Stormwater Pollution Prevention

Operations and Maintenance Plan Template

for Pocatello Urbanized Area NPDES Phase II Permittees

October 2019

Template Users:
Throughout the template, text in <TRIANGULAR BRACKETS> must be replaced with information specific to your local jurisdiction.

Additional instructions to the user are included in the template using **<colored, bracketed text>**. These instructions should be removed from the O&M Plan prior to finalization.

Delete this first page and the next blank page

<PERMITTEE>

Stormwater Pollution Prevention

Operations and Maintenance Plan

<INSERT YOUR LOGO HERE>

StreetWise RiverWise

<PERMITTEE>

<Address>

<City, ID, Zip>

<Date, 2019>

Acknowledgements

The template for this Stormwater Pollution Prevention Operations and Maintenance Plan is based on a template developed for the Wenatchee Valley Stormwater Technical Advisory Committee, in Eastern Washington. Representatives from the City of Pocatello, City of Chubbuck, Bannock County, Idaho Transportation Department District #5, and Idaho State University contributed to the revisions, facilitated by the City of Pocatello.

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Acronyms and Abbreviations

The majority of the definitions below are sourced from the Idaho Phase II Municipal Stormwater Permit (Phase II Permit). Definitions not provided from the Phase II Permit were taken from other sources, including the Portneuf Valley Stormwater Design Manual and EPA's NPDES website glossary. **<Review definitions for consistency with local codes, etc.>**

Best Management Practices (BMPs)	The schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices that prevent or reduce the release of pollutants and other adverse impacts to downstream or down gradient systems.
Catch Basin	A drainage structure which collects water. May be either a structure where water enters from the side or through a grate.
Conveyance System	The drainage facilities, both natural and man-made which collect and carry surface and stormwater flow. Includes gutters, drainage inlets, pipes, catch basins, manholes, channels, swales, ditches, small drainage courses, streams, and rivers.
Drywell	A stormwater disposal system designed to disperse water below the land surface. Drywells are regulated by the Idaho Department of Water Resources (IDWR).
Erosion and Sedimentation Control (ESC)	Any temporary or permanent measures taken to prevent erosion and sedimentation, such as preserving natural vegetation, seeding, mulching and matting, plastic covering, and sediment traps and ponds.
Groundwater	Water in a saturated zone or stratum beneath the land surface.
Hazardous Materials	A material or combination of materials which, when discharged in any quantity into state waters, presents a substantial present or potential hazard to human health, the public health, or the environment
Hyperchlorinated	Water that contains more than 10 mg/Liter chlorine. Disinfection of water mains and appurtenances requires a chlorine residual of 10 mg/L at the end of the disinfection period. This level is well above the Maximum Residual Disinfectant Level of an annual average of 4 mg/Liter chlorine for potable water.
Illicit Discharge	Any discharge to the municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer).

Maintenance	Activities conducted to extend the life cycle and ensure proper operation of existing facilities. Maintenance should not expand the use or capacity of a facility beyond the existing or designed use and results in no significant adverse hydrologic impact.
Maintenance Standard	Describes the condition when cleaning, repair, or other maintenance is required for a given facility.
Manhole	An entrance provided to a drainage facility for the purpose of inspection and cleaning. This may consist of a circular manhole shaft, frame and round cover or an opening into a structure where the top of the structure is at the surface. The opening may be round or rectangular.
Material Storage Facility	An uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.
Municipal Separate Storm Sewer System	A conveyance or system of conceyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): 1) owned and operated by a public body having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes; 2) designed or used for collecting or conveying stormwater; 3) which is not a combined sewer; and 4) which is not part of a Publicly Owned Treatment Works.
National Pollutant Discharge Elimination System	The national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Idaho, are administered by the EPA (but will soon be administered by the Idaho Department of Environmental Quality).
Oil/Water Separator	A vault, usually underground, designed to provide a quiescent environment to separate oil from water.
Outfall	A point source at the point where an MS4 discharges to waters of the State, and does not include open conveyances connecting two MS4s or pipes, tunnels, or other conveyances which connect segments of the same stream or other waters of the State and are used to convey waters of the State.

Pollutant	A non-stormwater discharge that enters the stormwater collection and conveyance system. This includes dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal and agricultural waste discharge into water.
Phase II Permit	Pocatello Urbanized Area (PUA) Phase II Municipal Stormwater Permit, originally issued by the EPA on December 15, 2006 and renewed October 1, 2019.
Sediment	A naturally occurring material that is broken down by weathering and erosion and transported by wind, water, or other fluids.
Receiving Waters	Any water body receiving stormwater runoff, including surface water, groundwater, and the stormwater collection and conveyance system.
Stormwater	Rainwater runoff, snowmelt runoff, and surface runoff and drainage. Stormwater means that portion of precipitation that does not naturally percolate into the ground or evaoporate, but flows via overland flow, interflow, channels, or pipes into a defined surface water channel or a constructed infiltration facility.
Swale	A shallow drainage conveyance with relatively gentle side slopes, generally manmade.
Stormwater Pollution Prevention Plan	A site-specific plan to manage stormwater discharges from a particular facility. In the context of this O&M Plan, these facilities will be permittee-owned material and heavy equipment storage areas, as well as maintenance yards.
Water Quality	The chemical, physical, and biological characteristics of water, usually with respect to its suitability for a particular purpose.
Waters of the State	Those waters as defined as “waters of the United States” in 40 CFR Subpart 122.2 within the geographic boundaries of Idaho and “public waters” as defined in Idaho Constitution Article XV and Idaho Code 42 et al., which include all lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and water courses within the jurisdiction of the State of Idaho.

Acronyms and Abbreviations

BMPs	Best Management Practices
CGP	General NPDES Construction General Permit for Stormwater Discharges Associated with Construction Activities
IDEQ	Idaho Department of Environmental QUality
EPA	Environmental Protection Agency
IDWR	Idaho Department of Water Resources
MSGP	Multisector General Permit - an NPDES Permit for Stormwater Discharges Associated with Industrial Activities
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PUA	Pocatello Urbanized Area
Phase II Permit	PUA Phase II MS4 Permit
PVSDM	Portneuf Valley Stormwater Design Manual, 2010 *as amended*
RCRA	Resource Conservation and Recovery Act
SWPPP	Stormwater Pollution Prevention Plan
UIC	Underground Injection Control

Section 1—Introduction & Program Overview

Section 1—Introduction & Program Overview

Purpose

The <PERMITTEE> is currently subject to the requirements of both the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Pocatello Urbanized Area Phase II Permit (Phase II Permit) and the Underground Injection Control (UIC) Rule. Under the Phase II Permit, <PERMITTEE> is required to develop and implement a municipal Operations and Maintenance (O&M) Plan to protect water quality and reduce the discharge of pollutants into receiving waters. Receiving waters include surface waters, groundwater, and the stormwater collection and conveyance system.

The <PERMITTEE>'s municipal employees engage in a number of activities that may positively or negatively impact water quality. This O&M Plan provides guidance on stormwater pollution prevention and good housekeeping practices for municipal maintenance activities across the municipality.

The objective of this O&M Manual is to: 1) provide succinct lists of practices that can be used to prevent and minimize releases of pollutants in stormwater during routine O&M activities; 2) to summarize the facilities requiring stormwater O&M (and related implementation schedule); and 3) to provide summaries of Permit-required O&M activities and data tracking.

What are Best Management Practices (BMPs)?

BMPs are the activities, actions, procedures, prohibitions of practices, structural facilities, and/or managerial practices that, when used singly or in combination, prevent or reduce the release of pollutants into receiving waters. There are three broad categories of BMPs:

- **Operational BMPs** are those activities and actions that municipal staff should perform on a regular basis to prevent the release of pollutants into the stormwater system. For example, street sweeping is an operational BMP. Putting tarp over material stockpiles at the end of each day is an operational BMP.
- **Structural BMPs** are permanent facilities or structures that are constructed to prevent pollutants from coming into contact with stormwater. For example, constructing a roof over a material storage area is a structural BMP.
- **Treatment BMPs** are the facilities that are used to remove pollutants from stormwater before it is released downstream into the surface waters or groundwaters. For example, oil/water separators and vegetated swales are Treatment BMPs.

This O&M Plan primarily describes operational and structural BMPs that will protect the <PERMITTEE>'s receiving waters. This includes maintenance of the <PERMITTEE>'s treatment BMPs.

Common Pollutants, Sources, and Impacts

Stormwater runoff contains pollutants that can harm human health, degrade water quality and habitat, and impair ecosystem functions. These pollutants originate from vehicles, businesses, homeowner activities, and municipal activities, and include oil, hydrocarbons, heavy metals, deicers, sediment, pesticides/herbicides, fertilizer, and bacteria. During rain and snow melt events, stormwater runoff may accumulate these pollutants which are then washed into the receiving waters. Table 1-1 shows the sources of common stormwater pollutants and the potential impacts.

