 through the installation, implementation, and maintenance of stormwater control measures;
- e. To the extent allowed under State law, the permittee must have methods to enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with local stormwater control ordinances/standards;
- f. The permittee must promptly require violators cease and desist illicit discharges or discharges of stormwater in violation of any ordinance or standard and/or cleanup and abate such discharges;
- g. To the extent allowable under State and federal law, the permittee must impose civil or criminal sanctions (including referral to a city or district attorney) and escalate corrective response, consistent with its enforcement response;
- h. Identify departments within the permittee's jurisdiction that conduct stormwater-related activities and their roles and responsibilities under this permit. Include an up-to-date organizational chart specifying these departments and key personnel positions;
- i. Identification of the local administrative and legal procedures and ordinances available to mandate compliance with stormwater-related ordinances and therefore with the conditions of this permit; and
- j. A description of how stormwater related-ordinances are implemented and appealed.

3.3 Enforcement Response Plan(s)

The permittee shall develop an enforcement response plan (ERP) that specifies how it will exercise its legal authority to comply with this permit. The ERP shall include a prioritization schedule that establishes escalated enforcement for non-compliance of illicit discharges and construction activities. In developing the ERP, the permittee shall include the following factors in prioritizing escalated enforcement: severity of non-compliance, repeated non-compliance, proximity to a receiving water or storm sewer system, and other appropriate factors. The ERP must be developed and implemented within twenty-four (24) months of obtaining permit coverage.

4.0 STORM SEWER SYSTEM MAPPING

The permittee must prepare and maintain an up-to-date map of the municipal separate storm sewer system. At a minimum, the map system must be sufficient in scope and detail to identify and isolate illicit discharges. The permittee is not required to submit storm sewer system mapping infrastructure to ADEQ unless specifically requested, and shall make mapping information available to ADEQ or EPA to assess permit compliance.

4.1 Develop a map that includes, at a minimum, the following components:

- a. Storm sewer system (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains that are owned or operated by the permittee and convey stormwater to Waters of the U.S.),
- b. Location of all outfalls, and
- c. Name and location of all Waters of the U.S. that receive discharges from outfalls.

4.2 Existing permittees shall update map(s) within twelve (12) months from the effective date of this permit to include areas added as a result of the most recent Decennial Census (including annexed areas) and annually thereafter. Updates shall include mapping components identified in Section 4.1 above.

4.3 New permittees must include a mapping schedule in their NOI. The schedule must include how the permittee will conduct the mapping process, a timeline, measurable goals and estimated completion date(s). The permittee shall have its storm system mapped by the end of the fourth year of permit coverage.

4.4 The permittee must include a narrative description of the status of storm sewer system mapping, outfall mapping, and waters of the U.S. that receive discharges from the outfalls (including percent complete) in each annual report (see Part 8.3).

5.0 STORMWATER MANAGEMENT PROGRAM

The permittee shall develop, implement, and enforce a SWMP that is designed to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. The program shall be documented and available for review by ADEQ, U.S. EPA, and interested persons.

Existing permittees shall modify or update their existing SWMP to meet the terms and conditions of this permit within six (6) months of the effective date of this permit.

New permittees shall develop a SWMP that meets the conditions of this permit within one (1) year of the effective date of this permit.

At a minimum, all permittees must annually assess, evaluate, and update the BMPs and SWMP and incorporate any revisions necessary to maintain permit compliance. The annual SWMP review must occur in connection with preparing the annual report (see Parts 8.1 and 8.3).

5.1 Contents of the Stormwater Management Program

At a minimum, the SWMP shall contain the following:

- a. Listing of all receiving waters, their classification under the applicable state water quality standards, any impairment(s) and associated pollutant(s) of concern, applicable TMDLs and WLAs, and number of outfalls from the MS4 that discharge to each waterbody;
- b. The process and schedule for creating and maintaining an up-to-date map that includes, at a minimum, the storm sewer system, outfalls, and receiving waters;
- c. Listing of all discharges that cause or contribute to the exceedance of an applicable surface water quality standard;
- d. Description of any other practices to achieve compliance with Part 6.1 and 6.2;
- e. Description of practices to achieve compliance with Parts 6.3 and 6.4 (MEP and MCM requirements). For each permit condition identify:
 1. The personnel, position or department responsible for the measure,
 2. The BMPs for each control measure or permit requirement, and
 3. The measurable goal(s) for each BMP. Each measurable goal shall include milestones and timeframes for its implementation and have a quantity and/or quality associated with its endpoint. Each goal shall have a measure of assessment.
- f. Description of practices to achieve compliance with applicable TMDLs or waste load allocation, including measurable goal(s) for each BMP and corresponding milestones and timeframes. Each goal must have an associated measure of assessment;
- g. Analytical monitoring program for impaired or not-attaining waters, and for Outstanding Arizona Waters to ensure compliance with permit limitations, wasteload allocation(s), and surface water quality standards.

The analytical monitoring program shall include a Sampling and Analyses Plan (SAP) that includes the following minimum components: sample collection, equipment and containers, decontamination, calibration procedures, sample frequency (based on illicit discharge characteristics), document site conditions, field notes, sample preservation, tracking (chain-of-custody), and handling;

- h. Protocol for annual program evaluation (Part 8.1). Update annually and maintain copies; and
- i. Identification of personnel (department, position, etc.) responsible for program implementation.

5.2 Stormwater Management Plan Availability

The permittee shall retain a copy of the current SWMP required by this permit at the office or facility identified on the NOI and shall be available upon request by ADEQ or U.S. EPA, or their authorized representatives.

A copy of the most up-to-date SWMP shall be made available to the public during normal business hours and posted on the permittee's website.

6.0 EFFLUENT LIMITATIONS

The permittee shall develop, implement and enforce a program to reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act and the Arizona Surface Water Quality Standards.

6.1 Water Quality Based Effluent Limitations

Pursuant to Clean Water Act 402(p)(3)(B)(iii), this permit includes provisions to ensure that discharges from the permittee's small MS4 do not cause or contribute to an exceedance of surface water quality standards, in addition to requirements to reduce the discharge of pollutants to the maximum extent practicable.

6.2 Surface Water Quality Standards

The permittee shall implement the six (6) minimum control measures specified in Part 6.4 to the maximum extent practicable to protect water quality, and to satisfy water quality requirements of the Clean Water Act, including attainment of surface water quality standards.

If the permittee discovers, or is otherwise notified by ADEQ or U.S. EPA, that a discharge from the MS4 is causing or contributing to an exceedance of an applicable surface water quality standard, the permittee shall expand or better tailor its BMPs within the scope of the six (6) minimum control measures in Part 6.4 to achieve progress toward attainment of surface water quality standards.

To assure compliance with permit limitation, ADEQ may require the permittee to conduct analytical monitoring and will provide notice to the permittee in writing (see also Part 7).

6.3 Requirements to Reduce the Discharge of Pollutants

The permittee shall reduce the discharge of pollutants to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate requirements of the Clean Water Act by implementing the six (6) minimum control measures in part 6.4.

6.4 Minimum Control Measures

- a. Existing permittees shall continue to implement their existing SWMPs while making updates pursuant to this permit. This permit does not extend the compliance deadlines set forth in Permit AZG2002-002.
- b. Implementation of one (1) or more of the minimum control measures described in Parts 6.4.1 - 6.4.6 or other permit requirements may be shared with another entity (including another interconnected MS4) or the other entity may fully implement the measure or requirement, if the following requirements are satisfied:
 - The other entity implements the control measure as specified in the SWMP;
 - The particular control measure or component thereof undertaken by the other entity is at least as stringent as the corresponding permit requirement;
 - The other entity agrees to implement the control measure on the permittee's behalf. The annual report must specify that the permittee is relying on another entity to satisfy some of its permit obligations and specify what those obligations are;
 - The permittee remains responsible for compliance with all permit obligations if the other entity fails to implement the control measures (or component thereof). The permittee may enter into a legally-binding agreement with the other entity regarding the other entity's

performance of control measures, but the permittee remains ultimately responsible for permit compliance.

6.4.1 Public Education and Outreach

Objective: The permittee shall implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area. The program shall include a focus on pollutants of concern for impaired and TMDL waters, and priority waters that receive a discharge from the MS4. The ultimate objective of a public education program is to increase knowledge and change behavior of the public so that pollutants in stormwater are reduced.

6.4.1.1 The permittee shall implement the public education program required by 40 CFR §122.34(b)(2) by distributing educational material to the MS4 community. The educational program shall define goals, express specific messages, define the targeted audience for each message, and identify responsible parties for program implementation. At a minimum, the program shall provide information concerning the impact of stormwater discharges on water bodies within the community, especially waters that are impaired, not-attaining, or identified as Outstanding Arizona Waters. The program shall identify steps and/or activities the public can take to reduce the pollutants in stormwater runoff and their impacts to the environment.

6.4.1.2 The program shall focus on messages for specific audiences as well as show progress toward the defined educational goals of the program. The permittee shall identify methods that it will use to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program shall be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.

6.4.1.3 The permittee shall modify any ineffective messages or distribution techniques.

6.4.1.4 The permittee shall document in each annual report: the messages for each audience; the method of distribution; the measures/methods used to assess the effectiveness of the messages, and the method/measures used to assess the overall effectiveness of the education program.

6.4.2 Public Involvement and Participation

Objective: The permittee shall provide opportunities to engage the public to participate in the review and implementation of the permittee's SWMP.

6.4.2.1 All public involvement activities shall comply with state and local public notice requirements. The SWMP and all annual reports shall be available to the public. The permittee is encouraged to satisfy this requirement by posting records online.

6.4.2.2 The permittee shall annually provide the public an opportunity to participate in the review and implementation of the SWMP.

6.4.2.3 The permittee shall report on the activities undertaken to provide public participation opportunities including compliance with Part 6.4.2.1. Public participation opportunities pursuant to Part 6.4.2.2 may include, but are not limited to, websites, hotlines, clean-up teams, monitoring teams, or an advisory committee.

6.4.3 Illicit Discharge Detection and Elimination (IDDE) Program

The permittee shall implement an IDDE program to systematically find and eliminate sources of non-stormwater to its municipal separate storm sewer system and to implement procedures to prevent illicit connections and discharges.

The IDDE program shall be recorded in a written document. The IDDE program shall include each of the elements described in Part 6.4.3.8 (a through c), unless the permittee provides a written explanation within the IDDE program as to why a particular element is not applicable to the permittee. For existing permittees, the written IDDE program shall be completed within six (6) months of the effective date of this permit. For new permittees, the written IDDE program shall be completed within one (1) year of the effective date of the permit. The permittee shall implement the IDDE program in accordance with the goals and milestones set forth in Parts 5.0 and 6.4.3.

6.4.3.1. Definitions and Prohibitions

The permittee shall prohibit illicit discharges (including sanitary sewer overflows) to and from its MS4 and require removal of such discharges consistent with Part 6.4.3.5 of this permit. An illicit discharge is any discharge to a municipal separate storm sewer that is not composed entirely of stormwater *except*:

- a. Discharges authorized under a separate NPDES permit that authorize a discharge to the MS4;
- b. Non-stormwater discharges allowed by Part 1.3.2.

6.4.1.5 Enforcement Procedures

The IDDE program must ensure the permittee has adequate enforcement procedures to accomplish the following tasks: prohibit illicit discharges; investigate suspected illicit discharges; eliminate illicit discharges, including discharges from properties not owned or operated by the MS4 that discharge into the MS4 system; and implement appropriate enforcement procedures and actions. Adequate enforcement procedures consists of a current effective ordinance, by-law, or other regulatory mechanism. For existing permittees, the ordinance, by-law, or other regulatory mechanism was a requirement of AZG2002-002 and is required to be effective under that permit. The written IDDE program shall include a reference or citation of the authority the permittee will use to implement all aspects of the IDDE program as specified in Part 3.0.

6.4.3.3 Statement of IDDE Program Responsibilities

The permittee shall establish a written statement that clearly identifies responsibilities with regard to eliminating illicit discharges. The statement shall identify the lead municipal agency or department responsible for implementing the IDDE Program as well as any other agencies or departments that may have responsibilities for aspects of the program. Where multiple departments and agencies have responsibilities to the IDDE program, specific areas of responsibility shall be defined and processes for coordination and data sharing shall be established and documented.

6.4.3.4 Illicit Discharge Prevention and Reporting

The permittee shall develop and implement process(es) and procedures designed to prevent, identify, report, and mitigate illicit discharges to and from the MS4 (this may be a part of the education program required by Part 6.4.1; reporting (hotlines), and training of public employees involved in the IDDE program).

6.4.3.5 Eliminating Illicit Discharges

Illicit discharges to the MS4 are prohibited and constitutes a violation of this permit when the permittee is not fully implementing applicable permit requirements and the SWMP.

Upon detection of an illicit discharge, the permittee shall eliminate it as expeditiously as possible. The permittee shall identify and notify all responsible parties for any such discharge and require immediate cessation in accordance with its legal authorities. Where elimination of an illicit discharge is not immediately possible, the permittee shall establish an expeditious schedule for its elimination and report the dates of identification and schedules for removal in the permittee's annual reports. The permittee shall immediately commence actions necessary for elimination. In the interim, the permittee shall take all reasonable and prudent measures to minimize the discharge of pollutants to its MS4.

To the extent known, the permittee shall include in the annual report the following information: the location of the illicit discharge and its source(s); a description of the discharge; estimated illicit discharge duration; the method of discovery; date of discovery; date of elimination; mitigation or enforcement action; responsible person (if known); and estimated volume.

6.4.3.6 Non-Stormwater Discharges

The non-stormwater discharges identified in Part 1.3.2 do not need to be addressed as an illicit discharge unless it is determined by the permittee that any of these sources is a significant contributor of pollutants. Non-stormwater discharges from the MS4 that cause or contribute to a violation of a surface water quality standard where the permittee fails to take action to eliminate the discharge of pollutants constitutes a permit violation.

6.4.3.7 Existing Permittees IDDE Programs

During the development of the new components of the IDDE program required by this permit, existing permittees must continue to implement their current IDDE program required by the AZG2002-002 to detect and eliminate illicit discharges to its MS4.

6.4.3.8 Visual Monitoring

The permittee shall develop, implement, and maintain a visual monitoring program that includes both dry weather and stormwater discharges to identify, monitor, and eliminate illicit discharges; and to ensure compliance with effluent limitations in this permit.

The monitoring programs shall include written procedures for conducting visual monitoring of outfalls from the MS4.

Monitoring procedures shall include, at a minimum, the following information/observations: outfall identification, personnel, time, date, weather conditions at time of inspection, estimated flowrate, apparent odor, color, clarity, debris, floatables, and other necessary information to characterize the screening.

In the event an illicit discharge is discovered as a result of dry or wet weather outfall monitoring, the permittee shall implement measures to eliminate the illicit discharge (part 6.4.3.5).

For each confirmed illicit discharge, the permittee shall include in the annual report the following information: the location of the discharge and its source(s); a description of the discharge; estimated illicit discharge duration; the method of discovery; date of discovery; date of elimination; mitigation or enforcement action; responsible person (if known); and estimated volume.

a) Visual Dry Weather Outfall Monitoring

Within six (6) months of obtaining authorization to discharge, the permittee shall develop and implement a visual, dry weather outfall monitoring program. Dry weather monitoring must be conducted at least 72 hours after a storm event that resulted in a discharge from the storm sewer system.

The permittee shall document and include findings of dry weather monitoring in the annual report.

b) Visual Stormwater Discharge Monitoring

The permittee shall identify a minimum of five (5) outfalls that are representative of its stormwater discharges to conduct visual stormwater discharge monitoring. If the permittee has less than five (5) outfalls, then the permittee shall monitor all outfalls as part of the stormwater discharge monitoring program. In the event a Small MS4 does not have five (5) outfalls, a minimum of five (5) screening points, or combination of outfalls and screening points, shall utilized. Screening points shall be at locations where stormwater leaves the Small MS4's permitted area including locations where stormwater may discharge to another MS4 or other conveyance. The outfalls / screening points selected for visual stormwater discharge monitoring shall be identified in the NOI.

Within six (6) months of obtaining authorization to discharge, the permittee shall develop and implement a stormwater discharge visual monitoring program. The stormwater discharge monitoring program must be conducted in response to a storm event that results in a discharge from the storm sewer system and, to the extent practicable, should include the first flush.

The permittee shall conduct a minimum of two (2) stormwater discharge monitoring events during each wet season of the representative outfall(s) and shall document and include findings in the annual report.

Summer Wet Season: June 1 through October 31
Winter Wet Season: November 1 through May 31

In the event a permittee cannot access any outfall(s) during a wet weather discharge, the permittee shall conduct wet weather screening as soon as practicable after the storm or discharge event.

Visual Stormwater Discharge Monitoring Alternative – the permittee may elect to submit in its NOI (see part 2.1.1) alternative practices to visual stormwater discharge monitoring. In doing so, the permittee shall include a written description as to how and why the proposed alternative is as effective, or more effective, than visual stormwater discharge monitoring.

c) Follow-up Screening

The permittee shall establish a follow-up screening schedule for identified or suspected illicit discharges to ensure they do not recur.

6.4.3.9 Indicators of IDDE Program Progress

The permittee shall define or describe indicators for tracking program success. At a minimum, indicators shall include measures that demonstrate efforts to locate illicit discharges identified and removed. Such measures may include response time to inspection, public awareness, time from discovery to elimination, and other appropriate factors.

The permittee shall evaluate and report the overall effectiveness of the program based on the tracking measures outlined in Part 6.4.3.8 in the annual program evaluation and in the annual report.

6.4.3.10 Staff Training

The permittee shall, at a minimum, provide annual training to employees involved in the IDDE program (e.g., street workers, inspectors, solid waste personnel, etc.). The training must include the IDDE program components and how to recognize illicit discharges. The permittee shall report on the frequency and type of employee training in the annual report.

6.4.3.11 Unpermitted (Illicit) Discharges to the MS4

The permittee shall develop, implement, and enforce a program to actively identify facilities and activities (e.g., industrial facilities, construction activities, etc.) that discharge to the MS4 without an AZPDES/NPDES permit.

The permittee shall include the number of facilities contacted each year in the annual report and shall include the facility name, type of activity conducted at the facility (including SIC code, to the extent known), and whether or not the facility has AZPDES permit coverage, if known or available.

A description of the permittee's illicit discharge program shall be included in the SWMP.

6.4.4 Construction Activity Stormwater Runoff Control

The permittee must develop, implement, maintain, and enforce a construction activity stormwater runoff control program to minimize or eliminate pollutant discharges to the MS4s from construction activities that will disturb one (1) or more acres of land, including sites less than one (1) acre that are part of a common plan of development or sale.