Table 1-1
Common Stormwater Pollutants, Sources, and Impacts

Pollutant	Sources	Impacts
Sediment	Construction sites; eroding stream banks and lakeshores; winter sand and salt application; vehicle/boat washing; agricultural sites.	Destruction of plant and fish habitat; transportation of attached oils, nutrients and other pollutants; increased maintenance costs, plugged conveyance systems, flooding.
Nutrients (phosphorus, nitrogen)	Fertilizers; malfunctioning septic systems; livestock, bird & pet waste; vehicle/boat washing; grey water; decaying grass and leaves; sewer overflows; leaking trash containers, leaking sewer lines.	Increased potential for nuisance or toxic algal blooms; increased potential for hypoxia/anoxia (low levels of dissolved oxygen which can kill aquatic organisms).
Hydrocarbons (petroleum compounds)	Vehicle and equipment leaks; vehicle and equipment emissions; pesticides; fuel spills; equipment cleaning; improper fuel storage & disposal.	Toxic to humans and aquatic life at low levels.
Heavy Metals	Vehicle brake and tire wear; vehicle/equipment exhaust; batteries; galvanized metal; paint and wood preservatives; fuels; pesticides; cleaners.	Toxic at low levels; drinking water contamination.
Pathogens (bacteria)	Livestock, bird and pet wastes; malfunctioning septic systems; sewer overflows; damaged sanitary lines.	Risk to human health leading to closure of shellfish areas and swimming areas; drinking water contamination.
Toxic Chemicals	Pesticides; dioxins; Polychlorinated Biphenyls (PCBs); spills, illegal discharges and leaks.	Toxic to human and aquatic life at low levels.
Debris/Litter	Improper waste disposal and storage; fishing gear; leaking rubbish containers; cigarette butts; littering.	Potential risk to human and aquatic life, aesthetically displeasing, can plugged conveyance systems, flooding.

Source: Rabasca and Rinehart, 2006

Stormwater Infrastructure Inventory

<PERMITTEE> has completed a mapped inventory of the public stormwater infrastructure (see Figure 1-1). The inventory is continually updated as new structures and facilities are added to the system. The current inventory is stored at <LOCATION> and maintained by <DEPT>.

In addition to the stormwater system owned and operated by the <PERMITTEE>, there are a number of private stormwater management facilities that are owned and operated by commercial/industrial businesses or residential homeowner's associations.

Table 1-1 and Table 1-2 provide an overview of the stormwater inventory (permittee and private) as of **<DATE>** (*see Phase II Permit 3.2.2 and IDAPA 37.03.03*).

<Insert Figure 1-1 Map of Stormwater System, including:

- **Inlets, catchbasins and outfalls owned/operated by the <PERMITTEE> (*see Phase II Permit 3.2.2.1*)**
- **Names and locations of Waters of the US that received discharges from the outfalls listed above. (*see Phase II Permit 3.2.2.4*)**
- **Pipes and open channel conveyances owned/operated by the <PERMITTEE> (*see Phase II Permit 3.2.2.2*)**
- **Locations where the MS4 is physically interconnected to the MS4 of another operator (*see Phase II Permit 3.2.2.2*)**
- **Permanent stormwater controls owned/operated by the <PERMITTEE> (*see Phase II Permit 3.2.2.5*)**
- **Location of structural flood control devices, if different from above. (*see Phase II Permit 3.2.2.3*)**
- **MS4 area>**

<Insert Figure 1-2 Map of Municipal Facilities (*see Phase II Permit 3.2.2.7*), including:

- **Vehicle maintenance/washing facilities**
- **Maintenance yards/material storage facilities**
- **Snow disposal sites**
- **Municipal parking lots**
- **Municipal roads**
- **MS4 area>**

<Insert Figure 1-3 Map of Other Municipal Areas (may be combined with Map 1-2) (optional):

- **Municipal buildings (including community centers operated by the PERMITTEE),**
- **Parks, golf courses and open space properties**
- **Other (treatment plants, airports, solid waste transfer/landfills, etc)**

<Insert information in Table 1-2 for permittee managed stormwater detention and treatment facilities – ponds, swales, tanks/vaults, infiltration trenches, proprietary devices. Perm = Permittee; Priv= Private.>

<Customize prioritization system as needed. The Phase II Permit only requires 'High Priority' as a category. Facilities serving drainage areas over 1 acre must be 'high priority.' Prioritization considerations must include (at a minimum): development drainage area size, potential to discharge to portions of the MS4 discharging to impaired waters, sensitivity and/or impairment status of receiving waters, and history of non-compliance during the construction phase (*see Phase II Permit 3.4.5 and 3.4.5.1*).>

<Tracking of facilities outside of the MS4 is optional, except for UICs> (*see IDWR UIC program per IDAPA 37.03.03*)>

Table 1-2
All Stormwater Treatment and Control Facilities
(ponds, swales, drywells, oil water separators, proprietary devices, etc)

Facility Type	High Priority # within MS4		High Priority # outside of MS4		Other Priority # within MS4		Other Priority # outside of MS4	
	<Perm>	Priv	<Perm>	Priv	<Perm>	Priv	<Perm>	Priv
Detention Ponds	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Oil Water Separators	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Retention Ponds	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Etc…								

<Insert information in Table 1-3 for permittee and privately managed stormwater conveyance facilities and structures not covered in Table 1-2.>

<Customize prioritization system as needed. The Phase II Permit only requires 'High Priority' as a category. Facilities serving drainage areas over 1 acre must be 'high priority.' Prioritization considerations must include (at a minimum): development drainage area size, potential to discharge to portions of the MS4 discharging to impaired waters, sensitivity and/or impairment status of receiving waters, and history of non-compliance during the construction phase (see Phase II Permit 3.4.5, 3.4.5.1, and 3.5.2).>

<Tracking of facilities outside of the MS4 is optional, except for UICs (*see IDWR UIC program per IDAPA 37.03.03*)>

Table 1-3
All other stormwater facilities depicted on Figure 1-1 (conveyance, inlets, outfalls, etc).

Facility Type	High Priority # within MS4		High Priority # outside of MS4		Other Priority # within MS4		Other Priority # outside of MS4	
	<Perm>	Priv	<Perm>	Priv	<Perm>	Priv	<Perm>	Priv
Conveyance Ditches (miles)	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Mainline pipe (miles)	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Lateral pipe (miles)	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Force main (miles)	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Catchbasins	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Outfalls to Portneuf River or tribs	<#>	<#>	<#>	<#>	<#>	<#>	0	0
Outfalls to Canals	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Connections/outfalls to another permittee's MS4	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Manholes	<#>	<#>	<#>	<#>	<#>	<#>	<#>	<#>
Etc.								

Facilities, Equipment, and Storage Areas

The <PERMITTEE> is responsible for the operation and maintenance of a number of municipal facilities as shown in Figure 1-2 and Figure 1-3, and listed in Table 1-4 (see Phase II Permit 3.2.2 and 3.5.6).

<Insert information in Table 1-4 (optional, but referred to in the Overview for Section 5) for permittee owned/operated faciliities. Revise catagories as needed.>

Table 1-4
Facilities, Equipment and Storage Areas

SITE	Responsible Dept	Within MS4	Muncipal Building	Municipal Public Parking Lot	Material/Equipment Storage Yard	Stormwater pond/pipes/inlets	Fuel Storage and Dispensing (SPCC)	SWPPP required by Phasse II Permit	MSGP or municipal wastewater permit	Equipment or vehicle maintenance	Vehicle Washing	Building Power Washing	Snow and Ice Control (parking lot & Sidewalks)	Snow Disposal Site (for melting)	Used Oil and Solvents Disposal	Fertilizer and Pesticide Storage	Parking Lot Sweeping
Ex. City Hall	Bldg	X	X	X		X						X	X				X
Ex. Kraft Road Yard	Str/ Water	X			X			X									
Ex. Water Shop and Yard	Water	X	X	X	X	X		X		X	X	X	X		X		X
Ex. PRT	PRT		X	X	X	X	X	X		X	X	X	X	?	X	?	X
Ex. Bannock County Landfill	Land fill		X	X	X	X	X	X	X	X		X	X		X	X	X

Municipal Parks & Open Space

The <PERMITTEE> is responsible for the operation and maintenance of a number of parks, grounds, and open space as shown in Figure 1-3, and listed in Table 1-5 (see Phase II Permit 3.5.6).