6.4.4.1 Construction Activity Stormwater Runoff Implementation

Existing and new permittees must assess existing legal authority, codes, and other relevant mechanisms and adopt, and implement measures to ensure compliance with construction activity runoff timeframe(s) specified in Part 3.1.

6.4.4.2 Construction Activity Stormwater Runoff Program Components

The construction activity stormwater runoff control program shall include, at a minimum, the elements in Paragraphs a. through h. of this part:

- a. An ordinance or other regulatory mechanism that requires the use of sediment and erosion control practices.
- b. An inventory of all construction activities that disturb or will disturb one (1) or more acres within the permitted area, including those that are less than one (1) acre but are part of a larger common plan of development or sale if the larger common plan will ultimately disturb greater than one (1) acre.
- c. Written procedures for site inspections and enforcement of sediment and erosion control measures. If not already existing, these procedures shall be completed within one (1) year from the date of submitting an NOI to ADEQ. The procedures shall clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The program must allow the permittee, to the extent authorized by law, to impose sanctions ensuring compliance with the local program. These procedures and regulatory authorities shall be documented in the SWMP.
- d. In developing construction activity inspection frequency, the permittee shall consider, at a minimum, the following:
 1. Phase of construction;
 2. Proximity to an impaired, not-attaining water or Outstanding Arizona Water;
 3. Size of the construction activity (acreage disturbed); and
 4. History of non-compliance (site or operator).
- e. Based on construction activity inspection findings, the permittee must take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the permittee's enforcement response plan required under Part 3.3.
- f. Requirements for construction operators to implement sediment and erosion control BMPs appropriate for the conditions at the construction activity. Examples of appropriate sediment and erosion control measures for construction activities include local requirements to:
 1. Minimize the amount of disturbed area and protect natural resources;
 2. Stabilize sites when projects are complete or operations have temporarily ceased;
 3. Protect slopes on the site of the construction activity;
 4. Protect storm drain inlets and armor all newly-constructed outlets;
 5. Use perimeter controls at the site;

6. Stabilize entrance(s) and exit(s) at the location of the construction activity to prevent off-site tracking; and
 7. Inspect stormwater controls at consistent intervals.
- g. Requirements to control wastes, including but not limited to: discarded building materials; paints; fertilizers; concrete wash out; chemicals; litter; and sanitary wastes.
 - h. Written procedures for site plan review. If not already existing, the procedures for site plan review which incorporate consideration of potential water quality impacts shall be completed within one (1) year from date the NOI is submitted to ADEQ. Site plan review shall include: a review by the permittee of the site design; the planned operations at the location of the construction activity; planned stormwater controls during the construction phase; and the planned controls to be used to manage runoff created after development (see 6.4.5).

6.4.4.3 Personnel Qualifications

The permittee shall ensure staff who conduct activities related to implementing the construction stormwater program (permitting, plan review, construction activity inspections, enforcement, etc.) have the knowledge, skills, and abilities to proficiently carryout their assigned duties.

6.4.4.4 Construction Activity Operator Education and Public Involvement

The permittee must develop and implement a program to provide education to construction activity operators on erosion and sediment control best management practices requirements and establish procedures for receipt of and consideration of information submitted by the public (see also Part 6.4.2).

6.4.4.5 Tracking and Recordkeeping

The permittee must track the number of inspections and re-inspections of construction activities to verify the sites are inspected at the frequency established under Part 6.4.4.2 (d) and (e) and include this information in the annual report.

6.4.5 Post-Construction Stormwater Management in New Development and Redevelopment

Permittees shall develop, implement, and enforce a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb one (1) or more acres of land (or less than one (1) acre if part of a common plan of development) that discharge into the permittee's MS4.

The post-construction stormwater management program must include a combination of structural and/or non-structural best management practices, as well as the components identified in this section.

Permittees shall maintain all records associated, including enforcement actions, in accordance with Part 8.2

6.4.5.1 Regulatory Mechanism for Post-Construction Stormwater Controls

The new development/redevelopment program shall include an ordinance or regulatory mechanism to address runoff from new development and redevelopment projects.

The regulatory mechanism must specify that owners or operators of new development and redevelopment sites discharging to the MS4, design, install, and maintain post-construction stormwater controls that reduce or eliminate the discharge of pollutants from the site after construction activities are completed.

Permittees must evaluate existing ordinance or other regulatory mechanism(s) to address post-construction stormwater runoff from new development and redevelopment projects. If it is determined existing ordinances or other regulatory mechanism(s) must be modified, the permittee must develop, adopt and implement a revised ordinance or other mechanism within the timeframes(s) specified in Part 3.1.

The permittee's new development/redevelopment program shall have procedures to ensure any stormwater controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality from stormwater runoff.

6.4.5.2 Site Plan Review

The permittee shall design, implement, and maintain a site plan review process to evaluate and approve post-construction stormwater controls.

6.4.5.3 Post-Construction Stormwater Control Inventory

Within the first year of the effective date of this permit, the permittee shall implement and maintain an inventory system of all post-construction structural stormwater control measures installed and implemented at new development and redeveloped sites, including both public and private sector sites located within the permit area that discharge into the MS4. The inventory must be searchable by property location (either on paper or electronic) or other relevant criteria.

6.4.5.4 Operation and Maintenance of Post-Construction BMPs

The permittee shall establish processes, procedures, and other such provisions necessary to ensure the long-term operation and maintenance of post-construction stormwater BMPs.

6.4.6 Pollution Prevention and Good Housekeeping for Municipal Operations

The permittee must develop, implement, and maintain an operations and maintenance program that includes a training component with the ultimate goal of preventing or reducing pollutant runoff and protecting water quality from municipal facilities and activities. The provisions in this part apply to facilities and activities that are not subject to separate AZPDES permitting.

Existing permittees must continue to implement established operation and maintenance programs while updating those programs, as necessary, to comply with the requirements of this permit. Program updates must be developed and implemented within six (6) months of obtaining permit coverage.

New permittees must develop and implement the following program requirements within one (1) year of obtaining permit coverage.

At a minimum, the program must include:

- a. Develop an inventory of municipal operations that discharge;
- b. Prioritize municipal facilities based on their risk to discharge pollutants and develop and implement a site inspection schedule (example, more frequent inspections for higher risk facilities, less frequent inspections for lower risk facilities);
- c. Develop and implement an inspection schedule for municipally-owned and operated facilities and activities to ensure stormwater controls are effective and being properly maintained;
- d. Based on inspection findings, update municipally-owned or operated facilities priority status and modify inspection frequency, as appropriate;
- e. Develop and implement stormwater controls at municipally-owned or operated facilities and discharge activities to reduce or eliminate the discharge of pollutants;
- f. Develop and implement an employee training program to incorporate pollution prevention and good housekeeping techniques into everyday operations and maintenance activities; and
- g. Develop maintenance activities, maintenance schedules, and long-term inspections procedures for structural and non-structural stormwater controls to reduce floatables, trash, and other pollutants discharged from the MS4.

7.0 ANALYTICAL MONITORING

In addition to analytical monitoring of municipal stormwater discharges to impaired, not-attaining waters and Outstanding Arizona Waters (OAWs), ADEQ may notify the permittee in writing of additional monitoring requirements to ensure protection of receiving water quality or to ensure permit compliance. Additional monitoring will be required if there is evidence that a pollutant is being discharged by the permittee that may be causing or contributing to exceedances of a water quality standard. Any such notice will provide an explanation of the reasons for the monitoring, locations, and parameters to be monitored, frequency and period of monitoring, sample types, and reporting requirements.

Analytical monitoring shall be conducted in accordance with approved test methods in accordance with A.A.C. R18-9-A905(B).

7.1 General Monitoring Requirements

The monitoring provisions of this Part apply to permittees that must conduct analytical monitoring. The permittee shall collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in Part 6.4.3.8 and Part 9.

- a. The purpose of the monitoring section of this permit is to:
 1. Assess the impacts to impaired, not-attaining, or Outstanding Arizona Waters (OAWs) resulting from stormwater discharges from Small MS4 outfalls;
 2. Characterize stormwater discharges;
 3. Identify sources of elevated pollutant loads and specific pollutants; and
 4. Assess the overall health and evaluate long-term trends in water quality of impaired, not attaining, or OAWs.
- b. The permittee shall identify in the SWMP and annual reports discharges that:
 1. Discharge to impaired waters listed on the Arizona's 303(d) list (Category 5) and those listed as not attaining (Category 4) on Arizona's Water Quality Assessment report;
 2. Discharges to OAWs listed in A.A.C. R18-11-112; and
 3. Additional monitoring required by ADEQ.
- c. Annual reporting requirements for outfall monitoring are included in Part 8.3.
- d. Analytical Monitoring Schedule:
 1. Existing Permittees – Impaired, not-attaining, and OAW monitoring must be fully implemented no later June 1, 2017.
 2. New Permittees – Impaired, not-attaining, and OAW monitoring must be fully implemented no later than November 1, 2017.
 3. Alternative schedule specified by ADEQ.

The required monitoring events may be distributed during seasons when precipitation occurs, or when snowmelt results in a measurable discharge from the site. Wet seasons apply statewide and are defined as follows:

Summer wet season: June 1 – October 31
Winter wet season: November 1 – May 31

The term 'wet season' includes areas of the state where freezing conditions exist that prevent runoff from occurring for extended periods. In areas where freezing conditions exist, the required monitoring and sample collection may be distributed during seasons when precipitation runoff, either as melting snow or rain mixed with melting snow, occurs.

7.2 Discharges to Impaired and Not-Attaining Waters

If an outfall discharges to an impaired or not-attaining water, the permittee shall develop and implement a monitoring program for all pollutants for which the waterbody is listed.

If the waterbody is listed for suspended solids, turbidity or sediment/sedimentation and the discharge occurs for more than 48 hours after the storm event, the permittee shall monitor for suspended sediment concentration (SSC). If the pollutant causing the impairment is expressed in the form of an indicator or surrogate pollutant, the permittee shall monitor for that indicator or surrogate pollutant.

The permittee shall comply with all applicable waste load allocations established in approved TMDLs. In the event monitoring requirements (frequency, analytical parameters, etc.) are established in an approved TMDL, the permittee shall comply with the specifications in the approved TMDL.

7.3 Discharges to Outstanding Arizona Waters

Analytical monitoring of outfalls that discharge to an OAW must be conducted twice per wet season for the entire permit term to assure discharges from the MS4 do not degrade existing water quality, or cause or contribute to an exceedance of an Arizona surface water quality standard. The permittee shall establish a list of analytical parameters to be included in the monitoring program and shall identify the analytical parameter and justification/rationale for selecting the key parameters in the SWMP.

7.4 Tracking

Permittees with outfalls that discharge to impaired, not-attaining, or OAWs shall develop a system to track the information required in the permit and the information required to be reported in the annual report (see Part 8.3). The tracking system shall be developed and implemented within twelve (12) months of the effective date of this permit.

The permittee must implement, and revise as necessary, a comprehensive monitoring and assessment program. A description of this program must be included in the SWMP. The monitoring and assessment program must be designed to meet the following objectives:

- a. Assess compliance with this permit;
- b. Measure the effectiveness of the permittee's stormwater management program;
- c. Assess the chemical, physical, and biological impacts to receiving waters resulting from stormwater discharges;
- d. Characterize stormwater discharges;
- e. Identify sources of specific pollutants;
- f. Detect and eliminate illicit discharges and illegal connections to the MS4; and
- g. Assess the overall health and evaluate long-term trends in receiving water quality.

8.0 PROGRAM ASSESSMENT, RECORDKEEPING, AND REPORTING

8.1 Program Evaluation

8.1.1 The permittee shall annually self-evaluate its compliance with the terms and conditions of this permit. The permittee shall maintain the annual evaluation documentation as part of the SWMP. The permittee shall include this information in the annual report.

8.1.2 The permittee shall evaluate the appropriateness of the selected BMPs in achieving the objectives of each control measure and the defined measurable goals. The permittee may change BMPs in accordance with the following provisions:

- a. Adding (but not subtracting or replacing) components or controls may be made at any time;
- b. Changes replacing an ineffective or infeasible BMP specifically identified in the SWMP with an alternative BMP may be made if the proposed changes meet the criteria of this Part.

The permittee shall include this information in the annual report.

8.1.3 BMP modification documentation shall include the following information and all documentation shall be kept in the SWMP:

- a. An analysis of why the BMP is ineffective or infeasible;
- b. Expectations on the effectiveness of the replacement BMP; and
- c. An analysis of why the replacement BMP is expected to achieve the defined goals of the BMP to be replaced.

The permittee shall indicate BMP modifications along with a brief explanation of the modification in the annual report.

8.1.4 ADEQ may require the permittee to add, modify, repair, replace or change BMPs or other measures described in the annual reports to address the following:

- a. Impacts to receiving water quality caused or contributed to by discharges from the MS4;
- b. To satisfy conditions of this permit;
- c. To include more stringent requirements necessary to comply with new state or federal legal requirements; or
- d. Attainment of surface water quality standards.

Any changes requested by ADEQ will be in writing and will require the permittee to develop a schedule to implement the changes and will offer the permittee the opportunity to propose alternative program changes to meet the objective of the requested modification.

8.2 Recordkeeping

- 8.2.1** The permittee shall keep all records required by this permit for a period of at least three (3) years. Records include information used in the development of any written program required by this permit, any monitoring results, copies of reports, records of screening, follow-up and elimination of illicit discharges; maintenance records; inspection records; enforcement actions; and data used in the development of the notice of intent, SWMP, plans, and annual reports. This list provides examples of records that should be maintained, but is not all inclusive.
- 8.2.2** Records other than those required to be included in the discharge monitoring report (Part 8.3) and annual report (Part 8.4), shall be submitted upon request by ADEQ, or U.S. EPA.
- 8.2.3** The permittee shall make the records relating to this permit, including the written stormwater management program, available to the public. The public may view the records during normal business hours. The permittee may charge a reasonable fee for copying requests. The permittee is encouraged to satisfy this requirement by posting records online.

8.3 Discharge Monitoring Report

The permittee must submit all monitoring results (analytical and visual monitoring results) on a discharge monitoring report (DMR) in a manner prescribed by ADEQ (electronic, paper format, etc.). In the event electronic reporting becomes available, permittees must submit analytical and visual monitoring results using an online program or portal application prescribed by ADEQ (or U.S. EPA). DMRs must be submitted no later than September 30 of each year and shall include analytical and visual monitoring results for the period July 1 through June 30 of the preceding calendar year.

8.4 Annual Report

The permittee shall submit an annual report each year of the permit term to ADEQ. The reporting period is from July 1 through June 30 each year. The annual report is due to ADEQ on or before September 30 each year for the reporting period. The annual reports shall contain the following information:

- a. The status of compliance with the permit terms and conditions;
- b. Updates regarding mapping requirements (see Part 4.1), including percent complete;
- c. An evaluation of the appropriateness and efficacy of the selected BMPs;
- d. An assessment of the progress towards achieving the measurable goals and objectives of each control measure in Part 6.4 including description of the targeted messages for each audience; method of distribution and dates of distribution; methods used to evaluate the program; and any changes to the program;
- e. Description of the activities used to promote public participation;
- f. Description of the activities related to implementation of the IDDE program including: status and results of the illicit discharge potential protocols described in Parts 6.4.3.4 (program responsibilities and systematic procedure); number and identifier of assets inspected or evaluated; number and identifier of outfalls screened; number of illicit discharges located; number of illicit discharges removed; and employee training;

- g. All outfall screening and monitoring data collected by or on behalf of the permittee during the reporting period and cumulative for the permit term, including but not limited to all data collected pursuant to Parts 6.4.3 and 7.0;
- h. The status of any plans or activities required by Part 6.4.3 and/or Part 7.1 (impaired and not-attaining waters), including:
 - 1. Identification of all discharges determined to be causing or contributing to an exceedance of water quality standards and description of response;
 - 2. For discharges subject to TMDLs, identification of specific BMPs used to address the pollutant identified as the cause of the impairment and assessment of the BMPs effectiveness at controlling the pollutant;
- i. Status of the construction runoff management including number of project plans reviewed, number of inspections, and number of enforcement actions;
- j. Status of stormwater management for new development and redevelopment including status of ordinance development and review;
- k. Status of the operation and maintenance programs required by Part 6.4.6.1;
- l. Description of any changes in identified BMPs or measurable goals;
- m. Any additional reporting requirements specified in Parts 1-7; and
- n. Description of activities to be conducted during the next reporting cycle.

Reports must be submitted to ADEQ at the following address:

Arizona Department of Environmental Quality
1110 West Washington Street, Mail Code 5451A-1
Phoenix, Arizona 85007

In the event electronic reporting becomes available, permittees must submit their annual reports using an online program or portal application prescribed by ADEQ (or U.S. EPA).

9.0 STANDARD PERMIT CONDITIONS

Standard permit conditions in Part 9 are consistent with the general permit provisions required under 40 CFR 122.41 and A.A.C. R-18-9-A905(A)(3).

1. **Duty to Comply:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(a)(1) and A.R.S. §§ 49-261, 262, 263.01, and 263.02.]
 - a. The operator shall comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act; A.R.S. Title 49, Chapter 2, Article 3.1; and A.A.C. Title 18, Chapter 9, Article 9, and is grounds for enforcement action, permit termination, revocation and reissuance, or modification, or denial of a permit renewal application.
 - b. The issuance of this permit does not waive any federal, state, county, or local regulations or permit requirements with which a person discharging under this permit is required to comply.
 - c. The operator shall comply with any effluent standards or prohibitions established under section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if this permit has not yet been modified to incorporate the requirement.

2. **Duty to Reapply / Continuation of the Expired General Permit:** [A.A.C. R18-9-A905, which incorporates 40 CFR 122.41(b) and A.A.C. R18-9-C903]
 - a. Upon reissuance of the general permit, the permittee shall file an NOI, within the timeframe specified in the new general permit, and shall obtain new written authorization to discharge from the Director.
 - b. If the Director does not reissue the general permit before the expiration date, the current general permit will be administratively continued and remain in force and effect until the general permit is reissued.
 - c. Any operator granted authorization to discharge under the general permit before the expiration date automatically remains covered by the continued general permit until the earlier of:
 - i. Reissuance or replacement of the general permit, at which time the operator shall comply with the NOI conditions of the new general permit to maintain authorization to discharge; or
 - ii. The date the operator has submitted a Notice of Termination; or
 - iii. The date the Director has issued an individual permit for the discharge; or
 - iv. The date the Director has issued a formal permit decision not to reissue the general permit, at which time the operator shall seek coverage under an alternative general permit or an individual permit, or cease discharge.

3. **Need To Halt or Reduce Activity Not a Defense:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(c)]

It shall not be a defense for an operator in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

4. **Duty to Mitigate:** [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(d)]

The operator shall take all reasonable steps to minimize or prevent any discharge in violation of this permit that has a reasonable likelihood of adversely affecting human health or the environment per A.R.S. § 49-255.01(E)(1)(d).