<Insert information in Table 1-5 (optional, but referred to in the Overview for Section 6) for permittee owned/operated faciliities. Revise catagories as needed.>

Table 1-5
Municipal Parks & Open Space

SITE	Within MS4	Grass Park	Open Space	Golf Course	Public Parking Lot(s)	Fertilizer and Pesticide Storage	Snow Disposal (for melting)	Snow and Ice Control	Parking Lot Sweeping	Stormwater pond/inlets for parking lot	Regional stormwater facility/conveyance
Ex. Ross Park (excludes maintenance shop)	X	X			X				X	X	
Ex. City Creek	X		X		X						
Ex. Riverside Golf Course	X	X		X	X	X		X	X	X	
Ex. Satterfield Gullies	X		X							X	X
Ex. Sacajawea Park	X		X		X				X		X

Contracted Activities

The <PERMITTEE> typically contracts with private companies to perform the following maintenance activities:

- Janitorial services for municipal buildings
- Grease Trap/Interceptor Cleaning
- Window & Vent Cleaning
- Safety Equipment Inspections
- Boiler Maintenance
- Electronics & Equipment Calibration
- Large Tree Removal
- **<Revise list as needed>**

Private contractors performing work on behalf of the <PERMITTEE> are also subject to the provisions protecting stormwater runoff. This O&M Plan should be referenced when preparing contract documents.

Permit required data tracking

- Map as described for Figures 1-1, 1-2, and I-3
- Data within Tables 1-2 and 1-3, for within the MS4.

Section 2—Stormwater Collection and Conveyance System

Table 2-1 Implementation Checklist Stormwater Collection and Conveyance System				
Potential Pollutants: Sediment, Nutrients, Hydrocarbons, Heavy Metals, Pathogens, Toxic Chemicals, Debris/Litter				
	Current Required Activity	Required New Activity*	Optional	Responsibility
<PERMITTEE> Catchbasin Inspections & Cleaning (see Table 3-2) (*see Phase II Permit 3.5.2*)		X		<DEPT(S) >
<PERMITTEE> Permanent Stormwater Facility Inspections & Maintenance (see Table 3-2) (*see Phase II Permit 3.4.5; 3.4.6*)		X		<DEPT(S) >
Stormwater Facility Installation Plan Review & Inspection (*see Phase II Permit 3.4.4; 3.4.5; 3.4.6)*	X	X		<DEPT(S) >
CCTV of stormwater mains	X		X	<DEPT(S) >
<ADD MORE ELEMENTS>				<DEPT(S) >

*All required new activities must be implemented prior to October 2023 to be in compliance with the Phase II Permit.

<Table 2-1 is an example and should be tailored to the unique maintenance program of your jurisdiction. List current maintenance activities/frequencies, required new (or changed) activities, and optional activities – those items that maintenance crews should address as staff/time/budget are available. If desired, remove the column for 'current required activity' as it refers to the old permit.>

Inspection Schedule

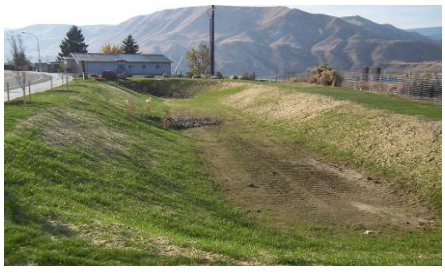

Table 2-2 shows the proposed inspection frequencies for each type of stormwater management facility. Most stormwater management facilities will be inspected on an annual basis.

- **< Delete or add facility types as they apply to your jurisdiction.**
- **Inspection priority systems are required, and must be described below.**
- **All high-priority facilities must be inspected at least annually.**
- **For catch basins and ditches, identify high priority areas where winter sanding and/or tree cover causes requires frequent cleaning. Geographically divide other**

areas for inspection (and maintenance) on less frequent rotation. If catchbasins are not prioritized, all catchbasins must be inspected once/5 years.

- **Schedule/stagger inspection seasons as needed to accommodate crew workloads. When possible, schedule catch basin cleaning to coincide with street sweeping.**
- **Modfiy the inspection frequency below as needed. Regionally recommended frequencies are provided. >**

Table 2-2
Stormwater Facility Inspection Frequencies

Facility Type	Priority level	Inspection Frequency	Timing
High priority systems in the MS4 must be inspected at least annually (see Phase II Permit 3.4.5.1).			
Oil/Water Separators	High	Monthly in the Wet Season	October through June
Oil/Water Separators	Low	Monthly in the Wet Season	October through June
Drywells	High	Twice Yearly	<Following snowmelt> and <FALL > (or after intense rain event)
Drywells	Low	Twice Yearly	<Following snowmelt> and <FALL > (or after intense rain event)
Treatment Swales	High	Annually	<SEASON>
Treatment Swales	Low	??	
Ponds (Detention, Water Quality, Evaporation, Infiltration)	High	Annually	<SEASON>
Ponds (Detention, Water Quality, Evaporation, Infiltration)	Low	??	
<Proprietary Treatment Devices>	High	<Manufacturer Recommendation>	<SEASON>
<Proprietary Treatment Devices>	Low	<Manufacturer Recommendation>	<SEASON>
<Other>			

Table 2-2 Stormwater Facility Inspection Frequencies			
Facility Type	Priority level	Inspection Frequency	Timing
Conveyance System: Catchbasins must be inspected at least once/5 years or per prioritization schedule listed below (*see Phase II Permit 3.5.2)*.			
Catch Basins and inlets:	High	Annually	<SEASON>
Catch Basins and inlets:	Low	10% each year	<SEASON>
Roadside Ditches:	High	Annually	<SEASON>
Roadside Ditches:	Low	Annually	<SEASON>
Culverts		Annually	<MONTH OR SEASON>

<REQUIRED> The <PERMITTEE> used the following relevant factors to target and establish 'High Priority' catchbasins and other stormwater facilities (*see Phase II Permit 3.4.5 and 3.5.2)*:

- **<Describe factors and process for determining factors here. Consider:**
  - **<REQUIRED> Development & drainage area size (all new facilities resulting from land disturbance over 1 acre must be high priority (*see Phase II Permit 3.4.5.1*)**
  - **Site land use**
  - **Sensitivity or impaired status of receiving waters**
  - **History of non-compliance at the site during construction**
  - **Age of facility/date of construction>**

<Unless otherwise indicated, the BMPs in the remainder of Section 2 are not required by the Phase II permit or IDWR regulations for UICs>

Inspection and Maintenance BMPs

The following BMPs apply to the maintenance of the stormwater collection and conveyance system, including catch basins and manholes, outfalls, pipes, ditches, and drywells. Regular inspection and cleaning of catch basins and manholes should reduce the need for frequent cleaning of storm sewer pipes.

The Phase II Permit requires the <PERMITTEE> to prevent the discharge of pollutants to the stormwater system and protect water quality to the maximum extent practicable. The following operational and structural BMPs will help the <PERMITTEE> meet the permit requirements.

Conveyance System Operational BMPs

- **<Required>**Regularly inspect catch basins and outfalls according to the inspection schedule outlined in this O&M Plan to determine maintenance. Complete maintenance activities as identified during inspections (*see Phase II Permit 3.5.2)*.
- **<Required>**Use the inspection checklists in Appendix A to indicate when cleaning or repairs are needed, and to generate appropriate Work Orders. **<Each Permittee can modify these checklists as appropriate>** (*see Phase II Permit 3.4.3*)
- Whenever possible, coordinate catch basin cleaning to coincide with municipal street sweeping.
- Conduct ditch cleaning during the summer or other low water periods and minimize the disturbance of existing vegetation.
- **<Required>**Store, test, and dispose of sediment and debris according to the Waste Storage & Disposal Protocol in Appendix B (*see Phase II Permit 7.13*).
- If vegetation is removed during ditch cleaning, seed and mulch the ditch side slopes to coincide with spring/fall moisture, and as soon as possible after cleaning.
- Develop a "hot spot" list of frequent flooding locations. Spot check and clean catchbasin grates in those locations prior to anticipated storm events over 0.5". Conduct spot checks of those areas during and/or following major precipitation events exceeding 1" inch of rainfall in any 24-hour period.
- **<Required>**Register all UIC wells with IDWR. Required information includes: operator/owner information, site location (latitude and longitude), BMPs used to protect groundwater quality, and a UIC well description (*see IDAPA 37.03.03)*.
- When possible, complete a UIC well assessment, evaluating the potential for pollutants to enter the stormwater runoff that flows to each UIC well. The well assessment should

consider land use and groundwater protection areas and may consider local geology and depth to groundwater for wells that are considered a high threat to groundwater.

Conveyance System Structural BMPs

- **<Required>**Prioritize, schedule, and complete repairs and replace damaged components of the stormwater conveyance system identified during inspections (*see Phase II Permit 3.5.3.2)*.
- Use volunteers or staff to stencil drywell and catch basin grates with, "Dump No Waste - Drains to Stream/Groundwater".
- Prioritize retrofitting UIC wells identified during the well assessment as being high threats to groundwater. A retrofit may include changing the source control activities and/or Structural BMPs around the well, adding an upstream catch basin or spill control device, adding pretreatment facilities, and/or well decommissioning.