5. Proper Operation and Maintenance: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(e)]

The operator shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the operator to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures.

6. Permit Actions: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(f)]

This permit may be modified, revoked and reissued, or terminated for cause. Filing a request by the operator for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

7. Property Rights: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(g)]

This permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or invasion of personal rights, nor any infringement of federal, state, Indian tribe, or local laws or regulations.

8. Duty to Provide Information: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(h)]

The operator shall furnish to ADEQ, within a reasonable time, any information which the Director may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit or to determine compliance with this permit. The operator shall also furnish to ADEQ upon request, copies of records required to be kept by this permit.

9. Signatory Requirements: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(k) and (l); A.A.C. R18-9-A905(A)(1)(c), which incorporates 40 CFR 122.22]

All Notices of Intent (NOI) and Notices of Termination (NOT) must be signed as follows:

- a. NOIs:
 - i. For a corporation: By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
 - ii. For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or
 - iii. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal (or state) agency includes: (1) The chief executive officer (or director) of the agency, or (2) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

- b. All NOTs, reports, plans, inspection reports, monitoring reports, and other information required by this permit must be signed by a person described in Part 9.9(a), above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
- The authorization is made in writing by a person described in Subsection 9(a) above;
 - The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of manager, operator, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may be either a named individual or any individual occupying a named position); and
 - The signed and dated written authorization is included in the SWMP. A copy must be submitted to ADEQ, upon request.
- c. Certification. Any person signing documents under the terms of this permit shall make the following certification:

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

10. Inspection and Entry: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(i)]

The operator shall allow the Director or an authorized representative upon the presentation of credentials and such other documents as may be required by law to:

- Enter upon the operator's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this permit;
- Have access to and copy at reasonable times, any records that must be kept under the conditions of this general permit;
- Inspect at reasonable times any facility or equipment (including monitoring and control equipment), practices or operations regulated or required under this permit;
- Sample or monitor at reasonable times any substances or parameters at any location, for the purposes of assuring permit compliance or as otherwise authorized by A.R.S. Title 49, Chapter 2, Article 3.1, and 18 A.A.C. 9, Articles 9.

11. Monitoring and Records: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(j)]

- Representative Samples/Measurements: Samples and measurements taken for the purpose of monitoring must be representative of the volume and nature of the monitored activity.
- Retention of Records: The operator shall retain records of all monitoring information, including all calibration and maintenance records, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least three (3) years from the date permit coverage ends. Operators shall submit any such records to the Director upon request. The operator shall retain the SWPPP developed in accordance with Part 6 of this permit, for at least three (3) years after the last modification or amendment is made to the plan. The Director may extend this retention period upon request by notifying the operator in writing at any time prior to the end of the standard three year retention period.

- c. Records Contents: Records of monitoring information must include:
 - i. The date, exact location, and time of sampling or measurements;
 - ii. The initials or name(s) of the individual(s) who performed the sampling or measurements;
 - iii. The date(s) analyses were performed;
 - iv. The time(s) analyses were initiated;
 - v. The initials or name(s) of the individual(s) who performed the analyses;
 - vi. References and written procedures, when available, for the analytical techniques or methods used;
 - vii. The analytical techniques or methods used; and
 - viii. The results of such analyses.
- d. Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained in this permit is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which includes the possibility of fines and/or imprisonment.

12. Reporting Requirements: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(l)]

- a. Planned changes: The operator shall give notice to the Director as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:
 - i. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 40 CFR 122.29(b) (incorporated by reference at A.A.C. R18-9-A905(A)(1)(e)); or
 - ii. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements under 40 CFR 122.42(a)(1) (incorporated by reference at A.A.C. R18-9-A905(A)(3)(b)).
- b. Monitoring reports: Monitoring results must be reported at the intervals specified elsewhere in this permit.
 - i. Monitoring results must be reported on a Discharge Monitoring Report (DMR) or forms (paper or electronic) provided or specified by ADEQ.
 - ii. If the operator monitors any pollutant more frequently than required by the permit using test procedures approved under 40 CFR Part 136 unless otherwise specified in 40 CFR Part 503, or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
 - iii. Calculations for all limitations which require averaging of measurements must use an arithmetic mean and non-detected results must be incorporated in calculations as the limit of quantitation for the analysis.
- c. Anticipated noncompliance: The operator shall give advance notice to the Director of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.
- d. Twenty-four hour reporting:
 - i. The operator shall report to ADEQ any noncompliance with this permit which may endanger human health or the environment. The operator shall orally notify the office listed below within 24 hours:

Arizona Department of Environmental Quality – Water Quality Division
1110 W. Washington Street
Phoenix, AZ 85007
Office: (602) 771 - 4508

- ii. A written submission shall also be provided to the office identified above within five (5) days of the time the operator becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- iii. The following shall be included as information which must be reported within 24 hours under this paragraph.
 - 1) Any upset which exceeds any effluent limitation in the permit.
 - 2) Violation of a maximum daily discharge limitation for any of the pollutants listed by the Director in the permit to be reported within 24 hours. (See 40 CFR 122.44(g) which is incorporated by reference at A.A.C. R18-9-A905(A)(3)(d)).
- iv. ADEQ may waive the written report on a case-by-case basis for reports under this subsection if the oral report has been received within 24 hours.
- e. Other noncompliance: The operator shall report all instances of noncompliance not otherwise required to be reported under this subsection, at the time monitoring reports are submitted. The reports shall contain the information listed in subsection 12(d).
- f. Other information: When the operator becomes aware that it failed to submit any relevant facts or submitted incorrect information in the Notice of Intent or in any other report to the Department, the operator shall promptly submit the facts or information to ADEQ at the address listed in Part 8.2.

13. Reopener Clause: [A.A.C. R18-9-A905(A)(3)(d), which incorporates 40 CFR 122.44(c)]

The Department may elect to modify the permit prior to its expiration (rather than waiting for the new permit cycle) to comply with any new statutory or regulatory requirements, such as for effluent limitation guidelines, which may be promulgated in the course of the current permit cycle.

14. Other Environmental Laws:

No condition of this general permit releases the operator from any responsibility or requirements under other environmental statutes or regulations. For example, this permit does not authorize the "taking" of endangered or threatened species as prohibited by Section 9 of the Endangered Species Act, 16 U.S.C. 1538. Information regarding the location of endangered and threatened species and guidance on what activities constitute a "taking" are available from the U.S. Fish and Wildlife Service. The operator shall also comply with applicable State and Federal laws, including Spill Prevention Control and Countermeasures (SPCC).

15. State or Tribal Law: [Pursuant to A.A.C. R18-9-A904(C)]

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the operator from any responsibilities, liabilities, or penalties established pursuant to any applicable State or Tribal law or regulation under authority preserved by Section 510 of the Clean Water Act.

16. Severability:

The provisions of this general permit are severable, and if any provision of this general permit, or the application of any provision of this general permit to any circumstance, is held invalid, the application of the provision to other circumstances, and the remainder of this general permit shall not be affected.

17. Requiring Coverage under an Individual Permit or an Alternative General Permit: [Pursuant to A.A.C. R18-9-C902 and R18-9-A909]

- a. The Director may require a person authorized by this permit to apply for and/or obtain either an individual AZPDES permit or an alternative AZPDES general permit. Any interested person may petition the Department to take action under this section. The Department may require an operator authorized to discharge under this permit to apply for an individual permit in any of the following cases:
 - i. A change occurs in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source;
 - ii. Effluent limitation guidelines are promulgated for point sources covered by the general permit;
 - iii. An Arizona Water Quality Management Plan containing requirements applicable to the point sources is approved;
 - iv. Circumstances change after the time of the request to be covered so that the discharger is no longer appropriately controlled under the general permit, or either a temporary or permanent reduction or elimination of the authorized discharge is necessary;
 - v. If the Director determines that the discharge is a significant contributor of pollutants. When making this determination, the Director shall consider:
 - 1) The location of the discharge with respect to waters of the United States,
 - 2) The size of the discharge,
 - 3) The quantity and nature of the pollutants discharged to waters of the U.S., and
 - 4) Any other relevant factor.
- b. If an individual permit is required, the Director shall notify the discharger in writing of the decision. The notice shall include:
 - i. A brief statement of the reasons for the decision;
 - ii. An application form;
 - iii. A statement setting a deadline to file the application;
 - iv. A statement that on the effective date of issuance or denial of the individual permit, coverage under the general permit will automatically terminate;
 - v. The applicant's right to appeal the individual permit requirement with the Water Quality Appeals Board under A.R.S. § 49-323, the number of days the applicant has to file a protest challenging the individual permit requirement, and the name and telephone number of the Department contact person who can answer questions regarding the appeals process; and
 - vi. The applicant's right to request an informal settlement conference under A.R.S. 41-1092.03(A) and 41-1092.06.
- c. The discharger shall apply for an individual permit within 90 days of receipt of the notice, unless the Director grants a later date. In no case shall the deadline be more than 180 days after the date of the notice.
- d. If the discharger fails to submit the individual permit application within the time period established in Part 9.17(c) the applicability of the general permit to the discharger is automatically terminated at the end of the day specified by the Director for application submittal.
- e. Coverage under the general permit shall continue until an individual permit is issued or denied unless the general permit coverage is terminated under Part 9.17(d).

18. Request for an Individual Permit: [Pursuant to A.A.C. R18-9-C902]

- a. An operator may request an exclusion from coverage of a general permit by applying for an individual permit.
 - i. The operator shall submit an individual permit application under R18-9-B901(B) and include the reasons supporting the request no later than 90 days after publication of the general permit.
 - ii. The Director shall grant the request if the reasons cited by the operator are adequate to support the request.
- b. If an individual permit is issued to a person otherwise subject to a general permit, the applicability of the general permit to the discharge is automatically terminated on the effective date of the individual permit.

19. Change of Operator: [A.A.C. R18-9-C904]

If a change of ownership or operator occurs for a facility operating under a general permit:

- a. Permitted owner or operator: The operator shall provide the Department with a Notice of Termination by certified mail within 30 days after the new owner or operator assumes responsibility for the facility.
 - i. The Notice of Termination shall include all requirements for termination specified in the general permit for which the Notice of Termination is submitted.
 - ii. An operator shall comply with the permit conditions specified in the general permit for which the Notice of Termination is submitted until the Notice of Termination is received by the Department.
- b. New owner or operator:
 - i. The new owner or operator shall complete and file a Notice of Intent with the Department within the time period specified in the general permit before taking over operational control of, or initiation of activities at, the facility.
 - ii. If the previous operator was required to implement a stormwater pollution prevention plan, the new owner shall develop a new stormwater pollution prevention plan, or may modify, certify, and implement the old stormwater pollution prevention plan if the old stormwater pollution prevention plan complies with the requirements of the current general permit.
 - iii. The operator shall provide the Department with a Notice of Termination if a permitted facility ceases operation, ceases to discharge, or changes operator status. In the case of a construction activity, the operator shall submit a Notice of Termination to the Department when:
 - 1) The facility ceases construction operations and the discharge is no longer associated with construction or construction-related activities,
 - 2) The construction is complete and final site stabilization is achieved, or
 - 3) The operator's status changes.

20. Bypass: [A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(m)]

- a. Definitions:
 - i. Bypass means the intentional diversion of waste streams from any portion of a treatment facility;

- ii. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
 - b. Bypass not exceeding limitations: The operator may allow any bypass to occur that does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions Part 9.20(c) and 20(d).
 - c. Notice:
 - i. Anticipated bypass. If the operator knows in advance of the need for a bypass, if possible prior notice shall be submitted at least ten days before the date of the bypass.
 - ii. Unanticipated bypass. The operator shall submit notice of an unanticipated bypass as required in Part 9.12(d).
 - d. Prohibition of bypass:
 - i. Bypass is prohibited, and ADEQ may take enforcement action against the operator for bypass, unless:
 - 1) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - 2) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - 3) The operator submitted notices as required under Part 9.20(c).
 - ii. ADEQ may approve an anticipated bypass, after considering its adverse effects, if the Department determines that it will meet the three conditions listed above in this Part 9.20(d).
- 21. Upset:** [A.R.S. §§ 49-255(8) and 255.01(E), A.A.C. R18-9-A905(A)(3)(a), which incorporates 40 CFR 122.41(n)]
- a. Definition: Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the operator. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
 - b. Effect of an upset: An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of Part 9.21(c) are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
 - c. Conditions necessary for a demonstration of upset: An operator who wishes to establish the affirmative defense of upset must demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - i. An upset occurred and that the operator can identify the cause(s) of the upset;
 - ii. The permitted facility was at the time being properly operated;

- iii. The operator submitted notice of the upset as required in Part 9.12(d)(iii); and
 - iv. The operator complied with any remedial measures required under Part 9.4.
- d. Burden of proof: In any enforcement proceeding, the operator, who is seeking to establish the occurrence of an upset, has the burden of proof.

22. Penalties for Violations of Permit Conditions

Any permit noncompliance constitutes a violation and is grounds for an enforcement action, permit termination, revocation and reissuance, modification, or denial of a permit renewal application.

- a. Civil Penalties: A.R.S. § 49-262 provides that any person who violates any provision of A.R.S. Title 49, Chapter 2, Article 2, 3 or 3.1 or a rule, permit, discharge limitation or order issued or adopted under A.R.S. Title 49, Chapter 2, Article 3.1 is subject to a civil penalty not to exceed \$25,000 per day per violation.
- b. Criminal Penalties: Any person who violates a condition of this general permit, or violates a provision under A.R.S. Title 49, Chapter 2, Article 3.1, or A.A.C. Title 18, Chapter 2, Article 9 is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which may include the possibility of fines and/or imprisonment.

10.0 DEFINITIONS

1. **Analytical monitoring** – means monitoring conducted to provide quantitative results in accordance with A.A.C. R18-9-A905(B).
2. **Best management practices (BMPs)** – means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of “waters of the United States.” BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
3. **Common plan of development** – a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one plan. A ‘plan’ is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.
4. **Construction activity** – means earth-disturbing activities such as, clearing, grading, excavating, stockpiling of fill material and other similar activities. This definition encompasses both large construction activities defined in 40 CFR 122.26 (b)(14)(x) and small construction activities in 40 CFR 122.26 (b)(15)(i) and includes construction support activities.
5. **Controls or Control Measures or Measures** – means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or control the pollution of waters of the United States. Controls also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
6. **CWA or The Act** means Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Pub.L. 92-500, as amended Pub. L. 95 217, Pub. L. 95-576, Pub. L. 96-483 and Pub. L. 97-117, 33 U.S.C. 1251 et.seq.
7. **Department** – the Arizona Department of Environmental Quality.
8. **Discharge** – when used without qualification means the “discharge of a pollutant.”
9. **Discharge of a pollutant** – any addition of any “pollutant” or combination of pollutants to “waters of the United States” from any “point source,” or any addition of any pollutant or combination of pollutants to the waters of the “contiguous zone” or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This includes additions of pollutants into waters of the United States from surface runoff which is collected or channeled by man. See 40 CFR 122.2.
10. **Discharge point** – the location where stormwater flows exit the construction activity.
11. **Effluent limitations** – means any limitation or condition on quantities, discharge rates, or concentration of pollutants which are discharged from a point source.
12. **Effluent Limitations Guideline (ELG)** – defined in 40 CFR § 122.2 as a regulation published by the Administrator under section 304(b) of CWA to adopt or revise effluent limitations.
13. **Ephemeral water** – a surface water that has a channel that is at all times above the water table, and that flows only in direct response to precipitation. [A.A.C. R18-11-101(22)]

14. **Existing Permittees** means Small MS4 operators who had coverage under ADEQ's 2002 Small MS4 General Permit.
15. **Facility** means any "point source" or any other facility (including land or appurtenances thereto) that is subject to regulation under the AZPDES/NPDES program.
16. **Field Screening Point** means location(s) where municipal stormwater leaves a Small MS4 operator's permitted area and goes to a Waters of the U.S. by way of a conveyance (such as another municipal storm sewer system).
17. **Illicit connection** means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.
18. **Illicit discharge** means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a AZPDES/NPDES permit (other than the AZPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.
19. **Impaired water** – waters that have been assessed by ADEQ, under the Clean Water Act, as not attaining a water quality standard for at least one (1) designated use, and are listed in Arizona's current 303(d) List or on the 305(b) Category 4 list.
20. **Intermittent water** or **Intermittent stream** – a stream or reach that flows continuously only at certain times of the year, as when it receives water from a spring or from another surface source, such as melting snow. [A.A.C. R18-11-101(25)]
21. **Maximum Extent Practicable (MEP)** – means maximum extent practicable, the technology-based discharge standard for municipal separate storm sewer systems to reduce pollutants in storm water discharges. A discussion of MEP as it applies to small MS4s is found at 40 CFR 122.34. CWA section 402(p)(3)(B)(iii) requires that a municipal permit "shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system design, and engineering methods, and other provisions such as the Administrator or the State determines appropriate for the control of such pollutants.
22. **Measurable Goal** means a quantitative measure of progress in implementing a component of a storm water management program.
23. **Minimize** – to reduce and/or eliminate to the extent achievable using control measures that are technologically available and economically practicable and achievable in light of best industry practices.
24. **Municipal separate storm sewer** – a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains):
 - a. Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act (33 U.S.C. 1288) that discharges to waters of the United States;
 - b. Designed or used for collecting or conveying stormwater;
 - c. Which is not a combined sewer; and
 - d. Which is not part of a Publicly Owned Treatment Works.