Stormwater Facility Operational BMPs

- **<Required>**Regularly inspect stormwater management facilities according to the inspection schedule outlined in this O&M Plan to determine maintenance. Complete maintenance activities as identified during inspections (*see Phase II Permit 3.5.3.2)*.
- **<Required>** Store, test and dispose of removed substances according to the Waste Disposal Protocol in Appendix B (*see Phase II Permit 7.13*).
- **<Required>**Use the inspection checklists in Appendix A to indicate when cleaning or repairs are needed, and to generate appropriate Work Orders (*see Phase II Permit 3.4.3*).
- Create as-built plans for stormwater facilities without accurate record drawings.
- Develop a "hot spot" list of frequent flooding locations. Conduct spot checks of those locations following major precipitation events exceeding 1" of rainfall in any 24-hour period.

Stormwater Facility Structural BMPs

- **<Required>** Prioritize, schedule, and complete repairs and replace damaged components of the stormwater conveyance system identified during inspections (*see Phase II Permit 3.5.3.2*).

Vegetation Management BMPs

- Establish and implement a mowing schedule for stormwater facilities that prevents the establishment of undesired woody vegetation in ponds, and protects pollinator and wildlife habitat in these facilities. When possible:
    - Limit mowing of stormwater facilities, including ditches, until after August 1 to protect ground nesting birds and pollinator habitat.

  - Avoid mowing in early morning/evening, reduce mowing speeds, (<8mph), cut high (<12-16"), and use a flushing bar to allow wildlife and pollinators to escape.
- **<Required>** If vegetation is removed during sediment removal, immediately provide temporary stabiliziation (e.g. install geotextiles), and prepare for final stabilization by seeding and mulching the area to coincide with fall/spring moisture. Follow the Portneuf Valley Revegetation Guide for revegetation BMPs (*see PVSDM Section 8)*.
- If vegetation will be removed during sediment removal, develop and implement a plan for revegetation BMPs including inspection and maintenance until final stabilization is achieved (*see PVSDM Section 8)*.
- Use integrated pest management practices that consider biological, mechanical, engineering, or human behavior controls before chemical controls.

Erosion and Sediment Control (ESC) BMPs

- **<Required>**Implement ESC BMPs (*per PVSDM Section 8*) when stormwater system repair or replacement projects include grading, soil transfer, or vegetation removal. This includes project inspection and maintenance activities during construction and afterwards until final stabilization is achieved (*see PVSDM 2.3.2*).
- **<Required>**Obtain a NPDES Construction General Permit (CGP) for any project that disturbs one or more acres and has the potential to discharge to a water of the U.S. A CGP is not required for routine maintenance to maintain original line and grade, hydraulic capacity, or the original purpose of the facility. (*see CGP)*
- **<Required>**Obtain a local ESC permit for any project that disturbs more than 1/4 acre or 10 cy). **<Modify to match local sizing requirement>** Compliance with ESC conditions is always required. *Permitting and submital of ESC plans is not required by local code for vegetation maintenance or reshaping/regrading drainage systems (see PVSDM 2.2.4).*
- Regardless of local code requirements, when reshaping a drainage system, prepare an ESC plan showing ESC during grading activities as well as temporary and final stabilization after grading.

Private Facilities

<Required> In addition to the stormwater system owned and operated by the <PERMITTEE>, there are a number of stormwater facilities that manage stormwater runoff from private property. These facilities are owned and operated by private property owners – either commercial/industrial businesses or residential homeowner's associations. While the maintenance of these systems is the responsibility of the private owner, the <PERMITTEE> is required to establish a private facilities maintenance program for facilities that discharge to the <PERMITTEE>'s stormwater collection and conveyance system or to local receiving waters. The purpose of the program is to verify that maintenance is performed and the private facilities are functioning to manage and protect water quality (*see Phase II Permit 3.4)*.

Details of the program are described in Appendix C.

Spill Prevention and Response

Spills and leaks can damage public infrastructure, interfere with sewage treatment, and cause a threat to human health or the environment. Spills are often preventable if appropriate chemical and waste handling techniques are practiced effectively and the spill response plan is immediately implemented.

- **< Required>** Written spill response procedures for the permittee-owned stormwater collection and conveyance system are stored at <LOCATION>. The <DEPT> is primarily responsible for spill response in these areas (*see Phase II Permit 3.2.7*).
- **< Required>** Coordinate appropriate spill prevention, containment and response activities with other organizations in the Permit Area to ensure maximum water quality protection at all times (*see Phase II Permit 3.2.7*).

Staff training

<Required> Staff reviewing plans, inspecting and maintaining stormwater facilities shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP O&M (*see Phase II Permit 3.4.7)*.

Recordkeeping

<NAME/TITLE> is responsible for keeping records of stormwater collection and conveyance system maintenance activities. Reports and documents, including inspection and maintenance records should be stored in <LOCATION>.

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3)*.

In addition, material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>

Permit required data tracking

< PERMITTEE> conveyance system and stormwater facility inspections and maintenance

- Priortization level of all catchbasins/inlets, including inspection schedule and BMPs.
- Priortization level for all known stormwater facilities, including schedule, checklist, BMPs, and responsible party.
- All available data for stormwater facilities
- Inspection and maintenance records for all known catchbasins/inlets and other stormwater facilities including waste disposal

Private stormwater facilities system inspections and maintenance

- See Appendix C

Illicit Discharge

- Number and type of illicit discharges reported, detected and eliminated, including timeframe and any enforcement actions taken.
- Spills of hazardous material, deleterious material, or petroleum products which may impact ground or surface water (Waters of the State). *May require 24-hour reporting to DEQ/EPA (see Phase II Permit 3.2.7.1).*

Section 3—Roads, Highways and Parking Lots

Table 3-1 Implementation Checklist Roads, Highways, and Parking Lots				
Potential Pollutants: Sediment, Hydrocarbons, Heavy Metals, Toxic Chemicals, Debris/Litter				
	Current Activity	Required New Activity*	Optional	Responsibility
Sweep all streets at least annually (*see Phase II Permit 3.5.5)*	X	X		<DEPT>
Sweep all paved <PERMITTEE> -managed public parking lots at least annually (*see Phase II Permit 3.5.5)*		X		<DEPT>
Store sand and salt stockpiles where they cannot runoff into receiving waters (*see Phase II Permit 3.5.4)*		X		<DEPT>
Describe areas where sweeping is infeasible and describe alternative means used to minimize pollutant discahrges. (*see Phase II Permit 3.5.5.2)*		X		<DEPT>
Add elements				

*All required new activities must be implemented prior to October 2023 to be in compliance with the Phase II Permit.

< The table above is an example and should be tailored to the unique maintenance program of your jurisdiction. Permit required activities are noted. Add optional activities – those items that maintenance crews should address as staff/time/budget are available. If desired, remove the column for 'current required activity' as it refers to the old permit.>

Overview

Pollutants accumulate on roadway surfaces and parking lots from pavement and vehicle wear, atmospheric deposition, and littering.

- Hydrocarbons, copper, and other heavy metals are deposited on roads from clutch and break wear, vehicle exhaust, and leaking motor fluids.
- Degrading road surfaces, litter, and trash, also add pollutants to stormwater runoff.
- Anti-icing chemicals that include acetate can deplete dissolved oxygen, increase conductivity, and increase pH of receiving waters.

- Sand used for winter traction can accumulate in the stormwater collection and conveyance system, carrying pollutants into receiving waters.

Stormwater pollution prevention during roadway and parking lot maintenance focuses on collecting sediment, debris, and pollutants before they can enter the stormwater collection and conveyance system. This plan also covers proper vegetation management and application and storage of materials used for snow and ice control.

Standards and BMP Selection

The <PERMITTEE>'s obligation is to prevent the discharge of pollutants to the stormwater system and protect water quality to the maximum extent practicable.

To meet that goal, the <PERMITTEE> has identified BMPs to reduce the amount of sediment and debris that is washed from the roadways into the stormwater collection and conveyance system.

Implementing these BMPs will help prevent the discharge of pollutants into receiving waters and help reduce the cost of maintaining the stormwater collection and conveyance system.

<Unless otherwise indicated, the BMPs in the remainder of Section 3 are recommendations only. Select those BMPs that make sense for your jurisdiction. >

Street Sweeping

The <PERMITTEE> conducts street sweeping for aesthetic, safety, and public health reasons. Effective sweeping removes pollutants before they can be carried into the stormwater collection and conveyance system and may reduce the frequency of catch basin cleaning.