- 25. Municipal separate storm sewer system (MS4)** – all separate storm sewers defined as “large,” “medium,” or “small” municipal separate storm sewer systems or any municipal separate storm sewers on a system-wide or jurisdiction-wide basis as determined by the Director under A.A.C. R18-9-C902(A)(1)(g)(i) through (iv). [A.A.C. R18-9-A901(23)]. This also includes similar systems owned or operated by separate storm sewer municipal jurisdictions not required to obtain stormwater discharge authorization.
- 26. New Permittees** means Small MS4 operators who did not have permit coverage under ADEQ’s 2002 Small MS4 General Permit.
- 27. Not-Attaining** means a surface water is assessed as impaired, but is not placed on the 303(d) List because:
- A TMDL is prepared and implemented for the surface water;
 - An action, which meets the requirements of R18-11-604(D)(2)(h), is occurring and is expected to bring the surface water to attaining before the next 303(d) List submission; or
 - The impairment of the surface water is due to pollution but not a pollutant, for which a TMDL load allocation cannot be developed.
- 28. Non-traditional MS4** means systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings. 40 CFR 122.26(a)(16)(iii).
- 29. Notice of Intent (NOI)** – the application to operate under this general permit.
- 30. Notice of Termination (NOT)** – the application to terminate coverage under this general permit.
- 31. Outfall** – means a *point source* as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to waters of the United States and does not include open conveyances connecting two (2) municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the United States and are used to convey waters of the United States.
- 32. Outstanding Arizona Water (OAW)** – a surface water that has been designated by ADEQ as an outstanding state resource under A.A.C. R18-11-112.
- 33. Owner or operator** means the owner or operator of any “facility or activity” subject to regulation under the NPDES program.
- 34. Perennial water** – a surface water that flows continuously throughout the year (A.A.C. R18-11-101(30)).
- 35. Permittee** – refers to any person (defined below) authorized by this NPDES permit to discharge to Waters of the United States.
- 36. Person** – an individual, employee, officer, managing body, trust, firm, joint stock company, consortium, public or private corporation, including a government corporation, partnership, association or state, a political subdivision of this state, a commission, the United States government or any federal facility, interstate body, or other entity.
- 37. Point source** – any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

- 38. Pollutant** – sediment, fluids, contaminants, toxic wastes, toxic pollutants, dredged spoil, solid waste, substances and chemicals, pesticides, herbicides, fertilizers and other agricultural chemicals, incinerator residue, sewage, garbage, sewage sludge, munitions, petroleum products, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt (e.g., overburden material), and mining, industrial, municipal and agricultural wastes or any other liquid, solid, gaseous or hazardous substances. [A.R.S. § 49-201(29)]
- 39. Receiving water** – as used in this permit means “Water of the United States” as defined in 40 CFR §122.2 that receives discharges from the MS4.
- 40. Satellite Installation** - means facilities that are not subject to separate AZPDES permitting, are non-contiguous with the primary facility, and meet the following criteria: a) located in an urbanized area, and b) have the potential to discharge pollutants. Examples include golf courses, parks and recreation areas, and vehicle and equipment maintenance facilities.
- 41. Stormwater** – stormwater runoff, snow melt runoff, and surface runoff and drainage. See 40 CFR 122.26(b)(13).
- 42. Stormwater Discharge Associated with Construction Activity** – a discharge of pollutants in stormwater runoff from areas where soil disturbing activities (e.g., clearing, grading, or excavating), construction materials, or equipment storage or maintenance (e.g., fill piles, borrow areas, concrete truck washout, fueling), or other industrial stormwater directly related to the construction process (e.g., concrete or asphalt batch plants) are located. See 40 CFR 122.26(b)(14)(x) and 40 CFR 122.26(b)(15).
- 43. Stormwater Discharge Associated with Industrial Activity** means the discharge from any conveyance which is used for collecting and conveying stormwater and which is directly related to manufacturing, processing, or raw materials storage areas at an industrial plant (See 40 CFR §122.26(b)(14) for specifics of this definition).
- 44. Stormwater Management Program (SWMP)** means a comprehensive program to manage the quality of stormwater discharged from the municipal separate storm sewer system. For the purposes of this permit, the Stormwater Management Program is considered a single document, but may actually consist of separate programs (e.g. "chapters") for each permittee.
- 45. Stormwater Pollution Prevention Plan (SWPPP)** – a site-specific, written document that, among other things: (1) identifies potential sources of stormwater pollution at the location of the construction activity; (2) describes control measures to reduce or eliminate pollutants in stormwater discharges from the construction activity; and (3) identifies procedures the operator will implement to comply with the terms and conditions of this general permit.
- 46. Surface Water** – as used in this permit means “Water of the United States” as defined in 40 CFR §122.2.
- 47. Total Maximum Daily Load (TMDL)** – an estimation of the total amount of a pollutant from all sources that may be added to a water while still allowing the water to achieve and maintain applicable surface water quality standards. Each total maximum daily load shall include allocations for sources that contribute the pollutant to the water, as required by section 303(d) of the clean water act (33 United States Code, Section 1313(d)) and regulations implementing that statute to achieve applicable surface water quality standards. [A.R.S. § 49-231(4)]
- 48. Turbidity** – a condition of water quality characterized by the presence of suspended solids and/or organic material; expressed as nephelometric turbidity units (NTU).

- 49. Waste Load Allocation (WLA)** – The maximum load of pollutants each discharger of waste is allowed to release into a particular waterway. Discharge limits are usually required for each specific water quality criterion being, or expected to be, violated. WLAs constitute a type of water quality-based effluent limitation. (See 40 C.F.R. § 130.2(h))
- 50. Waters of the United States (U.S.)** – defined in 40 CFR 122.2.
- 51. Wetland** – an area that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. A wetland includes a swamp, marsh, bog, cienega, tinaja, and similar areas. [A.A.C. R18-11-101(49)]

Attachment B: Notice of Intent (NOI).

SMALL MS4 PERMIT FINAL AUTHORIZATION

Dear Applicant,

The Arizona Department of Environmental Quality (ADEQ) completed its review and determined the NOI and the identified BMPs satisfactorily comply with Arizona Pollutant Discharge Elimination System (AZPDES) Small MS4 permit (No. AZG2016-002) requirements. ADEQ has approved your request to manage your Small MS4 NOI in myDEQ. You must now modify and terminate your NOI or submit an e-DMR 24/7 through myDEQ.

MS4 Name: **TOWN OF ORO VALLEY MS4**

LTF#: **76989**

Thank you for your efforts to comply with Arizona's environmental requirements. Should you have any comments or questions regarding this matter, please do not hesitate to contact ADEQ at (602)-771-4409.

Attached are the following documents for your review:

- Small MS4 General Permit
- Small MS4 Authorization Certificate
- CROMERR Copy of Record (EPA CROMERR Certified Document)
- Hash Key (Key used to CROMERR Certify)

Thank you,



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



1110 West Washington Street Phoenix, Arizona 85007
(602) 771-2300 www.azdeq.gov

NOI for Arizona Pollutant Discharge Elimination System (AZPDES) Small Municipal Separate Storm Sewer Systems (MS4s) General Permit

ID #: AZSM65768

Main Office

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Southern Regional Office

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NOI Summary

Company Information

Name : TOWN OF ORO VALLEY STORMWATER UTILITY
11000 N. LA CANADA
ORO VALLEY
AZ , 85737

Question: Which of the following best describes operator type?

Answer: Town

Estimated population: Population greater than 10,000, less than or equal to 100,000

Question: Who is the MS4 contact?

Answer:

Contact Name: Mike Todnem
Title: Stormwater Utility Division Manager
Department: Public Works Department
Phone#: 5209400023
Email Address: mtodnem@orovalleyaz.gov
Address: 11000 N La Canada Dr
Oro Valley, AZ, 85737

Question: Has another government entity agreed to satisfy any permit obligations?

Answer: Yes

Government Entity Name	Contact Name	Email	Effective Date
Pima Association of Governments	Melanie Alvarez	malvarez@pagregion.com	01/01/2017

Question: Has an Illicit Discharge Detection and Elimination (IDDE) enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date
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Town Code	Town Code Chapter 15 Article 24	06/20/2001
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Question: Has a Construction Site Stormwater Runoff enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date
Town Code	Town Code Chapter 15 Article 24	06/20/2001

Question: Has a Post-Construction Stormwater Management enforcement authority or other regulatory mechanism been established?

Answer: Yes

Name	Title/Code/Citation	Effective Date
Town Code	Town Code Article 15 Chapter 24	06/20/2001

Question: Is stormwater sewer mapping 100 percent complete?

Answer: No

Percentage completed: 95

Provide estimated dates for the percent completion:

100% - 09/30/2020

Describe the mapping progress:

The Town of Oro Valley storm sewer system consists of roads, catch basins, detention basins, culverts, pipes, washes, drainage easements and outfalls, and mapping of this system is currently about 95% complete at the time of this data entry. In addition, the Town has multiple ongoing development projects underway which will add both public and private drainage assets to the Town's mapped stormwater asset inventory.

Question: Is outfall mapping 100 percent complete?

Answer: No

Number of outfalls mapped: 47

Percentage completed: 80

Provide estimated dates for the percent completion:

100% - 09/30/2020

Describe the mapping progress:

Using GIS data and recent aerial photography to identify locations of municipal outfalls, the Town of Oro Valley has mapped an estimated 80% of its outfall inventory. Field inspections are underway which may reveal additional outfall locations to be mapped.

Question: Is identification of receiving waters information 100 percent complete?

Answer: Yes

Question: For Minimum Control Measure 1: Public Education and Outreach, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 1.3 Distribution of Brochures to Businesses That Potentially Affect Stormwater Quality

Category: Brochures

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Informational Brochures will be developed for targeted business sectors involved in activities such as home repair, commercial construction, auto repair, plant nurseries, food service, auto repair, and residential / office cleaners.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Targeted Audience: Businesses **Frequency:** 1 Annually

Milestone Description:

Staff will update brochures one time each year. Staff will select one business type each year for bulk mailing.

BMP Name: BMP 1.1 Create and Update Informational Brochures

Category: Brochures

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Informational brochures or fact sheets will be updated and made ready for distribution. Topics may include proper pet waste disposal, safe swimming pool discharge, safe household and industrial chemical disposal, and resident participation and volunteer opportunities.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

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Targeted End Date: 09/30/2020

Targeted Audience: Public **Frequency:** 1 Two times per year

Milestone Description:

Ongoing since 2014, staff will review and update annually.

BMP Name: BMP 1.6 Display of Outreach Materials on Town Owned Sun Shuttle Buses

Category: Display/ Posters

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Displays will be placed on Town-owned buses. The informational content will be developed with cooperation from the Pima County Association of Governments (PAG) Stormwater Management Group.

Is another government entity responsible for this BMP ? Yes

Pima Association of Governments

Measurable Goals:

Start Date: 09/30/2018

Targeted End Date: 09/30/2020

Targeted Audience: General Public **Frequency:** 1 Annually

Milestone Description:

Content will be developed one time each year. The goal would be to target one-half of the bus fleet (or 7 buses) each year.

BMP Name: BMP 1.7 Stormwater Content on the Town of Oro Valley Website

Category: Webpage

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town Stormwater webpage will be reviewed and content updated twice each year, as needed. Homeowner's Associations (HOAs) will be encouraged to post Town Fact Sheets on their webpages.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2019

Targeted End Date: 09/30/2020

Targeted Audience: General Public **Frequency:** 2 Annually

Milestone Description:

The Town Stormwater webpage will be reviewed and content updated twice each year, as needed. Homeowner's Associations (HOAs) will be encouraged to post Town Fact Sheets on their webpages.

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BMP Name: BMP 1.8 Effective Response to Public Inquiries
Category: Public interaction/meetings
Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Responding to public inquiries regarding stormwater quality, illicit disposal of wastes, and requests for information.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Targeted Audience: General Public **Frequency:** 365 Daily

Milestone Description:

The Town has identified two principal contacts (Stormwater Utility Manager, and the Town's Constituent Services Coordinator) to determine best response and follow up, as needed.

BMP Name: BMP 1.4 Stormwater content in the Oro Valley Vista Newsletter

Category: Press Release

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Staff will prepare brief public-information articles on best practices and stormwater quality, for publication in the Town of Oro Valley Vista Newsletter.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Targeted Audience: General Public **Frequency:** 1 Annually

Milestone Description:

The Town's Vista Newsletter is published bi-monthly via the town web site. Stormwater information will be submitted for publication and distributed one time each year.

BMP Name: BMP 1.5 Outreach Events at Town of Oro Valley Schools

Category: School Event

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

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Educational materials, including PowerPoint presentations, will be updated and presented. Topics will include promoting litter-free environment and environmental awareness. Targeted age group 4th through 6th grade.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Targeted Audience: School children **Frequency:** 1 Annually

Milestone Description:

Staff will review and update existing presentation materials and purchase appropriate informational SWAG or “stuff we all get” to be given away as take-home remembrances. In addition, staff will be available should a school or organization request a speaker. Staff goal is to provide, on average, one outreach presentation each year.

BMP Name: BMP 1.2 Distribution of Informational Brochures to the General Public

Category: Brochures

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Informational brochures will be distributed to the general public by mail to the 19,400 water utility customers annually. The SWU will also be present at various Town events distributing information on water quality and best practices pertaining to stormwater quality.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Targeted Audience: Public **Frequency:** 1 Annually

Milestone Description:

Brochures will be mailed by Stormwater Utility staff to approximately 19,400 water-utility customers. Mailings will be mailed one time each year.

Question: For Minimum Control Measure 2: Public Involvement and Participation, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 2.1 Public Participation Through the Stormwater Utility Commission (SWUC)

Category: Public Participation

Personnel Position/Department: Town of Oro Valley Stormwater Utility

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BMP Description :

Create opportunity for volunteers to help develop the Stormwater Management Program.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Monthly

Milestone Description:

The Town created a 5-member Stormwater Utility Commission (SWUC) in 2001 to provide guidance on developing and implementing the Stormwater Management Program (SWMP), policy development, defining level of service, assessing revenue requirements, and reviewing monthly/annual income and expenditures.

BMP Name: BMP 2.2 Public involvement Through Notification of Monthly SWUC Meetings

Category: Public Involvement

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Notify the public of monthly Stormwater Utility Commission meetings. Official notices of public meetings are made in accordance with established Town procedures, including publication on the Town webpage and a local newspaper, making notices available at the Town Clerk’s Office, and posting bulletins in prominent locations around the meeting area.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Monthly

Milestone Description:

The SWUC meets monthly.

BMP Name: BMP 2.3 Public Interaction With SWU Staff

Category: Public Involvement

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Responding to public inquiries regarding stormwater quality, illicit disposal of wastes, and requests for information.

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Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town has identified two principal contacts (Stormwater Utility Manager, and the Town's Constituent Services Coordinator) to determine best response and follow up, as needed.

BMP Name: BMP 2.4 Solicitation of Public Comments Regarding Key Components of Utility Operations

Category: Public Involvement

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Make the SWMP, NOI, Annual Reports, SWUC meeting agenda and minutes, available to the general public via the Town website.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

Documents are available to the public by visiting the Town Clerk's Office or the Town's webpage. Website Updates occur monthly, or as needed.

BMP Name: BMP 2.5 Encouragement of Public Participation via Volunteer Groups Sponsored by the Town of Oro Vall

Category: Public Participation

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Create activities for volunteer groups, such as Adopt-a-Wash, Adopt-a-Roadway and Adopt-a-Trail programs.

Is another government entity responsible for this BMP ? No

Measurable Goals:

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Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Adopt-a-Wash, Adopt-a Roadway, and Adopt-a-Trail programs are established, and include participation by civic groups, clubs, neighborhood groups, and businesses.

Question: For Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 3.1 Revision and Implementation of an IDDE Program

Category: Implement IDDE Program

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Review and revise the current Stormwater Ordinance, as needed, to prohibit illicit discharges and to standardize and strengthen enforcement.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 One time event

Milestone Description:

Town Code 15-24 provides the regulatory framework for managing, implementing, and enforcing stormwater regulations, including IDDE. Each year, Staff will review for compliance with current State Regulations, as well as its effectiveness in providing uniform compliance.

BMP Name: BMP 3.2 Mapping of the Storm Drain System

Category: Dry Weather Screening

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Review and update GIS database of the MS4 based on new information, when available.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Daily

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Milestone Description:

Geographical information gathered through new public and private development, and systematic Town inspections of stormwater assets continues to be added to the MS4 dataset. Stormwater Utility staff review and revise GIS datasets as new information becomes available.

BMP Name: BMP 3.6 Training of Town Volunteers

Category: Implement IDDE Program

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Train volunteers within the Adopt-a-Wash, Adopt-a-Road, and Adopt-a-Trail programs in detection and elimination of illicit discharges.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Daily

Milestone Description:

Staff will instruct new and returning volunteers when participants are active.

BMP Name: BMP 3.3 Identification and Mapping of the MS4

Category: MS4 Mapping

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Review and update the criteria for identifying the MS4 for the Town of Oro Valley.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Annually

Milestone Description:

Staff will review and update annually.

BMP Name: BMP 3.4 Identification and Mapping of the Town's Municipal Outfall Inventory

Category: Wet Weather Monitoring

Personnel Position/Department: Town of Oro Valley Stormwater Utility

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BMP Description :

SWU staff are currently reviewing and updating the process by which municipal outfalls are identified and mapped. Once identified and mapped, this updated data will be compiled and organized to reflect recent information.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Annually

Milestone Description:

Staff will review and update annually.

BMP Name: BMP 3.5 Municipal Employee Illicit Discharge Training Programs

Category: Staff Training

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Train Town employees in detection and elimination of illicit discharges to the MS4.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2019

Targeted End Date: 09/30/2020

Frequency: 1 Annually

Milestone Description:

Staff will be trained to be Certified Stormwater Inspectors by the National Stormwater Center or equivalent (we currently have 14 qualified inspectors). This training includes identifying sectors of the public (by region, industry, neighborhood) most likely to contribute illicit discharges, and to use this information to perform more effective inspections.

BMP Name: BMP 3.7 Written IDDE Procedures

Category: Written IDDE Procedures

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

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The Town of Oro Valley has a written IDDE procedures, as required in section 3 of the AZG2016-002 small MS4 permit. Furthermore, the Town also has an enforcement response plan (ERP) that specifies how it will exercise its legal authority to comply with the MS4 permit. The ERP includes a prioritization schedule that establishes escalated enforcement for non-compliance of illicit discharges and construction activities.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 One time event

Milestone Description:

The Town of Oro Valley has written IDDE and ERP procedures, as well as a standard operating procedure for dry-weather inspection of outfalls.

Question: For Minimum Control Measure 4: Construction Activity Stormwater Runoff Control, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 4.1 Comprehensive Pre-Construction Site Plan Review

Category: Site Plan Review

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley requires submittal of a SWPPP by construction site developers, to include both structural and non structural stormwater controls.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

SWPPPs are reviewed and assessed for effectiveness during pre-construction meetings. Any potential issues with the SWPPP are noted by the Town and corrections are made prior to issuance of a grading permit.

BMP Name: BMP 4.2 Erosion and Sediment Control for Capital Improvement Projects

Category: Erosion/ Sediment Control

Personnel Position/Department: Town of Oro Valley Stormwater Utility

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BMP Description :

The Town of Oro Valley has implemented specific measures and staff training, to control runoff from capital improvement project sites overseen by the Town.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town of Oro Valley regularly inspects these construction sites with photographic documentation when necessary and applies swift corrective action to any problems noted by the inspector.

BMP Name: BMP 4.3 Establishment and Review of Town Ordinances Regarding Disposal of Hazardous Construction Sit

Category: Control Wastes

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley Stormwater Utility has established and annually reviews, specific ordinances regarding hazardous waste disposal as well as sediment and erosion control from construction sites.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town of Oro Valley routinely inspects construction sites for compliance with both Town and ADEQ regulations. Ordinances include language allowing for applicable penalties in the event of non-compliance on the part of responsible parties.