Street Sweeping Schedule

The <PERMITTEE>'s street sweeping schedule was developed to produce the most cost-effective reduction of pollutants, taking into account pollutant loads and weather patterns (sweeping before the onset of wet weather). High priority areas that are subject to winter sanding will be swept on a more frequent basis. Table 3-2 shows the proposed street

sweeping schedule. In general, the <PERMITTEE> aims to sweep most arterials at least <ONCE/TWICE PER QUARTER/YEAR> and most residential streets <ANNUALLY>.

Table 3-2 Street Sweeping Schedule		
Location/Neighborhood/Type of Street	Sweeping Frequency *min =annually*	Timing
Management Facilities		
<LOCATION>	<MONTHLY>	
<LOCATION>	<QUARTERLY>	<MONTH>
<LOCATION>	<ANNUALLY>	<MONTH>
All Public Parking Lots listed in Table 1-2	<ANNUALLY>	<MONTH>
Alleys and unpaved municipal parking lots	NEVER (infeasible) see BMPs below	N/A

- **Required to do a minimum of annual sweeping (see Phase II Permit 3.5.5)**
- **Schedule street sweeping based on traffic volume, land use, field observations of accumulated sediment, past history, and proximity to water bodies.**
- **Schedule sweeping of high pollutant areas just after leaf fall and in the spring for winter sand cleanup.**
- **Basic recommendation is to sweep high debris areas quarterly and other areas annually (spring cleanup sweep). Streets with heavy sanding or significant leaf accumulation may require monthly sweeping during certain seasons.>**

Insert Figure 3-1 (optional – in addition to or instead of Table 3-2) Street Sweeping Map of all permittee-owned/maintained streets, highways and public parking lots, including sweeping frequency, and noting any areas that are not swept (including areas where debris is broomed off the road and not collected).

The <PERMITTEE> does not sweep the following areas for the following reasons. Alternative BMPs are used as described:

- <**Required** - LIST and explain> (*see Phase II Permit 3.5.5.2)*

Street Sweeping BMPs

- Consider purchasing regenerative air sweepers for removing fine sediments, which are the types of sediments found to be most impacted by other pollutants such as metals and nutrients.
- Maintain sweeping equipment in good working condition.

- Coordinate street sweeping schedules to coincide with important pollution prevention events such as the end of curbside leaf collection, winter sanding operations, and peak pollen production in the spring.
- Whenever possible, coordinate street sweeping to occur just prior to catch basin cleaning.
- Whenever possible, coordinate street sweeping to occur just prior to fire hydrant flushing.
- Train operator on factors that influence pollutant removal, including sweeper speed, brush adjustment, rotation rate, sweeping pattern, and maneuvering around parked vehicles.
- Consider periodic parking restrictions to ensure curbs are cleared before sweeping takes place.
- Track street sweeping waste (total volume or weight per mile of road swept) and modify sweeping schedules based on accumulated sediment loads.
- Avoid wet cleaning or flushing and utilize dry methods whenever possible.
- If wet cleaning or flushing is absolutely necessary, sweep and remove debris prior to flushing; plug storm drain inlets and direct wash water to sanitary sewer (with prior approval from the local sewer agency).

Litter Control

- Schedule additional street sweeping following special events that generate higher than normal pollutant loadings (i.e. <LOCAL EVENTS>).
- Require parades on public streets to provide street sweeping.
- Partner with local organizations to organize and support annual litter cleanup activities and to have organizations 'adopt a highway/street' for litter control. This also includes annual stream cleanup activiites.

Waste Disposal

Waste generated from street sweeping must be disposed of according to the requirements of Idaho DEQ. Street waste is generally not considered a hazardous waste. However, high traffic loads or spills can lead to waste that requires special handling and disposal. In some cases, the waste material must be tested to determine the proper disposal method.

- **<Required>** Store, test and dispose of removed substances according to the Waste Disposal Protocol in Appendix B (*see Phase II Permit 7.13*).

Dust Control

Chemical based dust suppressants can be used to control dust and stabilize gravel roads and parking lots. However, the chemicals used can have negative environmental impacts by decreasing dissolved oxygen in surface waters or increasing concentrations of iron, sulfur compounds, and other pollutants in groundwater.

Dust Control BMPs

- Follow product labels and maintain equipment for proper application of dust suppression chemicals.
- The <PERMITTEE> prefers the following dust suppression products:
    - Magnesium Chloride
    - **<LIST>**
- Do not apply product during wet weather or prior to predicted rainfall that may wash the product from the surface.
- Restrict the use of product within 25 feet of a water body.
- Calibrate application equipment to evenly distribute product at the optimal rate to bind surfaces.
- Minimize dust generation and apply environmentally friendly and government approved dust suppressant chemicals, if necessary. Sprinkle or wet down soil or dust with water as long as it does not result in a wastewater discharge.

Winter Activities

The <PERMITTEE> conducts winter activities such as anti-icing, deicing, sanding, snow plowing, and snow removal **<Only keep those that apply>** to enhance public safety during inclement winter weather. Proper selection and application of deicing chemicals is important to prevent negative environmental impacts to water quality and plants.

The debris and contaminants that inevitably end up in plowed snow make it illegal to dump snow directly into water bodies. Groundwater is sensitive to snow dumping due to the high levels of chloride and automotive waste in plowed snow. The following BMPs are designed to protect local water quality.

Anti-icing, Deicing and Sanding

- Select anti-icers and deicers that cause the least adverse environmental impact while still providing adequate public safety. The following materials are preferred:
    - Sand
    - Salt
    - Salt brine
- The following materials shall not be used:
    - **<LIST>**
- Follow manufacturer's recommendations when calibrating and applying chemical deicer.
- Apply sand and deicers at the lowest rate necessary to provide for vehicle traction; avoid excessive application.
- Consider redirecting/moving bridge scupper drains so that the water drains to land instead of directly into the waterbody.
- Sweep streets in early spring to collect accumulated sand after the winter season.

- Consider purchasing targeted sand/salt/brine applicators to limit inadvertent application of excess product.

Snow Removal

- Whenever possible, avoid covering inlets of the stormwater collection and conveyance system during plowing, so snowmelt can drain.
- Consider plowing directly into bioretention swales from adjacent roadways to limit trucking of snow.
- **<Required>** Snow removed from <PERMITTEE> streets shall be taken to the locations listed in Table 1-4 for disposal (melting). (*see Phase II Permit 3.2.2.7*)
- Snow disposal sites shall be based on an assessment of local topography and hydrology such that contaminated snowmelt will not flow into surface water (or infiltrate into surface water through shallow groundwater paths). Generally, locate sites at least 50' from the ordinary high water mark (and outside of the riparian setback established by local code) of any surface water and at least 200' from a water supply well. Avoid wetlands, floodplains and areas with freactured bedrock near the surface. Location assessments should also consider the input of sediment and other contaminants from the snowmelt to existing vegetation.

Material Storage

Uncovered material storage stockpiles are a major source of pollutants as sand, cinder, salts, or other road maintenance materials can be carried into the stormwater system during rain or snow melt events. Vehicle, equipment, and material storage areas should be maintained according to the SWPPP included in Appendix D. The following operational BMPs will limit the transport of materials into the stormwater collection and conveyance system:

- Limit deicer and sand purchases to the amount that is expected to be needed for the upcoming season.
- Whenever possible, store material stockpiles in a building or within a paved and bermed covered area. If not possible, implement structural (cover with plastic, install wind barriers) or non-structural improvements to eliminate any impacts to water quality.
- Store chemical anti-icing and deicing materials following manufacturer recommendations.
- Sweep parking lots, material storage areas, and driveways regularly to collect dirt, waste, debris, and loose stockpile materials. Do not hose down the areas toward a storm drain inlet or ditch.
- Whenever possible, collect and recycle stored materials back into the stockpile.

Spill Prevention and Response

Spills and leaks can damage public infrastructure, interfere with sewage treatment, and cause a threat to human health or the environment. Spills are often preventable if appropriate chemical and waste handling techniques are practiced effectively and the spill response plan is immediately implemented.

- **< Required>** Written spill response procedures for roads and parking lots are stored at <LOCATION>. The <DEPT> is primarily responsible for spill response in these areas (*see Phase II Permit 3.2.7*).
- **< Required>** Coordinate appropriate spill prevention, containment and response activities with other organizations in the Permit Area to ensure maximum water quality protection at all times (*see Phase II Permit 3.2.7*).

Street Repair and Maintenance

Street repair and maintenance activities include road surfacing (repairing potholes, sealing cracks, overlaying roads, and paving shoulders), pavement marking, signage and signal repairs, and small construction projects. The BMPs related to these activities are described below.