BMP Name: BMP 4.4 Documentation of Procedures

Category: Inspections

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley has developed and will continue to assess, for the purposes of permit compliance, written procedures for tracking and archiving all final site plan submittals and inspection documents associated with construction site SWPPPs and SWPPP inspections for the state mandated period of three years past project completion date.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The result of this program is effective site inspection scheduling and procedures as well as effective management of information.

BMP Name: BMP 4.5 Personnel Qualifications and Education of Private Contractors/Developers

Category: Construction Operator Training

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

All SWU field staff are certified stormwater inspectors, and are able to assess construction sites within the Town of Oro Valley, for compliance with the State of Arizona Construction General Permit. During pre-construction meetings all site operators are notified by Stormwater Utility staff of the specific expectations regarding erosion and sediment control on construction sites. This process is done by both verbally expressing the Town of Oro Valley's expectations of SWPPP operators during the construction phase as well as a brochure that is given to contractors during these meetings. This brochure explicitly outlines Town of Oro Valley expectations throughout all phases of construction including what is expected upon completion of the project and these developments are transitioned into the post-construction phase.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The stormwater management objective of this program is a reduction in SWPPP deficiencies at construction sites and the associated notices of correction issued to construction site operators within the Town of Oro Valley.

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BMP Name: BMP 4.6 Establish Procedures for Receipt and Consideration of Constituent Submittals

Category: Education/Public Involvement

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley solicits and responds to public information about illicit discharges at construction sites through both the Stormwater Utility office as well as the Town's Constituent Services Coordinator (CSC).

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

This system ensures that possible water-quality issues at construction site can be easily reported by the the public and acted upon swiftly by the Town of Oro Valley.

Question: For Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 5.2 Comprehensive GIS Inventory of Active and Finished Construction Projects

Category: Inventory

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley has and continues to update and keep accurate maps active and inactive construction projects within the Town. Once a notice of termination has been submitted to the State by the property owner, the construction project is marked "finished" in the GIS database. Finished projects are then moved into the post-construction inspection phase, and then regularly inspected for compliance with local, State, and Federal water quality regulations.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

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The Town regularly inspects active construction sites for CGP compliance, and consequently we are aware when construction is effectively finished, and post-construction stormwater management begins. The process of initiating post-construction inspections is ongoing and continuous.

BMP Name: BMP 5.3 Implement Standard Operating Procedure on Post-Construction Inspections

Category: Structural/Non-Structural BMP

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley has a standard operating procedure for post-construction inspections, which describes, among other things, that post-construction inspections begin after: (1) construction is effectively finished and an NOT is submitted to the State, or (2) construction is effectively finished for small projects not requiring SWPPP's.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town maintains a list of current post-construction projects, and schedules inspections of 20% or more each year. Project sites found to have possible compliance issues are reinspected on a more-frequent basis. This process of tracking and performing post-construction inspections is ongoing and continuous.

BMP Name: BMP 5.4 Site Plan Review

Category: Site Plan Reviews

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town reviews all applications for Grading and Building Permits for compliance with the Section 12 of the Town of Oro Valley Drainage Criteria Manual which describes the minimum erosion and pollution control measures to be implemented during construction.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

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All Grading Plans and development Site Plans (regardless of project size) are reviewed for stormwater compliance prior to issuing a permit.

All large projects require SWPPP's, and all small projects require equivalent BMP's. The review of grading plans and site plans for compliance is ongoing and continuous.

BMP Name: BMP 5.1 Creation, Review and Enforcement of Post-Construction Stormwater Pollution Prevention Regula

Category: O&M Procedures

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Town of Oro Valley has in place and will continue to evaluate and revise, when needed, regulatory mechanisms, and standard operating procedures which ensure inspection and maintenance of post construction stormwater controls by responsible parties.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 20 Percent per year

Milestone Description:

The Town of Oro Valley routinely inspects post construction stormwater controls, including photographic documentation when necessary, and notifies property owners in the event of non-compliance.

Question: What are the municipal facilities that are part of MCM 6: Pollution Prevention and Good Housekeeping?

Answer:

Facility Name: 10700 N. La Canada Dr.

Type of Facility: Maintenance Yards/Fleet Facilities

Priority: Medium

Pollution Prevention Plan: Yes

Inspection Schedule: Annual

Training Schedule: Annual

Facility Name: 680 W. Calle Concordia

Type of Facility: Maintenance Yards/Fleet Facilities

Priority: Medium

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Pollution Prevention Yes

Plan:

Inspection Schedule: Annual

Training Schedule: Annual

Question: For Minimum Control Measure 6: Pollution Prevention and Good Housekeeping, what are the Best Management Practices (BMPs)?

Answer:

BMP Name: BMP 6.5 Town of Oro Valley Municipal Vehicle and Heavy Equipment Washing Procedures

Category: Maintenance Activities

Facility Information:

10700 N. La Canada Dr.
680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Public Works Department

BMP Description :

Motor vehicles and heavy equipment are routinely taken to a washing facility where dirty water is collected, treated, and reused, and ultimately discharged into the sanitary sewer for disposal.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town of Oro Valley utilizes an onsite industrial grade vehicle and heavy equipment washing area that recycles the vehicle wash water and collects all potential environmental contaminants for proper disposal. The Town of Oro Valley has utilized these equipment washing procedures since the installation of this equipment in 2011. This activity is ongoing and continuous.

BMP Name: BMP 6.4 Municipal Employee Training Program

Category: Training

Facility Information:

10700 N. La Canada Dr.
680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

Main Office

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The Town of Oro Valley Stormwater Utility staff will conduct annual pollution prevention, good housekeeping, and spill prevention/response training sessions for all Town municipal operations division, and parks and recreation employees.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Annually

Milestone Description:

All applicable Town of Oro Valley staff will annually receive the training and guidance on equipment handling, storage, maintenance, and spill prevention/response procedures.

BMP Name: BMP 6.1 Annual Inspection of Town of Oro Valley Municipal Operations and Maintenance Facilities

Category: Inspections

Facility Information:

10700 N. La Canada Dr.
680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley annually inspects municipal facilities for compliance with their respective Operations and Maintenance Plan as well as their respective Spill Prevention, Control, and Countermeasures Plan.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Annually

Milestone Description:

Annually inspect all municipal facilities for compliance. Maintain a permanent record of these inspections and their outcomes, as needed. This activity is undertaken once a year for each facility.

BMP Name: BMP 6.3 Implementation of Operation and Maintenance Plans at Two Town of Oro Valley Facilities

Category: O&M Procedures

Facility Information:

Main Office

1110 W. Washington Street . Phoenix, AZ 85007
(602)771-2300

Southern Regional Office

400 W. Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

10700 N. La Canada Dr.

680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town follows the guidelines and procedures in the Operations and Maintenance Plan and the Spill Prevention, Control, and Countermeasures Plan.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 One time event

Milestone Description:

The Town follows the guidelines and procedures in the Operations and Maintenance Plan and the Spill Prevention, Control, and Countermeasures Plan, including inspecting two Town facilities for compliance once each year.

BMP Name: BMP 6.2 Street Sweeping.

Category: Street Sweeping

Facility Information:

680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Public Works Department

BMP Description :

The Town regularly sweep arterial and local streets to remove debris from the pavement, gutter and roadsides that would otherwise go into storm drains, causing water pollution.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 1 Quarterly

Milestone Description:

The Town of Oro Valley schedules arterial street sweeping quarterly and residential streets bi-annually.

BMP Name: BMP 6.6 Town of Oro Valley Fleet Maintenance Schedule

Category: Maintenance Schedule

Main Office

1110 W. Washington Street . Phoenix, AZ 85007
(602)771-2300

Southern Regional Office

400 W. Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

Facility Information:

10700 N. La Canada Dr.
680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Public Works Department

BMP Description :

The Town of Oro Valley adheres to a fleet maintenance schedule designed to prevent pollution. Furthermore, all heavy equipment is visually inspected for oil or fluid leaks prior to each use.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Frequency: 365 Daily

Milestone Description:

The Town of Oro Valley vehicle maintenance schedule includes an escalated maintenance regimen based upon mileage for vehicles and engine hours for heavy equipment. Small motor vehicles are services as follows: Every 5000 miles ("A"service), Every 10000 miles ("A"service plus "B"service), Every 20000 miles ("A"service plus "B"service plus "C"service). For heavy equipment the schedule is as follows: Every 250 hours (A service), Every 500 hours (A service plus B service), Every 1000 hours (A service plus B service plus C service), Every 2000 hours (A service plus B service, plus C service, plus D service). Daily Inspection Logs for heavy equipment are used and kept on file.

BMP Name: BMP 6.7 Facility Safety Data Sheet Inventory

Category: Inventory

Facility Information:

10700 N. La Canada Dr.
680 W. Calle Concordia

Personnel Position/Department: Town of Oro Valley Stormwater Utility

BMP Description :

The Town of Oro Valley keeps a comprehensive safety data sheet inventory of all potentially hazardous materials utilized onsite at the two operation and maintenance facilities located at 680 W. Calle Concordia, and 10700 N. La Canada Dr.

Is another government entity responsible for this BMP ? No

Measurable Goals:

Start Date: 09/30/2016

Targeted End Date: 09/30/2020

Main Office

1110 W.Washington Street . Phoenix, AZ 85007
(602)771-2300

Southern Regional Office

400 W.Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

Frequency: 365 Daily

Milestone Description:

Each safety data sheet includes a section on accidental release measures, providing information on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It also includes recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The information in these sheets consists of recommendations for:
Methods and materials used for containment (e.g., covering the drains and capping procedures).
Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or
equipment required for containment/clean up)

This activity is ongoing and continuous.

Question: Does the MS4 have outfalls that discharge to any of the following: waters listed in Arizona Administrative Code (R18-11 Article 1 - Appendix B); impaired/not-attaining waters; or Outstanding Arizona Waters?

Answer:

Yes

Sr.No.	Receiving Water Name	HUC-Reach	Appendix B	OAW	Impaired	Not-Attaining	# of Outfalls
1	Big Wash	Headwaters - CANADA DEL ORO @ 32°24'46.71"/110°56'30.41"	Yes	No	No	No	18
2	Canada del Oro	Big Wash - SANTA CRUZ RIVER @ 32°19'30.6"/111°03'50.07"	Yes	No	No	No	28

Question: Has a dry-weather visual outfall monitoring program been implemented?

Answer: Yes

Implementation Date: 09/30/2016

Question: How many outfalls will be included in the dry-weather outfall monitoring program?

Answer:

Estimated number of municipal stormwater outfalls: 28

Percentage of municipal stormwater outfalls that will be monitored each year under the dry-weather monitoring program: 100

Question: Will visual wet-weather monitoring be conducted?

Answer: Yes

Question: Where will visual wet-weather monitoring be conducted?

Answer:

Sr.No.	Outfall or Field Screening Point	Outfall Name/Number	Latitude	Longitude
1	Outfall	Oro Valley Marketplace At CDO MO-1	32.413681	-110.93865
2	Outfall	Villages Of La Canada At CDO MO-2	32.388852	-110.99239
3	Outfall	Steampump Ranch At Foothills Wash MO-3	32.404034	-110.95374
4	Outfall	Canyon Shadows At CDO MO-4	32.382235	-111.00407
5	Outfall	Rooney Wash Shopping Center At Rooney Wash MO-5	32.396773	-110.96536

Question: For each outfall or field screening point for visual wet-weather monitoring, what is the receiving water?

Answer:

Sr.No.	Outfall Name/Number	Outfall or Field Screening Point	Receiving Water	Receiving Water Type
1	Oro Valley Marketplace At CDO MO-1	Outfall	UNKNOWN EPHEMERAL WATER	
2	Villages Of La Canada At CDO MO-2	Outfall	UNKNOWN EPHEMERAL WATER	
3	Steampump Ranch At Foothills Wash MO-3	Outfall	UNKNOWN EPHEMERAL WATER	
4	Canyon Shadows At CDO MO-4	Outfall	UNKNOWN EPHEMERAL WATER	
5	Rooney Wash Shopping Center At Rooney Wash MO-5	Outfall	UNKNOWN EPHEMERAL WATER	

Main Office

1110 W.Washington Street . Phoenix, AZ 85007
(602)771-2300

Southern Regional Office

400 W.Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

Question: Where will analytical discharge monitoring be conducted?

Answer: No

Main Office

1110 W.Washington Street . Phoenix, AZ 85007
(602)771-2300

Southern Regional Office

400 W.Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

CERTIFICATION OF SUBMISSION

SCOTT BENNETT

You validated your identity by answering your personal security question and password on myDEQ at **11:31 AM** on **06/06/2019**. At this time, you certified the summary information above by checking that you agreed to the following statement:

Pursuant to A.R.S. § 41-1030:

(1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.

(2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.

(3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

Certify your submission:

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Main Office

1110 W.Washington Street . Phoenix, AZ 85007
(602)771-2300

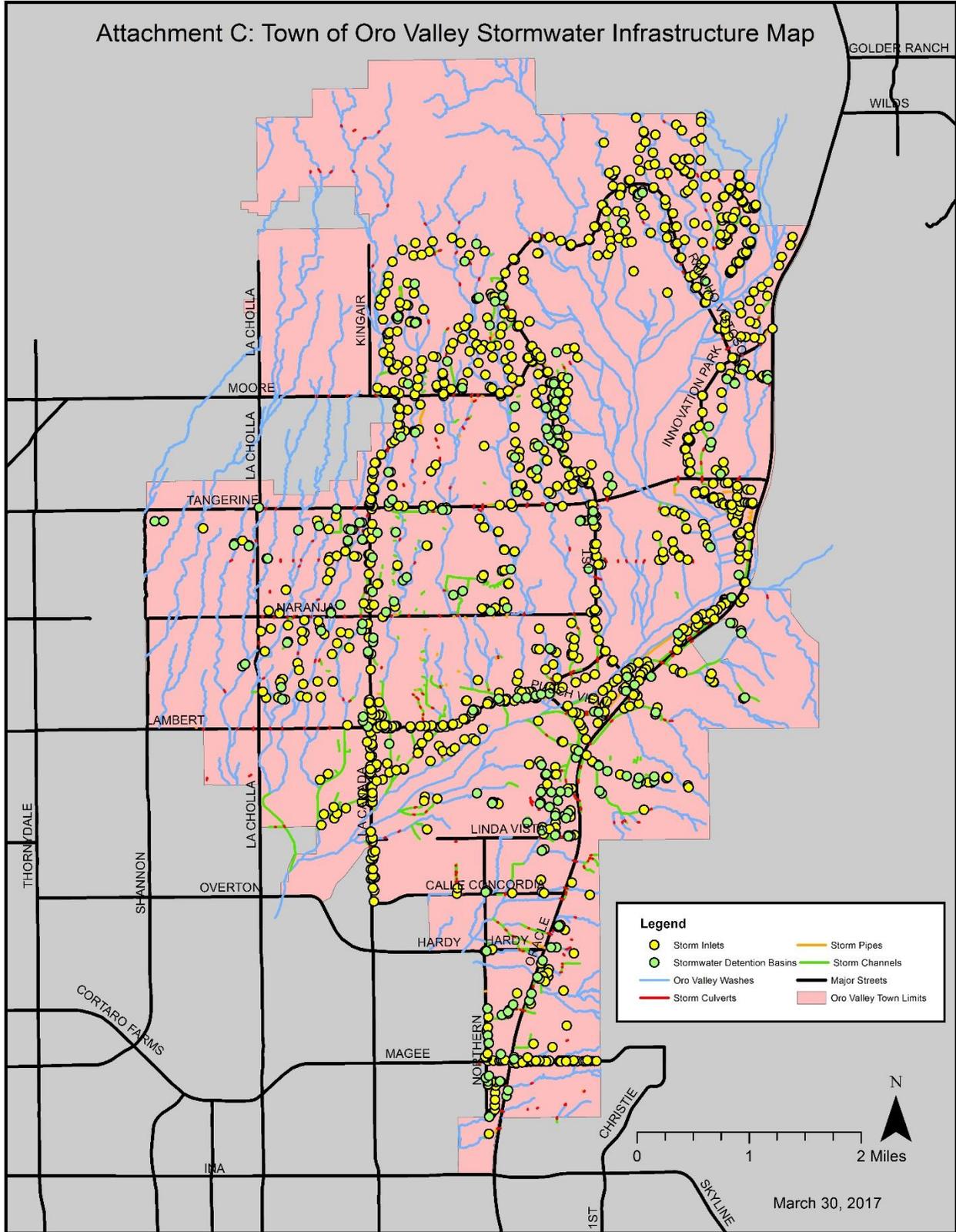
Southern Regional Office

400 W.Congress Street . Suite 433 . Tucson, AZ 85701
(520)628-6733

www.azdeq.gov

Attachment C: Town of Oro Valley Stormwater Infrastructure Map.

Attachment C: Town of Oro Valley Stormwater Infrastructure Map



Attachment D: List of Responsible Departments

Attachment D: Responsible Department & Personnel

MCM-1 Public Information and Outreach (Developing an Informed and Proactive Public)

BMP	Responsible Department & Personnel
1.1 Create and update informational brochures	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.2 Distribution of informational brochures to the general public	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.3 Distribution of brochures to businesses that potentially affect stormwater quality	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.4 Stormwater content in the Oro Valley Vista Newsletter	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.5 Outreach events at Town of Oro Valley schools	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.6 Display of outreach materials on Town owned Sun Shuttle buses	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.7 Stormwater content displayed on the Town of Oro Valley website	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
1.8 Effective response to public inquiries	Public Works Department, Stormwater Utility Division; Town Manager's Office, Constituent Services Coordinator

MCM-2 Public Participation & Involvement

BMP	Responsible Department & Personnel
2.1 Public participation through the SWUC	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer
2.2 Public involvement through notification of monthly SWUC meetings	Public Works Department, Stormwater Utility Division, Stormwater Office Assistant
2.3 Public interaction with Town staff	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
2.4 Solicitation of public comments on key components of utility operations	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
2.5 Encourage public participation via volunteer groups	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst

MCM-3 Illicit Discharge Detection and Elimination (IDDE) Program

BMP	Responsible Department & Personnel
3.1 Revision & Implementation of an IDDE program	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
3.2 Map the storm drain system	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.3 Identifying and mapping the MS4	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.4 Identification and mapping of the Town of Oro Valley municipal outfall inventory	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.5 Municipal employee illicit discharge training programs	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.6 Training of Town of Oro Valley volunteers	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
3.7 Written IDDE Procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager

MCM-4 Construction Site Stormwater Run-Off Control

BMP	Responsible Department & Personnel
4.1 Comprehensive pre-construction site plan review.	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer
4.2 Erosion and sediment control for Town of Oro Valley capital improvement projects	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.3 Establishment and review of TOV Ordinances regarding disposal of hazardous construction site waste, sediment control, and erosion control	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.4 Documentation of procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.5 Personnel Qualifications and Education of Private Contractors/Developers	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
4.6 Establish Procedures for Receipt and Consideration of Constituent Submittals	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager

MCM-5 Post Construction Run-Off Control

BMP	Responsible Department & Personnel
5.1 Creation, Review and Enforcement of Post-Construction Stormwater Pollution Prevention Regulatory Mechanisms and Standard Operating Procedures	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
5.2 Comprehensive GIS Inventory of Active and Finished Construction Projects	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
5.3 Implement Standard Operating Procedure on Post-Construction Inspections	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
5.4 Site Plan Reviews	Public Works Department, Stormwater Utility Division, Senior Stormwater Engineer

MCM-6 Pollution Prevention and Good Housekeeping for Municipal Operations

BMP	Responsible Department & Personnel
6.1 Annual Inspection of Town of Oro Valley Municipal Operations and Maintenance Facilities	Public Works Department, Stormwater Utility Division, Stormwater Utility Inspector
6.2 Street Sweeping	Public Works Department, Municipal Operations Division
6.3 Implementation of SPCC and Operation and Maintenance Plans for Town Maintenance Facilities	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager
6.4 Municipal Employee Training Program	Public Works Department, Stormwater Utility Division, Stormwater Utility Analyst
6.5 Town of Oro Valley Municipal Vehicle and Heavy Equipment Washing Procedures	Public Works Department, Municipal Operations Division
6.6 Town of Oro Valley Fleet Maintenance Schedule	Public Works Department, Municipal Operations Division
6.7 Facility Safety Data Sheet Inventory	Public Works Department, Stormwater Utility Division, Stormwater Utility Division Manager

Attachment E: SWMP Modification Log

Town of Oro Valley SWMP Modification Log

Modification Made By:

Purpose for Modification:

Description of Modification:

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

Signed: _____

Date: _____

Printed: _____

Attachment F: Illicit Discharge Detection and Elimination System.

Illicit Discharge Detection and Elimination Program

Introduction

This Illicit Discharge Detection and Elimination (IDDE) Program describes procedures and best management practices to protect the Town of Oro Valley’s Municipal Separate Storm Sewer System (MS4) from pollutants due to illicit discharges and illegal connections.

This Program complies with requirements in Section 6.4.3 of the Arizona Department of Environmental Quality AZDEQ Permit (AZG2016-002) “Arizona Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems to Waters of the United States” which states:

“The permittee shall implement an IDDE program to systematically find and eliminate sources of non-stormwater to its municipal separate storm sewer system and to implement procedures to prevent illicit connections and discharges.”

Legal Authority

The purpose and intent of this IDDE Program is to ensure the health, safety, and general welfare of citizens, and protect and enhance the water quality of watercourses and water bodies in a manner pursuant to, and consistent with, the Federal Clean Water Act (33 U.S.C. 1251 et seq.), National Pollutant Discharge Elimination System Regulations (40 CFR Part 122), and State regulations for stormwater discharge (ARS Title 49, Chapter 2, Article 3.1) by establishing minimum stormwater management requirements for the management of pollutants that are, or may be, discharged to the municipal storm sewer system. Authority for this Program is the “Storm Water Quality Management and Discharge Control Ordinance” described further in Town Code Chapter 15-24.

IDDE Program Responsibilities

The Town of Oro Valley Stormwater Utility Staff is responsible for development and implementation of this program. Table 1 below identifies key Town of Oro Valley staff and contact information for those who will implement the IDDE program.

Table 1. Town of Oro Valley Stormwater Utility IDDE System Implementation Staff.

Position	IDDE Program Responsibility	Phone
Stormwater Utility Division Manager	Program Control & Oversight	520-229-4816
Sr. Stormwater Engineer	Program Administration	520-229-4816
Stormwater Utility GIS Analyst	Investigation/Record Keeping	520-229-4816
Stormwater Utility Inspector	Investigation/Record Keeping	520-229-4816

Illicit Discharge Reporting

A) Training of municipal employees.

The TOV will help facilitate detection and prevention of illicit discharges and connections to the MS4 through education and training of Town staff on potential sources and hazards associated with these illicit activities. Selected staff are trained as Certified Stormwater Inspectors by the National Stormwater Center or equivalent (we currently have 13). This training includes identifying sectors of the public (by region, industry, neighborhood), most likely to contribute illicit discharges, and to use this information to perform more effective inspections. The Town of Oro Valley also annually trains every municipal Operations and Maintenance employee in detection and reporting of illicit MS4 activity to the Stormwater Utility.

B) Solicitation of public reporting of illicit MS4 activity.

The TOV solicits public information and reporting of illicit discharges through both the SWU office and the Town's Constituent Services Coordinator (CSC). The Stormwater Utility manager and CSC are the principle contacts for constituent concerns, and they coordinate on situational assessment and potential resolution. Current and future means of information retrieval include e-mail, telephone calls, letters, direct conversations, and a web-based reporting system.

C) Internal Procedure When an Illicit Discharge is Reported or Discovered.

Each time an illicit discharge is reported, Town Staff will immediately determine what type of discharge has occurred and whether it poses an immediate threat to public health or the environment. The following considerations are made upon discovery of an illicit discharge.

- What type of spill or discharge has been discovered?
- How much material has been released?
- Does the discharge involve a hazardous material and should the fire department or other emergency responders be notified?
- Is there imminent danger of this discharge or spill rapidly spreading to sensitive environmental areas?
- Should other agencies be notified?

Table 2. State, County and National Agency Contacts for Illicit Discharges.

Agency	Phone Number	When To Contact
Arizona Department of Environmental Quality	1-800-234-5677	When a discharge is an acute public health threat involving extremely hazardous material.
Arizona Department of Transportation (ADOT)	1-800-251-5866	When a suspected discharge originates from or enters areas of ADOT responsibility.
Pima County Department of Environmental Quality	520-724-7400	When a suspected discharge originates from or enters into Unincorporated Pima County.

U.S. Environmental Protection Agency/911	1-800-424-8802/ 911	When a discharge is an acute public health threat involving extremely hazardous material.
--	------------------------	---

When an Illicit discharge is either reported to, or discovered by, staff, the internal procedure for documenting, investigating, and eliminating such discharges is as follows. The Stormwater Utility Division Manager will upon reporting or discovery of an illicit discharge, dispatch an inspector for further investigation of the incident, and, if necessary, report the incident to the proper external agencies (see table 2. above). The inspector, upon arrival at the location, will determine the source and whether the source is public or private. The Stormwater Utility Analyst will map the incident and retain all records associated with the incident in the proper Drainage Violation folder. If the source of the illicit discharge is public, the Stormwater Utility Division Manager will coordinate with Town of Oro Valley municipal operations staff to eliminate the discharge as quickly as possible. If the source of the discharge is private, a drainage violation will be issued by the Stormwater Utility Division Manager that clearly outlines a schedule for cessation of the discharge as well as requiring statement acknowledging responsibility and confirming future compliance with all Town of Oro Valley requirements and codes dealing with the discharge of illicit substances.

If issuing a civil penalty becomes necessary as a result of an illicit discharge, the Town of Oro Valley has in place a water quality ordinance (Town of Oro Valley Code 15-24) and an enforcement response plan (see appendix A of this document) to bring potential violators in compliance with federal, state, and local regulations.

Identifying Potential Town of Oro Valley Illicit Discharge Hotspots.

The Town of Oro Valley has identified priority areas most likely to have illicit discharges or connections. This information helps field staff and managers decide where to conduct detailed field investigations to pinpoint and eliminate illicit discharges and connections. The process includes reviewing information contained in the Town’s Cartograph/GIS database, gathering staff knowledge of the Town’s watersheds, determining where illicit discharges have been reported in the past, and compiling other information collected by field crews. The following section describes priority areas already identified for future illicit discharge investigations, as well as procedures that staff uses to conduct a more detailed office assessment if needed.

A) Priority Areas Identified.

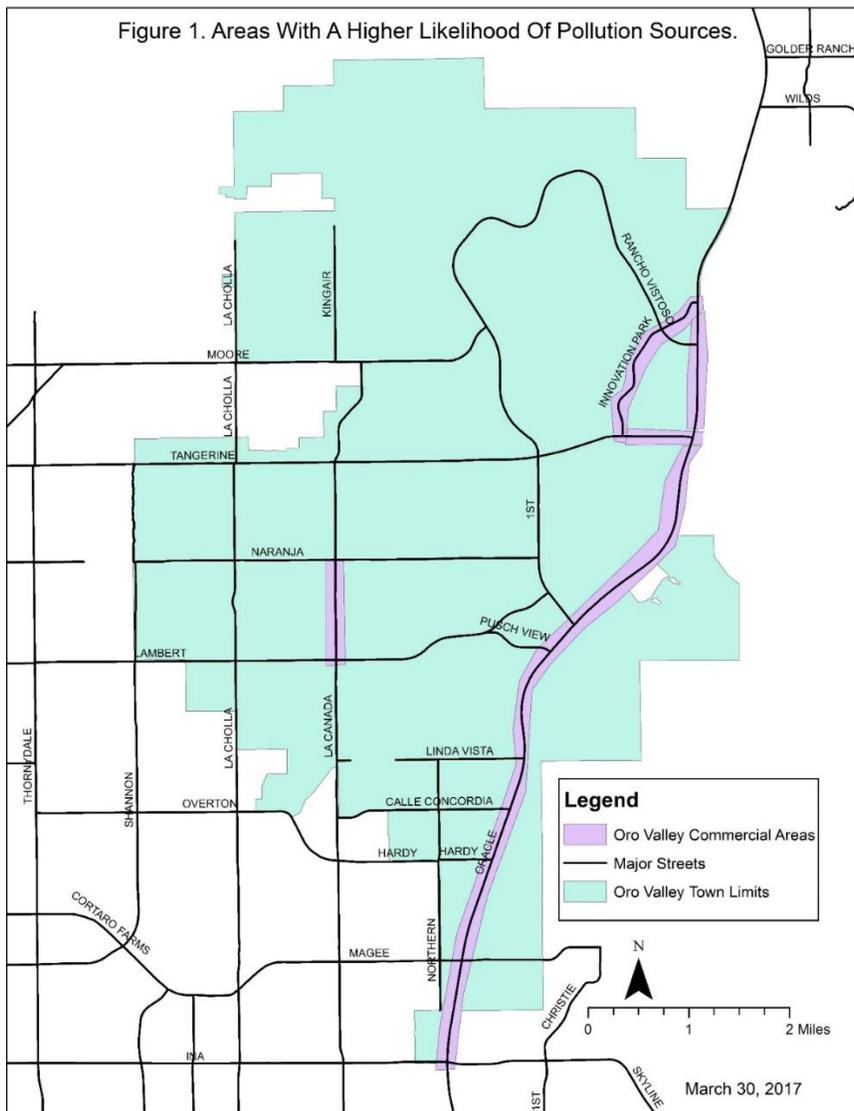
The Town of Oro Valley has identified three main priority areas where illicit discharges have a higher likelihood of occurring. These include:

- The commercial corridor of State Highway 77 (Oracle Road.) from Ina Road. to Rancho Vistoso Boulevard.
- The commercial and industrial corridor of East Innovation Park Drive.
- The Commercial corridor of North La Canada Drive, between Lambert Lane and Naranja Drive.

Within these priority areas, the Town of Oro Valley will investigate businesses or activities that typically generate wastes that may contain fecal coliform bacteria, petroleum products, heavy metals, oil and grease, and soapy washwater. The Town will conduct unannounced site inspections, public education and outreach, and follow-up investigations at:

- Businesses that generate pet waste (e.g., veterinary clinics, pet boarding centers, pet stores, and animal shelters) and public parks.
- Automotive service centers and gas stations.
- Restaurants.
- Grocery stores and commercial retailers.
- Light industrial and manufacturing facilities.
- Horticultural and plant nursery facilities.

Figure 1 below shows areas within the Town of Oro Valley where illicit discharges have a moderately higher likelihood of occurring.



B) Field Assessment in These Priority Areas.

Detailed procedures for field assessments are discussed in the Town of Oro Valley standard operating procedure for outfall inspection titled *Dry and Wet Weather Field Screening of Outfalls* (appendix B of this document). Information collected during dry weather outfall inspections (e.g., outfalls where suspected or obvious illicit discharges are discovered) are used to identify priority areas where follow-up investigations need to be pursued. Information collected during routine MS4 asset inspections, health department inspections, and water quality monitoring are also used to identify priority areas for future investigation. Maps are prepared to assist with field assessment in these priority areas and include the following information.

- Nearby washes
- Streets
- Landmarks
- Aerial photography
- Major land uses
- MS4 network assets

Eliminating Illicit Discharges.

Upon detection of an illicit discharge, the Town of Oro Valley will identify all responsible parties and eliminate those discharges as expeditiously as possible through every legal avenue at the Town's disposal. When immediate elimination of an illicit discharge is not possible the Town of Oro Valley will establish a schedule of elimination to expedite the removal of the discharge to the maximum extent practicable. A report on discharge location, discharge volume, dates the discharge took place, responsible parties, and mitigation techniques will be provided annually to ADEQ as part of the Town of Oro Valley annual MS4 report.

Visual Monitoring.

The Town of Oro Valley has developed and implemented a visual monitoring program of municipal outfalls. Included in this monitoring program are parameters for identification of illicit discharges during both dry weather and wet weather inspection of municipal outfalls. Outfall inspection during dry and wet weather includes records of:

- Outfall identification
- Personnel conducting the inspection
- Time and date
- Weather conditions at the time of inspection
- Estimated flow rate (if applicable)
- Apparent odor, color, and clarity of the water (if applicable)
- The presence of floatables and other debris (if applicable)
- Condition of the ground during dry weather inspection
- Recording of nearby land use

A) Visual Dry Weather Outfall Monitoring.

The Town of Oro Valley has developed a standard operating procedure titled *Dry and Wet Weather Field Screening of Outfalls*, which clearly outlines municipal outfall inspection procedures.

B) Visual Stormwater Discharge Monitoring.

The Town of Oro Valley has identified 5 major outfalls strategically chosen for their close proximity to dense commercial and urban residential land use. These outfalls will be monitored at a minimum of four times per year (twice during storm events each rainy season). Procedures for monitoring outfalls during storm events are clearly outlined in the Town of Oro Valley municipal outfall identification and inspection standard operating procedure titled *Dry and Wet Weather Field Screening of Outfalls*.

Indicators of IDDE Program Progress

An important component of the IDDE program is a tracking and reporting system. A summary of the information collected for the tracking and reporting system will be included in the annual report to Arizona Department of Environmental Quality. The information stored in the tracking and reporting system will be evaluated on an annual basis at a minimum to adjust the IDDE program as needed. The Town of Oro Valley currently uses Cartegraph and GIS software to store and analyze data and produce maps. The following information should be tracked and reported in Cartegraph\GIS to assist with annual report preparation and program evaluation.

- Number of illicit discharge complaints received from the public
- Feedback received from public education efforts
- Percentage of the Town wide MS4 mapped
- Results of field assessments in high priority areas
- Number of MS4 assets inspected
- Photographic documentation of inspections
- Results of follow-up monitoring in problematic areas
- Number of illicit connections and discharges discovered and eliminated
- Status and efficacy of statutes and enforcement procedures
- Dates of staff training
- Number of staff trained

Appendix A: Town of Oro Valley Illicit Discharge Detection & Elimination System (IDDE) Enforcement Response Plan

Introduction:

Under the terms of the Arizona Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (AZG2016-002), the Town of Oro Valley is required to develop and implement adequate enforcement authority for illicit discharges into its Municipal Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the Town, will be used to achieve compliance.

I. Enforcement Response Plan (ERP) Plan Definitions

- A. The Oro Valley Town Engineer shall be the ERP Administrator.
- B. The Oro Valley Town Engineer (ERP Administrator) shall authorize in writing a person or person(s) to act as Town of Oro Valley ERP Representatives.
- C. "Town of Oro Valley ERP Representative" shall refer to any employee or consultant authorized by the ERP Administrator to act under this Enforcement Response Plan.
- D. "Illicit Discharge", shall refer to "any discharge to the municipal separate storm sewer system including sediment, which is not composed entirely of storm water, except for discharges allowed under the National Pollutant Discharge Elimination System, or waters used for firefighting operations.
- E. "Consent Order/Consent Order Agreement" a written agreement permitting the violator to accept responsibility for the discharge and provides the opportunity to voluntarily clean up and/or correct an illicit discharge reducing additional damage and potential penalties associated with cleanup costs.

II. Description of Each Type of Enforcement Response

A. Written Warnings

- 1. Field Compliance order
 - A) A Town representative may observe potential compliance issues in the field. In instances involving potential compliance issues, the Town's Representative will issue a verbal, and/or written warning. Any written Field Compliance warning may be given verbally or sent either by email or a mailed letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. Failure to cure compliance issues subject to a Field Compliance Order shall result in enforcement escalation.
- 2. Notice of Violation

- A) If upon a site inspection, a Town representative observes compliance issues that have resulted in an illicit discharge of pollution, including sediment, the representative will issue:
1. Notice of Violation:
 - a) The notice of violation will specify the nature of the violation, the required corrective action(s), and a follow up inspection date.
 - b) The notice of violation will require the party committing the violation to submit a satisfactory remediation and prevention plan to include specific steps to be taken to prevent further illicit discharges from the site, within 5 days of the date of the violation.
 - c) If the required corrective actions are not completed to the satisfaction of the ERP Administrator by the follow-up inspection date, the appropriate Town representative in consultation with the ERP Administrator will:
 - Revoke all current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for a new permit complete with a new permit fee and resulting remediation of all further illicit discharges.
 - In the event no Town permits have been issued, a Storm Water Violation Citation will be issued.
 3. Consent Order/Consent Order Agreement in lieu of Notice of Violation

A) A Consent Order will include specific corrective actions to be taken in correcting the illicit or sediment discharge together with a specified time frame to finish the corrective actions.

 1. Consent Order Agreements will only be issued to violators that can provide documentation verifying that they or their designated representative are qualified to handle the required illicit discharge cleanup.
 2. The ERP Administrator is empowered to enter into Consent Order Agreements with violators on behalf of the Town of Oro Valley.
 3. Where the discharge and cleanup area affect private (third party) properties, Consent Orders must be approved by all parties involved or a Notice of Violation will be issued.