Street Repair and Maintenance BMPs

- When possible, avoid work in wet weather.
- Carry a spill kit during maintenance activities.
- Prevent paving materials, paint, pavement markings, and wastes from entering the storm drainage system.
- When placing chip seals, limit spreading aggregate to the sealed surface and sweep up excess aggregate once cured.
- Collect any loose sand, gravel, asphalt, or other material as soon as possible after repair activities.
- Sweep or vacuum dust and debris before using water to clean up work sites.
- Avoid striping operations when the pavement is wet or if rain is likely.
- When striping, use water-based paints or thermoplastics rather than solvent-based materials.
- When possible, catch spills with portable drip trays under leaking vehicles or equipment.
- Use dry cutting techniques with proper dust control when saw cutting and sweep or vacuum up residue. If wet cutting techniques are required, use as little cooling water as possible and switch the water off when the saw is not in use. Use downstream inlet protection to keep cutting waste out of the stormwater collection and conveyance system.
- Properly contain and dispose of unused paint, cleaning materials, and debris following repair activities.

Erosion and Sediment Control (ESC) BMPs

- **<Required>**Implement ESC BMPs (*per PVSDM Section 8*) when stormwater system repair or replacement projects include grading, soil transfer, or vegetation removal. This includes project inspection and maintenance activities during construction and afterwards until final stabilization is achieved (*see PVSDM 2.3.2)*.
- **<Required>**Obtain a NPDES Construction General Permit (CGP) for any project that disturbs one or more acres and has the potential to discharge to a water of the U.S. A CGP is not required for routine maintenance to maintain original line and grade, hydraulic capacity, or the original purpose of the facility. (*see CGP)*
- **<Required>**Obtain a local ESC permit for any project that disturbs more than 1/4 acre or 10 cy). **<Modify to match local sizing requirement>** Compliance with ESC conditions is always required. *Permitting and submital of ESC plans is not required by local code for vegetation maintenance or reshaping/regrading drainage systems (see PVSDM 2.2.4)*.
- Regardless of local code requirements, when reshaping a drainage system, prepare an ESC plan showing ESC during grading activities as well as temporary and final stabilization after grading.

Vegetation Management

Vegetation management includes maintaining landscaping for roadway right-of-ways and medians and controlling noxious weeds, pests, and unwanted vegetation growth. Disturbed soil, removed vegetation, and chemicals can all negatively impact receiving waters.

Landscaping and Irrigation BMPs

- **<Required>**Store fertilizers in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area (*see Phase II Permit 3.5.7)*.
- Maintain vegetative cover on medians and embankments to prevent soil erosion. When vegetation is removed, apply mulch or other cover measures to prevent soil erosion.
- Dispose of lawn clippings, leaves, branches, and other vegetative material at <LOCATION>; landscape material should not be disposed of in streams or storm drains.
- Avoid loosening the soil during weed control.
- Inspect the irrigation system regularly to minimize excess watering and prevent the runoff of fertilizer.
- Repair leaks to the irrigation system as soon as they are observed or reported.
- Minimize the use of chemical fertilizers and calibrate the distributor to avoid excessive application.
- Establish and implement a mowing schedule for roadside landscaping that prevents the establishment of undesired weeds and woody vegetation along roadsides, and protects pollinator and wildlife habitat in these facilities. When possible:

- Limit mowing until after August 1 to protect ground nesting birds and pollinator habitat.
- Avoid mowing in early morning/evening, reduce mowing speeds, (<8mph), cut high (<12-16"), and use a flushing bar to allow wildlife and pollinators to escape.

Pesticide and Herbicide BMPs

- Consider the use of steam for weed control instead of herbicides.
- Use integrated pest management practices that consider biological, mechanical, engineering, or human behavior controls before chemical controls.
- Use pesticides only if there is an actual pest problem (not as a regularly scheduled preventative maintenance measure).
- Use the least toxic pesticide for the job; avoid the use of copper-based pesticides if alternatives are available; select products with low water solubility and low persistence.
- Do not use pesticides or herbicides if rain is expected.
- Do not mix or prepare pesticides near storm drain inlets.
- Follow product labels for proper application of any pesticide.
- Use the minimum amount of chemical needed for the job.
- Avoid pesticide applications within 100 feet of a water body and avoid application on or near most stormwater collection and conveyance facilities, excluding dry roadside ditches.
- Use products specifically labeled for dry ditches when treating roadside ditches.

Storage and Disposal

- **<Required>**Follow federal, state, and local laws governing the storage and disposal of pesticides and herbicides (*see Phase II Permit 3.5.7)*.
- **<Required>**Store herbicides/pesticides in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area (*see Phase II Permit 3.5.7)*.
- Rinse water from equipment cleaning and/or from herbicide/pesticide/fertilizer containers should be used as product, recycled into product, or disposed of properly.

Staff training

<Required> Staff inspecting and maintaining roads, highways and parking lots shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring date. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP implementation and maintenance (*see Phase II Permit 3.5.10)*.

Recordkeeping

<NAME/TITLE> is responsible for keeping records of stormwater related road, highway and parking lot maintenance activities. Reports and documents, including inspection and maintenance records should be stored in <LOCATION>.

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3)*.

Material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>

Permit required data tracking

Street Sweeping

- Types of sweepers used
- Number of swept curb or lane miles
- Volume or weight of material removed, including waste disposal records
- General sweeping schedule or dates of sweeping by location and frequency
- Public outreach/other efforts to address areas infeasible to sweep
- Map or list all streets and public parking lots maintained by <PERMITTEE> and their sweeping frequency.

Winter Activities/Street Repair and Maintenance

- Inventory of maintenance materials and storage location(s), including estimated average quantity of materials stored at each location.
- Structural/non-structural improvements made to material storage locations

Illicit Discharge

- Number and type of illicit discharges reported, detected and eliminated, including timeframe and any enforcement actions taken.
- Spills of hazardous material, deleterious material, or petroleum products which may impact ground or surface water (Waters of the State). *May require 24-hour reporting to DEQ/EPA (see Phase II Permit 3.2.7.1).*

Section 4—Vehicle Fleets

Table 4-1 Implementation Checklist Vehicle Fleets				
Potential Pollutants: Sediment, Hydrocarbons, Heavy Metals, Toxic Chemicals, Debris/Litter				
	Current Activity	Required New Activity*	Optional	Responsibility
Sweep vehicle storage parking lot annually (*see Phase II Permit 3.5.5)*		X		<DEPT(S)>
Maintain spill kit onsite at all times (*see Phase II Permit 3.2.7)*	X	X		<DEPT(S)>
Conduct employee training on fueling procedures (*see Phase II Permit 3.5.10)*	X	X		<DEPT(S)>
Conduct all vehicle washing at sites connected to sanitary sewer or a dead-end sump (*see Phase II Permit 2.4; 3.2.3; 7.13)*		X		<DEPT(S)>
Add elements				<DEPT(S)>

*All required new activities must be implemented prior to the October 2023 to be in compliance with the Phase Permit.

< Table 4-1 is an example and should be tailored to the unique maintenance program of your jurisdiction. List current maintenance activities/frequencies, required new (or changed) activities, and optional activities – those items that maintenance crews should address as staff/time/budget are available.>

Overview

Table 1-2 depicts where vehicle maintenance occurs, and the department responsible for maintaining <PERMITTEE> vehicles and equipment at each facility.

Vehicle maintenance activities have the potential to spill or leak fluids, fuel, or other polluting liquids. Vehicle washing can also contribute soap, debris, and pollutants into the stormwater collection and conveyance system.

Standards and BMP Selection

The Phase II Permit does not include specific maintenance standards or BMPs related to the maintenance of vehicle fleets. The <PERMITTEE>'s obligation is to prevent the discharge of pollutants to the stormwater system and protect water quality to the maximum extent practicable. To meet that goal, the <PERMITTEE> has identified BMPs to prevent spills and reduce the potential for non-stormwater discharges into the into the stormwater collection

and conveyance system. Implementing these BMPs will help prevent the discharge of pollutants into receiving waters.

<Unless otherwise indicated, the BMPs in the remainder of Section 4 are recommendations only. Select those BMPs that make sense for your jurisdiction. >

Vehicle Storage

When vehicles and equipment are parked or stored outside without cover they have the potential to leak or drip hazardous fluids that can be carried to the stormwater system during a rain or snow melt event.

Vehicle storage yards are listed in Table 1-4. In addition to the following BMPs, these sites should be maintained according to the SWPPP(s) included in Appendix D.

Operational BMPs

- Sweep parking lots, storage areas, and driveways regularly to collect dirt, waste, and debris. Do not hose down the areas to a stormwater conveyance system.
- Use drip pans or containers under vehicles and equipment that drip or are likely to drip liquids.
- Remove liquids from vehicles retired for scrap.