III. Violation Procedure

- A) The ERP Administrator, upon determining the level of violation, will notify the violator by sending either a Written Notice of Violation to their address of record. Notice shall set forth the nature of the violation, the date and time of violation, and the name of the official issuing the notice and spell out the opportunity to work through the matter through a Consent Order Agreement if the violator qualifies.
- B) Once a Notice of Violation is issued, the alleged violator shall within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of fines for the violation and remediate the violation as provided in this Section. The fine may be paid in person or by mail, and payment shall be deemed to be an admission of the violation. Failure to pay the fine amount or

remediate the violation within (XX) days shall result in a Summons and Complaint to be filed by the Town Attorney in the Oro Valley Magistrate Court or referral of the violation to the Arizona Department of Environmental Quality "ADEQ".

5. Cease and Desist Orders

- A) The Town Administrator may issue a Cease and Desist Order effectively stopping all work on a site where there is a clear violation, a continuing violation, or disregard for:
- Town of Oro Valley ordinances regulating the illicit discharge of pollutants or sediment.
 - ADEQ building or construction storm water permit requirements
 - Previously issued field compliance orders, notices of violation, or breach of any signed Consent Order Agreement associated with the site where the illicit discharge occurred.
- B) Cease and Desist orders shall require that the violator must comply with the order and take appropriate remedial or preventive action as is needed to properly address a continuing or threatened violation; including the halting of all operations on the site except for authorized cleanup, termination of any discharge, or the installation of appropriate control measures.
- C) All Cease and Desist orders serve as a notice of violation with applicable fine and penalties.
- D) The ERP Administrator in consultation with appropriate Town Representative(s) may suspend, revoke or modify any Town issued permit authorizing a land development project, or any other project of the applicant associated with the violation in question.
- E) A suspended, revoked or modified permit may be reinstated only after the applicant or designated responsible party has completed the corrective actions set forth in the written Notice of Violation/Cease and Desist Order.
- F) Violators with outstanding violations shall not receive any new Town of Oro Valley construction or building permits until all outstanding violations have been remedied and all applicable fines and penalties paid.
- G) Contractors that have had two or more civil penalties within the previous 12 calendar months shall be required to deposit a cash assurance equal to double the assurance amount normally required for each permit obtained.
- H) In the event violations persist, the Town of Oro Valley may bring legal action to enforce violations issued and to enjoin a continued violation of the Town's Storm Water code. In the event actions by the ERP Administrator do not result in abatement of any continuing violation the ERP Administrator may request Town Attorney, to begin proceedings in the Oro Valley Magistrate Court where the Oro Valley Magistrate Court is authorized to enforce any civil penalties and/or issue preliminary or permanent injunctions to restrain or compel activities by any violator found responsible.

6. Referrals to ADEQ

A) In instances occurring at locations where the Town of Oro Valley has used progressive enforcement to achieve compliance with this ERP where matters do not require immediate action, and in the judgement of the ERP Administrator, these efforts continue to be unsuccessful, in lieu of judicial proceedings the ERP Administrator may refer the violation to the ADEQ. For the purposes of this ERP, "progressive enforcement" shall mean two non-compliant follow-up inspections and two written notices of violation denoting non-compliance.

D) The Town of Oro Valley shall keep enforcement files for a minimum of three years after the file is closed, consistent with State of Arizona record retention regulations.

IV. Penalties

A). First offense: \$100.00;

B). Second offense: \$300.00;

C). Third offense or subsequent offenses: \$500.00.



PUBLIC WORKS DEPARTMENT STANDARD OPERATING POLICY AND PROCEDURES

Appendix B Dry & Wet Weather Field Screening of Outfalls	DEPARTMENT / DIVISION Stormwater	PAGE 1 of 4
	ISSUE DATE:	

PURPOSE

I. DISTRIBUTION

- A. Public, Special Inspectors, Building Safety personnel

II. REVISION HISTORY

None

III. CODE REFERENCE

- A. Town Code Stormwater Article 15-24
- B. Town Code Floodplain and Erosion Hazard Management Chapter 17

IV. PROCEDURE

Inspection of outfalls is accomplished to ensure that the quality of storm water within Oro Valley is maintained at the highest practiced levels. The Town inspection program consists of semi-annual inspections using the inspection checklist as attached, unless we are notified of a specific discharge incident within the town. There are over 300 outfalls, comprised of storm water outlets, detention basin outlets, tributary confluences, parking lot discharges, first flush devices, and others.

- A. Screening Inspection Schedule

Outfall inspection will progress in a logical sequence beginning downstream and progressing upstream within channel reaches. The Storm Water Utility goal is to inspect every outfall twice per year. Documentation of our Dry Weather Field screening program is utilizing the Cartegraph asset management software program with ArcGIS enterprise GIS geodatabase.

- B. Citizen Complaints

Illicit discharge and dumping complaints will be recorded and investigated within 2 business days. Corresponding outfalls will be identified and the dry weather field screening of outfalls procedures will be followed. If required, proper notifications will be

made under the State Emergency Response Program. Customers will receive a response and be kept updated of progress on resolving the complaint. These responses and customer interactions will be properly documented in the incident file.

Outfall Inspection Procedures

I. Prior to Inspections

- a. Inspections should not be conducted within 72 hours of a measurable rainfall to avoid confusing accumulated storm water from rain events with true dry-weather discharges.
- b. Past inspection sheets and photographs for each site should be reviewed in the cartograph program so the inspector can be aware of the previously noted conditions.
- c. Blank inspection sheets should be prepared for the upcoming activities (see attached).
- d. The "Stormwater Test Kit" should be checked to ensure that the instructions, required glassware, and a full stock of reagents are present. Any missing elements should be ordered well in advance of the scheduled time for performing the inspections. Test and calibrate the pH meter to be used. Review all MSDS for the reagents and to ensure proper PPE is available and used.
- e. Organize the outfall locations to be inspected on a given day into a logical sequence to minimize travel time between sites and backtracking across town.
- f. Bring the following equipment, at a minimum, to the field when performing the field screening activities:
 - i. Outfall notebook(s)
 - ii. Storm water Test Kit/pH Meter
 - iii. Inspection sheets
 - iv. Camera
 - v. Outreach/Guidance Material
 - vi. GPS Unit
 - vii. Safety Equipment
 - viii. Pens/Pencils
 - ix. Cell phone, flashlight
 - x. Clean Glass Beaker or Bottle

II. Inspections

- a. Travel to and locate the outfall to be inspected.
- b. Safely access the outfall location. Bear in mind that access to certain sites may be hazardous and require the use of safety equipment or a less direct route.
- c. If the outfall is located in a densely vegetated wash, extra care should be taken during entry - note that itinerant people often live in such locations in addition to dangerous wildlife.
- d. Fill out the general information part of the inspection sheet (date, time, inspector, outfall identifier, etc.).

- e. If a particular outfall has been changed from its original condition, the description of the outfall should be updated on the inspection report. This might include areas where development has occurred and a former dirt channel has been replaced by a drainpipe or riprap channel. If a particular outfall has been completely destroyed or removed, this should be noted on the inspection report and the Inspection Supervisor and the Environmental Project Coordinator notified. An alternate outfall location may need to be established.
- f. Once at the outfall, the inspector should look for any indication of dry-weather flow or illicit discharges. Such indications include, but are not limited to:
 - i. Flowing water
 - ii. Ponding water or dampness
 - iii. Lush vegetation not characteristic of the surrounding area
 - iv. Unusual Staining
 - v. Deposits of evaporative products (salts)
 - vi. Oil sheen or residual
- g. Observe and record the condition of the outfall and note any indications that maintenance is needed, such as the presence of significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
- h. Take at least one photograph at each outfall.
- i. If flowing water is present, the inspector should estimate the flow rate and record observations with brief descriptions of color, odor, turbidity of the water; oil sheen or surface scum. If there is enough flow to collect a discrete sample, field tests should be conducted and results recorded for: pH; copper, chlorine, detergents, and phenols. If any of the field tests indicate the presence of contamination, a grab sample should be obtained and submitted to an analytical lab under contract to the Town. The parameters to be tested at the lab will be determined by the Storm Water Manager. The inspector should collect another grab sample within a 24-hour period, with a minimum period of four hours between samples.
- j. If flowing or ponded water is present, investigate to determine the source of the water. This may include searching up gradient in the drainage (inlet grates, catch basins, etc.) for inflows and/or illicit connections, reviewing storm drain maps and records of the area, and interviewing persons who work at possible sources of inflow.
- k. If the source of the discharge can be established, the inspector should determine if the discharge is allowable under the Town Storm Water Discharge Control Ordinance. Some more common qualifying discharges include:
 - i. Discharges associated with operation and maintenance of the potable or reclaimed water systems, well development, or well monitoring,
 - ii. Residential dechlorinated swimming pool discharges,

- iii. Discharges from residential coolers and air conditioning condensate,
 - iv. Discharges from residential or charity exterior car washing where only water or biodegradable soaps are used,
 - v. Building or street-wash water where only water or biodegradable soaps are used.
- I. If the source of the discharge is allowable under the Town's Storm Water Discharge Control Ordinance, and if the results of the field tests are negative, then the discharge is not considered to be a significant source of pollutants. If the source qualifies for the Town's Code and field test results indicate the presence of pollutants, ADEQ should be notified.
 - m. If the source is determined to be irrigation overflow, or a potable or reclaimed line leak, Oro Valley Water should be notified.
 - n. If the source is determined to be residential gray water, notify the discharger that under ADEQ rules, gray water must remain on the discharger's property. Advise the discharger that if the discharge off their property continues, they could be cited under Town of Oro Valley Code and reported to ADEQ for possible further enforcement.
 - o. If the source can be determined and has the potential to be a source of pollutants, as evidenced by field or laboratory testing, it should be considered illicit, and the following steps should be taken to cease the discharge to the storm drain system: discussion with responsible parties, distribution of guidance materials, issuance of a compliance status letter, notice of violation, enforcement action, and notification of regulatory authorities.
 - p. If the source of a dry weather flow cannot be determined, and test results indicate the presence of a pollutant, the inspector should report their findings to the Storm Water Manager for further investigation. Further investigation may include: researching storm drain maps and contributing drainage areas, conducting more extensive field surveys performing a confined space entry into the storm drain, or performing dye tests and other tests to be determined on a case by case basis.
 - q. Any outfall that exhibited flowing or standing water during an inspection should be revisited within at least two weeks from the original inspection date to see if the discharge is continuing or if corrective actions have been effective. Follow-up monitoring of the outfall should be continued on an as needed basis until the dry weather discharge has been eliminated, or until further investigations conclude that the discharge is not a significant source of pollutants.

III. After Inspections

- a. Enter the results of each inspection into ArcGIS/Cartegraph database for the current fiscal year, and file hard copies of photos and inspection sheets in the outfall inspection notebooks.

- b. Create a work order for the appropriate Department/Division on any field screening location requiring maintenance including areas with significant garbage/refuse, flow obstructions, structural or erosion damage, overgrowth of vegetation, etc.
- c. Prepare a brief report for any illicit discharges detected, provide flow observations, test results, identify the source (if it can be determined), and list actions taken to stop the discharge. This report will be used to notify appropriate authorities if the discharge continues, or will be summarized in the Annual Report.
- d. Prepare a table of findings and a summary of field screen outfall activities for inclusion in the annual report. Identify outfalls that have been eliminated.

AUTHORIZED

Paul Keesler, Director

Attachment G: Stormwater Checklist For Plan Review.

PLAN REVIEW DISTRIBUTION CHART

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
PRE-APPLICATION (OV1)													
DESIGN REVIEW COMMITTEE SUBMITTAL	•	•	•	•			•	•	•	•	•	•	
CONCEPTUAL DESIGN (OV12)													
CONCEPTUAL SITE AND LANDSCAPE PLAN	•	•	•	•			•	•	•	•	•	•	
CONCEPTUAL ARCHITECTURAL DESIGN	•	•						•					•
CONCEPTUAL PUBLIC ART	•	•	•										•
TRAFFIC IMPACT ANALYSIS	•	•	•		•								
NATIVE PLANT PRESERVATION PLAN	•	•											
SITE RESOURCE INVENTORY PLAN	•	•											
FINAL DESIGN (OV12)													
FINAL SITE PLAN	•	•	•	•		•	•		•		•		
FINAL ARCHITECTURAL DESIGN (OV13)	•	•											•
FINAL PUBLIC ART (OV5)	•	•	•					•					•
FINAL LANDSCAPE AND IRRIGATION PLAN	•	•	•						•		•		
RAINWATER HARVESTING PLAN	•	•	•										
DRAINAGE REPORT			•			•							
GEOTECHNICAL REPORT	•		•										
TITLE REPORT	•		•										
ALTERNATIVE PARKING ANALYSIS	•	•											
ARCHEOLOGICAL CLEARANCE	•	•	•										
CLOSURE CALCS	•		•										
FINAL PLAT	•	•	•				•				•		
CIVIL IMPROVEMENT PLANS FOR PERMIT													
ON-SITE CIVIL IMPROVEMENT PLANS (G)		•	•				•		•				
OFF-SITE CIVIL IMPROVEMENT PLANS (G)		•	•	•			•		•				
STORMWATER POLLUTION PREVENTION PLAN (G)			•			•							
OV WATER UTILITY PLANS (OV20-OV24)		•	•	•					•				
MINOR PLAT AMENDMENT (OV12)													
LOT LINE ADJUSTMENT	•	•	•				•		•				
NO BUILD AREA TRADE	•	•	•				•						
TEXT AMENDMENT	•	•	•										
SCRIVENERS ERROR	•	•	•										
GENERAL PLAN AMENDMENTS (OV11)													
MINOR MAP AMENDMENT	•	•	•				•		•	•			
MAJOR MAP AMENDMENT	•	•	•				•		•	•			
TEXT AMENDMENT	•	•	•				•		•				
PLANNED AREA DEVELOPMENTS [PAD] (OV9)													
NEW PAD	•	•	•				•		•	•	•	•	
PAD MAP AMENDMENT	•	•	•				•		•		•		
PAD TEXT AMENDMENT	•	•	•				•		•		•		
PAD EXEMPTION	•	•	•				•				•		
SIGNS (OV3)													
MASTER SIGN PROGRAM	•	•	•										
SIGN CRITERIA	•	•	•										
SIGN PAD EXEMPTION	•	•											
MISCELLANEOUS SUBMITTALS													
REZONING (OV9)	•	•	•	•			•		•	•	•	•	
MINOR LAND DIVISION (OV12)	•	•	•				•		•				
DEVELOPMENT PLAN EXTENSION (OV12)	•	•	•				•						
CONDITIONAL USE PERMIT (OV8)	•	•	•				•		•	•	○		•

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
GRADING EXEMPTION (OV12)	●	●	●				●						

SUBMITTAL TYPE	FILE	PLANNING	PERMITTING - ENGINEERING	RIGHT-OF-WAY	TOWN ENGINEER	STORMWATER UTILITY	WATER UTILITY	PERMITTING - BUILDING	GOLDER RANCH FIRE	POLICE	PARKS, RECREATION	TRANSIT	ECONOMIC DEVELOPMENT
HOME OCCUPATION [TYPE I OR II] (OV4)	•	•	•					•	•				
ZONING VERIFICATION (OV4)	•	•											
ZONING INTERPRETATION (OV4)	•	•											
COMMUNICATION FACILITIES (OV6)													
TIER 1	•	•	•	•			•						
TIER 2	•	•	•	•			•						
MAJOR	•	•	•	•			•						
BOARD OF ADJUSTMENT (OV10)													
VARIANCE REQUEST	•	•	•				•		•				•
APPEAL OF ADMINISTRATIVE DECISION	•	•	•										

○ - MAY REQUIRE REVIEW ON A CASE BY CASE BASIS



Community Development and Public Works
Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

TYPE 1 GRADING PERMIT CHECKLIST

Notice to Permit Holder - It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements. **Initial Here** _____

1.0 General Information

- 1.1 Fill out the Grading Statement on page 2 of the Building Permit Application.
- 1.2 Provide a Grading/Site Plan with the application. See below for Grading /Site Plan requirements.
- 1.3 A Town of Oro Valley Floodplain Use Permit is required for grading or other improvements within a 100-year floodplain.
- 1.4 A Town of Oro Valley Right-Of-Way Permit is required for all construction related activity in Town right-of-way. This includes driveway connections and utility trenching.
- 1.5 Detailed review and permitting of septic systems is by the Pima County Department of Environmental Quality. It is the applicant's responsibility to coordinate directly with PCDEQ.
- 1.6 A drainage report is required for structures and grading that may affect or be affected by a 100-year floodplain or erosion hazard setback. Other drainage related situations may require a drainage analysis with supporting calculations as needed on a case by case basis.

2.0 Grading /Site Plan Requirements

- 2.1 Grading/Site Plan Format:
 - Plan is to measure 24"x36". Other sizes are acceptable on a case by case basis.
 - Label plan "Grading/Site Plan".
 - Utilize a standard engineering scale, typically 1"=10' or 1"=20'.
 - Provide a north arrow and bar scale.
 - Grading/Site Plan to be tied to a benchmark of known elevation and location. Include this information on the plan.
 - Grading/Site Plan to be prepared by an Arizona Registrant for the following conditions:
 - Average cross-slope of building pad region is greater than 6%.
 - Average cross-slope of parcel is 15% or greater.
 - Parcel has sloped areas greater than 25%.
- 2.2 Grading/Site Plan Content – Existing Conditions:
 - Show exterior boundaries of parcel in a heavy solid line type. Provide metes and bounds per recorded final plat or other recorded instrument.
 - Show and label existing topography at 1 or 2 foot contour intervals.
 - Show and label adjacent existing roadways and indicate as either public or private.
 - Show and label all existing recorded parcel restrictions such as floodplain limit lines, erosion hazard setback lines, conservation areas, easements, etc.
 - Show and label existing utilities.
 - Maintain existing drainage patterns for flows entering and exiting the site.
- 2.3 Grading Site/Plan Content – Proposed Conditions:
 - Show and label proposed topography at 1 or 2 foot contour intervals. Ensure that proposed contour lines tie back into existing contour lines.
 - Show the locations of toe and top of new slopes.
 - Show and label all proposed structures to be constructed.
 - Indicate the finished floor elevation (FFE) and finished pad elevation of any proposed residential building. For proposed attached garages, only an FFE is required.

- Show proposed finished grades at the following locations:
 - Building and patio slab corners.
 - At periodic intervals along channel or swale inverts.
 - Inlet and outlet invert elevations of pipes and area drains.
 - Grade breaks, high points, and low points.
 - Along proposed driveways to verify finished slope.
 - As needed to verify positive drainage. A minimum slope of 5% for a distance of 10' away from a foundation is generally required per International Residential Code Requirements (R401.3). For other locations, a minimum 0.5% slope is generally required for paved surfaces and minimum of 1% slope is generally required for unpaved areas.
- Show locations of all proposed retaining walls. Provide elevations for the top of retaining walls and at the bottom along finished grade. Supporting structural calculations and details prepared by an Arizona registrant is required for the following:
 - Retaining walls greater than 4-feet when measured from bottom of footing.
 - Retaining walls with site walls when the combined height is greater than 6-feet, measured from bottom of footing.
 - Any retaining walls with an applied surcharge load.
 - Site walls greater than 6-feet when measured from the top of footing.
- Indicate the locations of wall openings for surface drainage and label permanent erosion control devices to be used (e.g. riprap apron).
- Provide a limits of grading line to indicate all areas to be disturbed.
- Indicate the location of construction access to the site if other than an existing driveway or wall opening.
- Provide construction layout dimensions as needed.
- For proposed driveways, indicate the surfacing to be used such as asphalt, concrete, brick or aggregate. Per the Town Zoning Code, driveways are required to maintain a dust free condition.
- Show all proposed utilities from point of connection to proposed structures.
- House Connection Sewer (HCS) are to meet International Plumbing Code requirements. Indicate size, minimum slope, and location of HCS lines and cleanouts.
- Provide the rim elevation of the nearest upstream manhole to verify whether a backwater valve will be required on the HCS line. If a backwater valve is required, indicate as such on plan.
- Indicate the locations of permanent erosion control devices (e.g. splash blocks, riprap aprons, etc) at the base of down spouts, scuppers, canales, etc.
- Indicate the locations of interim erosion control devices (BMP) to be in place during construction (e.g. silt fence, waddle, etc). Provide a typical detail with installation information for the proposed device. All BMP's are to be placed within the limits of grading line.
- Provide a typical cross section(s) at critical areas where additional clarity may be required.
- Provide erosion control measures (e.g. riprap aprons) at runoff discharge locations where required.

2.4 Additional Grading Information:

- Finished slopes must conform to the following Town Zoning Code restrictions:
 - 3:1 (horizontal: vertical) or flatter shall be revegetated.
 - Slopes 2:1 or flatter but steeper than 3:1 shall be stabilized with rock riprap over filter fabric.
 - Slopes steeper than 2:1 shall be stabilized with grouted riprap or retaining walls as appropriate. Slopes shall not exceed 1:1.
 - Alternative methods of stabilization may be allowed when supported by a geotechnical report prepared by an Arizona registrant.

- Cut, fill and slope setbacks must conform to the following Town Zoning Code restrictions:
 - The maximum depth of cut and fill shall not exceed six feet (6-feet) measured vertically from existing grade to finished grade. If terraced retaining walls are utilized, the maximum depth may be increased to eight feet (8-feet).
 - The top of a cut slope is to be set back from a property line a minimum of one-fifth (1/5) of the vertical height of the slope, with a minimum of two-feet (2-feet),

Please be aware that if the project is within a Planned Area Development (PAD), such as Rancho Vistoso, the PAD design standards shall govern if there is a conflict with the Town Zoning Code.

- The requirements of the Environmentally Sensitive Lands (ESL) or the Hillside Development Zone ordinances shall apply if applicable to the subject property.

3.0 Standard Grading Notes

The following standard Grading Notes are to be included on the Site/Grading Plan:

1. Unimproved disturbed areas resulting from operations on this lot shall be restored to their natural state by utilizing drought-resistant vegetation as stated by the Town of Oro Valley Zoning Code. All utility trenches and/or leach fields are to be restored to their original natural conditions.
2. Excess soil generated from earthwork operations shall be removed from the site and lawfully disposed of, or, if allowed and approved by the Town Engineer, site material may be placed so as to become an integral part of the site development, all in accordance with hillside development regulations.
3. Cut and fill slopes and slope treatment to be in compliance with the requirements of the accepted geotechnical engineering investigation or the Town of Oro Valley Revegetation Requirements.
4. Excess soil material generated from the earthwork operations shall not be disposed of by pushing or placing said material into areas designated as 100-year floodplain areas.
5. The contractor is responsible for assuring proper and adequate drainage.
6. Elevation of finish pad shall be certified by a registered land surveyor prior to pouring foundations. A copy of certification must be approved by the Town of Oro Valley Inspection and Compliance Division prior to calling for building inspections.
7. Prior to any building finals, a final grading inspection must be obtained from the Town of Oro Valley. Call the Town of Oro Valley Inspection and Compliance Division at (520) 229-4898 for a final grading inspection at least 24 (twenty-four) hours in advance.



Community Development and Public Works
Permitting Division

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TYPE 2 GRADING PERMIT CHECKLIST

Notice to Permit Holder - It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements. **Initial Here** _____

All items listed below must be completed prior to scheduling a pre-grading conference.
Items with lines through them are completed. Open items are to be submitted by the applicant or agent.

OWNER/DEVELOPER: _____ **GRADING PERMIT #:** _____

PROJECT NAME: _____ **OV #:** _____

ENGINEER/AGENT: _____ **PHONE:** _____ **DATE:** _____

- Proof of review fee payment, date paid: _____
 - Archeological Clearance Letter
 - Soils report
 - Pavement design report
 - Final Hydrology Report (2 copies)
 - Stormwater Pollution Prevention Plan & ADEQ NOI (EPA compliant)
 - Approved Improvement Plans: 5 (subdivision) or 7 (commercial) blue-line sets of civil plans including SWPPP sheets and a Mylar set of the plans
 - Completed Grading Permit Application
 - Construction/Restoration Bond Estimate: (amount: \$ _____) *
 - Construction/Restoration Bond, date received: _____ *
 - Water Bond Estimate: (amount: \$ _____) *
 - Water Bond, date received: _____ *
 - Landscape Bond Estimate: (amount: \$ _____) *
 - Landscape Plan/Landscape Bond, date received: _____ *
- * Note: Bond Estimates shall be submitted & approved by OV Staff prior to bond submission
- Approved Public Water Plans (Oro Valley Water Utility)
 - Copies of Recorded Easements/Letters of Agreement
 - Executed Assurances
 - Floodplain Use Permit, if required for project
 - Salvage per Approved Salvage Plan
 - Grading Limits staking accepted by Zoning Inspector
 - Grading Permit fee (amount: \$ _____)

* Grading Permit fee – amount to equal ½% of site construction cost or \$500, whichever is greater. Submit contractor's bid information on letterhead or sealed estimates from the Civil Engineer.

Attachment H: Construction and Post-Construction Site Standard Operating
Procedures.

 <p style="text-align: center;">STANDARD OPERATING PROCEDURE Public Works</p>	Number:
Subject: Stormwater Utility SWPPP Inspections	Approval Date:
Approval:	Effective Date:

1. PURPOSE

A stormwater Construction Site Inspection Program is a program developed for the purpose of tracking, inspecting, and enforcing Federal, State and Local stormwater requirements within construction sites. Inspections to monitor stormwater compliance should be performed at least once per month at each active construction site. Each active project shall be inspected a minimum of 3 times during the duration of the project. For projects with a history of non-compliance a more frequent inspection cycle will be necessary. This Standard Operating Procedure (SOP) describes the major components of the Town of Oro Valley construction site Stormwater Pollution Prevention Plan (SWPPP) Inspection best practices, as well as procedures for evaluating compliance and efficacy of stormwater control measures implemented within and around construction sites.

2. DISTRIBUTION

Public Works Stormwater Utility field personnel.

3. PROCEDURE

This procedure will be used to guide stormwater field staff through all components of an Arizona Department of Environmental Quality (ADEQ) mandated SWPPP inspection.

3.1 GIS Inventory of All Active Construction Sites.

For the purposes of inspection planning and data management, a GIS database of all active SWPPPs within the Town of Oro Valley has been created and maintained by the Stormwater Utility Analyst. The path to the database is as follows <F:\2 DIV STORMWATER\PROJECTS\Construction Site Inspections\ConstructionSiteInspectionsGIS>. This database functions as a tracking system and project inventory. Paths to project specific SWPPPs, NOIs, inspection records, and project superintendents are all stored within this inventory. The idea behind this database is to assist the inspector in prioritizing the daily inspections based on parameters such as project size, slope, previous inspection dates and compliance history.

3.2 TOV SWPPP Review Criteria.

SWPPP plans that are submitted to the Town of Oro Valley for approval will have a review process to guarantee that erosion and sediment control standards and post-construction stormwater standards will be met.

Process.

a. The Town of Oro Valley Stormwater Utility staff will review SWPPP plans.

- b. A checklist (Appendix A) will be used to ensure accuracy, and efficacy of submitted SWPPPs.
- c. The Town of Oro Valley will be responsible for enforcement of their stormwater rules.

3.3 Conducting an Inspection

The attached Construction Site Stormwater Inspection Report (Appendix B) shall be used by the inspector during site visits. Construction site inspectors should abide by the following guidelines:

1. Inspections to monitor stormwater compliance should be performed at least once per month at each active construction site, with priority placed on sites that require coverage under the ADEQ 2013 CGP (i.e., that disturb one or more acres), and sites that are located in the watershed of any 303(d) water bodies (no 303(d) water bodies exist within Town of Oro Valley limits).
2. The inspection shall begin at a low point and work uphill, observing all discharge points and any off-site support activities.
3. Written and photographic records shall be maintained for each site visit.
4. During the inspection, the inspector should ask questions of the contractor. Understanding the selection, implementation, and maintenance of BMPs is an important goal of the inspection process, and requires site-specific input.
5. The inspector should not recommend or endorse solutions or products. The inspector may offer appropriate advice, but all decisions must be made by the contractor.
6. The inspector shall always wear personal protective equipment appropriate for the site.
7. The inspector shall abide by the contractor's site-specific safety requirements.
8. The inspector has legal authority to enter the site. However, if denied permission to enter the site, the inspector should never force entry.

Prior to planning a site visit, an inspector shall determine if the project is subject to requirements of the Arizona Department of Environmental Quality (ADEQ) 2013 Construction General Permit.

Note for municipal inspectors: If a project disturbs one or more acres and is under construction, and there is no project ADEQ NOI on file, or the project is not listed in the ADEQ NOI database, the project is in violation of the 2013 CGP. Call the contractor to determine if the NOI process has been started. If not, notify the contractor verbally of this requirement and the violation. Work cannot proceed on the site until a Notice of Intent (NOI) for coverage under the 2013 Construction General Permit has been approved by ADEQ.

Once it has been determined that the site is in compliance with the 2013 Construction General Permit, the site inspection process can continue. The Construction Site Inspection process shall include the following:

1. Plan the inspection before visiting the construction site

- a. Obtain and review permits, site plans, previous inspection reports, and any other applicable information.
 - b. Inform the contractor of the planned site visit. (depending on site compliance history, this may or may not be an option)
2. Meet with the contractor.
 - a. Review the site SWPPP. Compare BMPs shown on the approved SWPPP with those BMPs currently implemented on the construction site.
 - b. Review the project's approved NOI and confirm that the information shown continues to be accurate. (This is important because in some cases a new contractor begins operating under a new NOI at the same site. We want to document and track this type of occurrence).
 - c. Get a general overview of the project from the contractor.
 - d. Review site inspections done by the contractor.
 - e. Review the status of any issues or necessary corrective actions noted in previous inspection reports.
 - f. Discuss any complaints or incidents since the last meeting.
3. Inspect perimeter controls.
 - a. Examine perimeter controls to determine if they are adequate, properly installed, and properly maintained.
 - b. For each structural BMP, check structural integrity to determine if any portion of the BMP needs to be replaced or requires maintenance.
4. Inspect slopes or temporary stockpiles.
 - a. Determine if sediment and erosion controls are effective.
 - b. Look for slumps, rills, and tracking of stockpiled materials around the site.
5. Compare BMPs in the site plan with the construction site conditions.
 - a. Determine whether BMPs are in place as specified in the site plan, and if BMPs have been adequately installed and maintained.
 - b. Note any areas not shown on the approved SWPPP which may require the addition of BMPs.
6. Inspect site entrances/exits.
 - a. Determine if there has been excessive tracking of sediment from the project site.
 - c. Look for evidence of additional entrances and exits which are not shown on the approved SWPPP or site plans.
7. Inspect pollution prevention and good housekeeping practices.
 - a. Inspect trash areas and material storage/staging areas to ensure that materials are properly maintained and that pollutant sources are not exposed to rainfall or runoff.
 - b. Inspect vehicle/equipment fueling and maintenance areas for the presence of spill control measures and for evidence of leaks or spills.

8. Inspect discharge points and downstream, off-site areas.
 - a. Walk down the street and/or in other directions off-site to determine if erosion and sedimentation control measures are effective in preventing off-site impacts.
 - b. Inspect down-slope catch basins to determine if they are protected, and identify whether sediment buildup has occurred.
9. Meet with the contractor again prior to leaving.
 - a. Discuss the effectiveness of current SWPPP BMPs and whether modifications are needed.
 - b. Discuss possible violations or concerns noted during the site inspection, including discrepancies between approved site plans, the SWPPP, and/or currently implemented stormwater controls.
 - c. Agree on a schedule for addressing all noted issues and schedule a follow-up inspection.
10. Provide a written or e-mailed copy of the inspection report to the contractor.
11. Follow up, as determined and provide a copy of the subsequent re-inspection to the contractor.

3.4 Enforcement Procedures

3.5 Training & Education

All Town of Oro Valley Stormwater Utility field staff will be certified as stormwater inspectors by the National Stormwater Center. Refresher training will happen at a minimum of every two years.

 <p style="text-align: center;">STANDARD OPERATING PROCEDURE Public Works</p>	Number:
Subject: Post Construction MCM 5	Approval Date:
Approval:	Effective Date:

1. PURPOSE

The purpose of the post-construction inspection procedure includes the following:

A reduction in the discharge of pollutants, to the maximum extent practicable, to the MS4 permit area by completed construction projects. This is done through verification of the following:

1. Post construction site planning procedures are implemented and will reduce impacts to stormwater quality.
2. Structural and non-structural control measures are implemented and all temporary best management practices (BMPs) have been removed.
3. All post construction activities are operating in compliance with Town of Oro Valley code.

Post construction inspections are performed in accordance with the Arizona Department of Environmental Quality (ADEQ) small MS4 permit AZG2016-002 requirements found in section 6.4.5.

Note: Property owners are responsible for complying with Town of Oro Valley stormwater requirements. Please see attached maintenance agreement for property owners/managers (**Appendix A**).

2. DISTRIBUTION

Public Works Stormwater Utility field personnel.

3. PROCEDURE

The ADEQ 2016 Small MS4 permit requires all completed construction sites be inspected and assessed for effective post-construction stormwater control. All finished construction sites shall be inspected no later than one year after cessation of construction activities. The procedures for data processing, field inspections, follow-up documentation and enforcement actions are outlined with the ultimate goal of bringing land management activities in compliance with Town of Oro Valley ordinances, and policies.

3.1 Update the Town of Oro Valley construction site inventory.

For the purposes of inspection planning and data management, a GIS database of all construction projects within the Town of Oro Valley is utilized for compliance with MCM 5. The construction sites known to have filed for a Notice of Termination (NOT) with ADEQ or sites observed to have completed construction activities will be logged as **project finished** in the current site status column within the GIS database. The date of the NOT or the date of the last inspection will serve as the beginning of the Town of Oro Valley post-construction inspection period.

3.2 Require all new development and redevelopment projects to sign and abide by a long term stormwater infrastructure maintenance agreement.

This program will put the responsibility regarding maintenance of structural stormwater controls clearly on the owner/operator of the subject property, with parameters explicitly defined and attested to by signature of the property owner/developer (See Appendix A. Town of Oro Valley structural stormwater control maintenance agreement). These agreements will be catalogued in a database, and flagged by due date for delivery of annual inspection and maintenance reports of private assets by property managers/owners.

3.3 Require annual inspections, maintenance, and reporting on private stormwater assets.

The Town of Oro Valley requires a maintenance and reporting schedule for all private structural stormwater controls. The maintenance schedule and requirements shall be detailed in private Covenants, Conditions and Restrictions (CC&Rs). The Homeowner's Association (HOA) or responsible party shall be clearly identified within the CC&Rs and shall be responsible for maintenance of conveyance systems and appurtenant structures, and maintenance record keeping. Maintenance records shall indicate:

- a. Date of maintenance activities;
- b. Description of maintenance activities;
- c. Photographs of the conveyance systems and appurtenant structures before and following maintenance activities;
- d. Signature of responsible individual (Le. HOA President) certifying that the noted maintenance was completed according to the approved schedule and requirements; and
- e. Maintenance records shall be retained by responsible party for three years following the most recent maintenance activity. The maintenance records shall be provided to the Town of Oro Valley on a yearly basis.

3.4 Town of Oro Valley Post-Construction inspection procedure.

Post-construction inspections document how well the applicable stabilization measures have been implemented. The inspection also includes verification that the temporary construction phase BMPs have been removed. The following criteria ensure Town of Oro Valley regulatory inspection compliance and that conveyance systems and appurtenant structures are adequate to transport stormwater peak flow rates and minimize erosion at outlets.

- a. Prepare inspection reports (IR) and maps for the inspection.
- b. Present credentials (name, title and qualifications) to the property owner prior to entering the property.
- c. Perform a site inspection looking for maintenance of flow structures, signs of erosion, and presence of temporary BMPs not removed by construction contractor.

d. Log the result of the inspection in the Post-construction Site Inventory Report and the compliance status (in compliance or out of compliance).

e. Send a copy of the inspection report to the property owner by mail, or e-mail if available.

- Letter of compliance (compliance with Town of Oro Valley code)
- Notice of Deficiency
- Notice of Potential Violation (Deficient with Town of Oro Valley code)
- Notice of Violation (Deficient with Town of Oro Valley code and endangerment to public health or human safety is observed)

If property is out of compliance with Town of Oro Valley Ordinances, send a Notice of Deficiency and specify the dates the owner shall bring the property into compliance. The dates shall follow ordinances and be completed within one year of the Notice of Termination. If the property remains out of compliance, send a Potential Notice of Violation.

3.5 Town of Oro Valley Post-Construction Enforcement Response Procedures.

1. If the property is out of compliance, notify the property owner the site is out of compliance with Town of Oro Valley code by sending the IR with a Notice of Violation (NOV).

2. Track response from property owner and contact within specified time frames.

3. Inspect site after owner has identified the site is in compliance. Evaluate if the site is in compliance and the case can be closed or if additional actions are required.

4. Close out the NOV or proceed to escalated enforcement. Escalated enforcement shall follow the procedures described.

Attachment I: Authorized Representative Signature Form.

Town of Oro Valley
Authorized Representative

In accordance with the State of Arizona Pollutant Discharge Elimination System General Permit for Discharge from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States (Permit No. AZG2016-002). The person occupying the Stormwater Administrator position is a duly authorized representative of the Town of Oro Valley.

Paul Keesler, P.E.
Town Engineer/Stormwater Administrator

Date