Structural BMPs

- **<Required>**Implement Structural BMPs to address vehicle storage areas in accordance with the <PERMITTEE>'s SWPPP (*see Phase II Permit 3.5.8)*.
- Consider installing an oil removal system (API, baffle type, or coalescing plate oil water separator, catch basin filter, or equivalent structural BMP) at the vehicle storage area (*see PVSDM 6-4)*. **<This BMP applies to fueling areas that meet the Portneuf Valley Stormwater Design Manual's "High Use" site characteristics: storage areas with 25 or more diesel vehicles over 10 tons gross weight; or ADT > 100 vehicles per 1,000 sf of building area.>**

Vehicle Fueling

<Delete this section if no fueling is performed on PERMITTEE property.>
The following BMPs should be implemented to minimize contact between stormwater runoff and spilled fuel, oil or other leaked vehicle fluids at equipment fueling areas.

Vehicle fueling sites are listed in Table 1-2. In addition to the following BMPs, these sites should be maintained according to the SWPPP(s) included in Appendix D.

Operational BMPs

- Fuel tanks and fuel dispensers shall have current permits with the appropriate agencies.
- **<Required>**Have current Spill Control Plan and a designated trained person(s) available either on site or on call at all times to promptly and properly implement the plan and immediately clean up all spills (*see Phase II Permit 3.2.7*).
- **<Required>**Maintain a spill kit onsite at all times (*see Phase II Permit 3.2.7*).
- Train employees on the proper use of fuel dispensers. Proper fueling and spill cleanup instructions shall be posted at fueling areas. Post signs in accordance with the Uniform Fire Code.
- Make sure that the automatic shutoff on the fuel nozzle is functioning properly.
- The person conducting the fuel transfer must be present at the fueling pump during fuel transfer, particularly at unattended or self-serve stations.
- Hosing down of leaks, drips and spills is prohibited.

Structural BMPs

- Consider installing an oil removal system (API, baffle type, or coalescing plate oil water separator, catch basin filter, or equivalent structural BMP) at the vehicle fueling area (*see PVSDM 6-4*). **< This BMP applies to fueling areas that meet the PVSDM's "High Use" site characteristics: storage areas with 25 or more diesel vehicles over 10 tons gross weight; or ADT > 100 vehicles per 1,000 sf of building area.>**

Vehicle Maintenance

Vehicle and equipment maintenance and repair conducted by the <PERMITTEE> may include vehicle fluid removal, engine and parts cleaning, body repair and painting. If conducted outdoors, all of these activities have the potential to discharge pollutants into the stormwater system.

Operational BMPs

- **<Required>**Vehicle maintenance activities (fluid removal, engine and parts cleaning, and body repair and painting) should be done in accordance with the <PERMITTEE>'s SWPPP (*see Phase II Permit 3.5.8)*.
- Whenever possible, conduct vehicle maintenance indoors or within a paved, bermed and covered area.
- Outdoor vehicle and equipment maintenance shall not be performed during rain events or prior to predicted rain events unless required by emergency conditions.
- Maintenance activity areas should be kept clean, well organized and equipped with cleanup supplies.

- Inspect for leaks all incoming vehicles, parts, and equipment stored temporarily outside.
- Use absorbent pads, drip pans or absorbent material as appropriate. If rags and absorbents are saturated or contaminated with high concentrations of regulated hazardous materials, dispose of rags and absorbents according to hazardous waste disposal guidelines.

Vehicle Washing

In accordance with the <PERMITTEE>'s Illicit Discharge Ordinance <ORDINANCE REFERENCE>, vehicle wash water is prohibited from entering the stormwater collection and conveyance system. In addition to the potential impacts from soapy water, wash water may contain other hazardous vehicle fluids.

<PERMITTEE> owned vehicle fueling sites are listed in Table 1-4. Otherwise, the <PERMITTEE> primarily washes vehicles at **<Describe the facility where vehicles are washed or the location where vehicles are taken for washing.>**

Operational BMPs

- Vehicle and equipment washing areas should be inspected daily and cleaned as needed.
- Mark the wash area.
- Use phosphate-free biodegradable soaps and detergents whenever practical.
- Do not remove original product label from cleaning containers as it contains important spill cleanup and disposal information. Use entire product before disposing of container.
- Minimize water usage.
- **<Required>** Vehicle washwater shall not be discharged to the stormwater drainage system or into the ground. Conduct vehicle/equipment washing at facilities which drain to the sanitary sewer (with prior approval from the local sewer agency for the connection) or a dead-end sump (*see Phase II Permit 3.2.3.3)*.
- **<Required>** Sump water and associated solid waste must be disposed of according to Idaho DEQ requirements. Testing may be required to determine the proper disposal method. (*see Phase II Permit 7.13, and IDAPA 58.01.06)*.

Structural BMPs

- If vehicle washing is to be conducted onsite, construct a designated vehicle wash location, including a covered wash pad, containment berms, and a drain connected to the sanitary sewer system (with prior approval) or a dead-end sump.

Staff training

<Required> Staff inspecting and maintaining fleets and vehicles shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring date. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP implementation and maintenance (*see Phase II Permit 3.5.10)*.

Recordkeeping

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3).*

In addition, material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>

Permit required data tracking

Illicit Discharge

- Spills of hazardous material, deleterious material, or petroleum products which may impact ground or surface water (Waters of the State). *May require 24-hour reporting to DEQ/EPA (see Phase II Permit 3.2.7.1).*

Section 5—Municipal Buildings

Table 5-1 Implementation Checklist Municipal Buildings				
Potential Pollutants: Sediment, Nutrients, Hydrocarbons, Heavy Metals, Toxic Chemicals, Debris/Litter				
	Current Activity	Required New Activity*	Optional	Responsibility
Maintain a spill kit onsite at all times (3.2.7)	X	X		
Implement Litter Control methods (3.5.9)		X		
Implement practices to reduce pollution from pesticides, herbicides, and fertilizer (3.5.7)	X	X		
Add elements				

*All required new activities must be implemented prior to the October 2023 to be in compliance with the Phase II Permit.

<Table 5-1 is an example and should be tailored to the unique maintenance program of your jurisdiction. List current maintenance activities/frequencies, required new (or changed) activities, and optional activities – those items that maintenance crews should address as staff/time/budget are available.>

Overview

Municipal building maintenance includes cleaning, washing, painting, and landscape maintenance. Potential pollutants from these activities include organic compounds, oil and grease, soap, heavy metals, and particulate matter.

Municipal buildings are listed in Table 1-4, including the department responsible for maintenance and the types of maintenance activities performed on-site.

Standards and BMP Selection

The Phase II Permit does not include specific maintenance standards or BMPs related to the maintenance of municipal buildings. The <PERMITTEE>'s obligation is to prevent the discharge of pollutants to the stormwater system and protect water quality to the maximum extent practicable. To meet that goal, the <PERMITTEE> has identified BMPs to prevent spills, to reduce the potential for a non-stormwater discharge into the stormwater collection and conveyance system, and to reduce the amount of sediment and debris that is washed into the stormwater collection and conveyance system. Implementing these BMPs will help prevent the discharge of pollutants into receiving waters and help reduce the cost of maintaining the stormwater collection and conveyance system.

<Unless otherwise indicated, the BMPs in the remainder of Section 5 are recommendations only. Select those BMPs that make sense for your jurisdiction. >

General Facility Housekeeping

The purpose of general facility housekeeping is to keep municipal areas clean and free of debris and other pollutants that could be washed into the stormwater collection and conveyance system during a rainfall event. General facility housekeeping also includes storing materials under cover and handling materials and waste products in a way that minimizes the risk to stormwater.

- Keep open areas clean and orderly.
- Pick-up litter.
- Promptly contain and clean up solid and liquid pollutant leaks and spills.
- Sweep paved material handling and storage areas regularly.
- Inspect all structural BMPs regularly, particularly after a significant storm.
- Use drip pans or absorbent pads under leaking vehicles and equipment to capture fluids.
- Promptly remove debris and old equipment.
- Store hazardous materials as specified by the manufacturer.
- Conduct regular employee training to reinforce proper housekeeping actions.

Building Cleaning and Washing

Municipal building cleaning and washing activities may include washing of carpet and other interior items and/or conducting pressure washing of buildings, rooftops, and other large structures associated with a municipal building. Wash water from municipal building washing practices has the potential to be contaminated with pollutants harmful to stormwater such as sediment and chemicals.

- **<Required>** Do not dispose of any wash water (except routine external building wash down without detergents) to a storm drain system (*see Phase II Permit 2.4; 3.2.3.3)*.
- **<Required>** Report any spills or accidental discharges to the storm drain system to <NAME> (*see Phase II Permit 3.2.7)*.
- Collect wash water from building structures and convey it to an appropriate treatment device, such as the sanitary sewer system (with prior approval). If wash water contains oils, soaps, or detergents, it may be directed to soils that have sufficient natural attenuation capacity for dust and sediment. A sump pump, wet vacuum, or similarly effective device may be used to collect the runoff and loose materials.

- Use storm drain covers for any inlets in the vicinity of the work area when conducting pressure washing activities. The cover(s) must be in place prior to engaging in the washing activity. Collect any accumulated runoff and solids with a wet vacuum or broom, and properly dispose of wastes before removing the cover(s) at the end of the work day.

Painting

Painting activities associated with interior or exterior municipal buildings include surface preparation and application of paints, stains, finishes and other coatings. Paints, stains, and finishes contain harsh chemicals and will contaminate stormwater if allowed to comingle.

- Never dump any toxic substance or liquid waste on the pavement or the ground.
- **<Required>**Report any spills or accidental discharges to the storm drain system to <NAME> (*see Phase II Permit 3.2.7)*.
- Train employees in the careful application of paints, finishes, stains, and coatings to reduce misuse and over spray.
- Use ground cloths or drop cloths underneath outdoor painting, scraping, sandblasting work, paint mixing, and tool cleaning.
- **<Required>** Wipe up spills with rags and other absorbent materials immediately. Do not hose down the area to a storm drain, receiving water, or conveyance ditch that drains to a receiving water (*see Phase II Permit 3.2.3.3)*.
- Clean brushes and tools covered with non-water based paints, finishes, or other materials in a manner that allows collection of used solvents (e.g., paint thinner, turpentine, xylol, etc.) for recycling or proper disposal.
- Store toxic materials under cover (tarp, etc.) during precipitation events and when not in use to prevent contact with stormwater.
- Enclose and(or) contain all work while using a spray gun or conducting sand blasting in compliance with applicable air pollution control and Occupational Safety and Health Administration (OSHA) standards.

Litter Control

- Cover garbage containers to prevent contact with precipitation. When possible store garbage containers beneath covered structures.
- When possible, locate dumpsters on a flat, concrete surface that does not slope or drain into the storm drain system.
- Regularly inspect garbage and recycling containers for cracks and leaks; make repairs promptly.

Vegetation Management

Vegetation management includes maintaining landscaping for landscaped areas associated with municipal buildings and controlling noxious weeds, pests, and unwanted vegetation growth. Disturbed soil, removed vegetation, and chemicals can all negatively impact receiving waters.

Landscaping and Irrigation BMPs

- **<Required>** Store fertilizers in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area (*see Phase II Permit 3.5.7)*.
- Dispose of lawn clippings, leaves, branches, and other vegetative material at <LOCATION>; landscape material should not be disposed of in streams or storm drains.
- Inspect irrigation system regularly to minimize excess watering and prevent fertilizer runoff.
- Repair leaks to the irrigation system as soon as they are observed or reported.
- Minimize the use of chemical fertilizers and calibrate the distributor to avoid excessive application.
- Establish and implement a mowing schedule for non-turf grass landscaping that prevents the establishment of undesired weeds and woody vegetation, and protects pollinator and wildlife habitat in these facilities. When possible:
    - Limit mowing until after August 1 to protect ground nesting birds and pollinator habitat.
    - Avoid mowing in early morning/evening, reduce mowing speeds, (<8mph), cut high (<12-16"), and use a flushing bar to allow wildlife and pollinators to escape.

Pesticide and Herbicide BMPs

- Use integrated pest management practices that consider biological, mechanical, engineering, or human behavior controls before chemical controls.
- Consider the use of steam for weed control instead of herbicides.
- Use pesticides only if there is an actual pest problem (not as a regularly scheduled preventative maintenance measure).
- Use the least toxic pesticide for the job; avoid the use of copper-based pesticides if alternatives are available; select products with low water solubility and low persistence.
- Do not use pesticides or herbicides if rain is expected.
- Do not mix or prepare pesticides near storm drain inlets.
- Follow product labels for proper application of any pesticide.
- Use the minimum amount of chemical needed for the job.
- Avoid pesticide applications within 100 feet of a water body and avoid application on or near most stormwater collection and conveyance facilities.

Storage and Disposal

- **<Required>** Follow federal, state, and local laws governing the storage and disposal of pesticides and herbicides (*see Phase II Permit 3.5.7)*.
- Store herbicides/pesticides in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area.
- Rinse water from equipment cleaning and/or from herbicide/pesticide/fertilizer containers should be used as product, recycled into product, or disposed of properly.

Winter Activities

Winter activities around municipal buildings includes anti-icing, deicing, sanding, and snow removal **<Only keep those that apply.>** on sidewalks and small non-public parking lots. (Winter activities related to large parking lots are discussed in Section 4.) These activities enhance protect public safety during inclement winter weather. In addition to the BMPs described below, see Section 4 for BMPs related to storage of sand and deicer.

Deicing and Sanding

- Whenever possible, limit the use of chemical deicers. When chemical application is needed, select produces with the least adverse environmental impact while still providing for public safety. The following materials are preferred:
    - Sand
    - Salt/Salt Brine
- The following materials shall not be used:
    - <List>
- Apply sand and deicer at the lowest rate necessary to provide for public safety; avoid excessive application.
- Sweep parking lots in early spring to collect accumulated sand after the winter season.

Snow Removal

- Whenever possible, avoid piling snow over inlets of the stormwater collection and conveyance system so snow melt can drain.
- Snow removed from sidewalks and municipal parking lots shall be deposited on adjacent landscapes, within a seldom used parking stall, or taken to identified locations in Table 2-2 for storage during melting.
- Avoid depositing snow within 100 feet of surface waters or 200 feet from any water supply well.

Other Maintenance Activities

Additional maintenance activities associated with municipal buildings include building repair, remodeling, and construction projects.

- Use a storm drain cover if dust, grit, wash water, or other pollutants have the potential to enter a storm drain inlet. Collect any accumulated runoff and solids with wet vacuums and brooms as needed.
- Use ground cloths or drop cloths underneath outdoor painting, scraping, and sandblasting work and properly dispose of collected material daily.
- Use a ground cloth or oversized tub for activities such as paint mixing and tool cleaning.
- **<Required>** Store and maintain a spill control kit and ensure employees are familiar with proper spill control procedures (*see Phase II Permit 3.2.7)*.
- **<Required>** Report spills or accidental discharges to the stormwater conveyance system to <NAME> (*see Phase II Permit 3.2.7)*.
- Consider stenciling drywell and catch basin grates with, "Dump No Waste - Drains to River/Groundwater".

Staff training

<Required> Staff inspecting and maintaining municipal buildings shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring date. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP implementation and maintenance (*see Phase II Permit 3.5.10)*.

Recordkeeping

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3)*.

In addition, material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>

Permit required data tracking

Illicit Discharge

- Spills of hazardous material, deleterious material, or petroleum products which may impact ground or surface water (Waters of the State). *May require 24-hour reporting to DEQ/EPA (see Phase II Permit 3.2.7.1).*

Section 6—Parks and Open Space

Table 6-1 Implementation Checklist Parks and Open Space				
Potential Pollutants: Sediment, Nutrients, Heavy Metals, Pathogens, Toxic Chemicals, Debris/Litter				
	Current Activity	Required New Activity*	Optional	Responsibility
Implement Litter Control methods (3.5.9)		X		
Implement practices to reduce pollution from pesticides, herbicides, and fertilizer (3.5.7)	X	X		
Install pet waste kiosks in all parks	X		X	
Add elements				
Add elements				

*All required new activities must be implemented prior to the October 2023 to be in compliance with the Phase Permit.

< The table above is an example and should be tailored to the unique maintenance program of your jurisdiction. List current maintenance activities/frequencies, required new (or changed) activities, and optional activities – those items that maintenance crews should address as staff/time/budget are available.>

Overview

The maintenance of parks and open space areas frequently includes fertilization, mowing, pesticide application, and supplemental irrigation. Potential pollutants from these activities include nutrients, chemicals, organic debris, and sediment. Improving the way park and open space maintenance activities are conducted can reduce the amount of stormwater pollution that is conveyed to local aquatic resources.

Parks and Open Space are listed in Table 1-5, including the department responsible for maintenance and the types of maintenance activities performed on-site.

Standards and BMP Selection

Unless park areas include stormwater management facilities, the Phase II Permit does not include specific maintenance standards or BMPs related to the maintenance of parks and open space. (BMPs for maintenance of stormwater management facilities are included in Section 3). The <PERMITTEE>'s obligation is to prevent the discharge of pollutants to the stormwater system and protect water quality to the maximum extent practicable.

In general, the goals in selecting park and open space maintenance BMPs are to prevent spills, to reduce the potential for a non-stormwater discharge into the stormwater collection and conveyance system, and to reduce the amount of sediment and debris that is washed into the stormwater collection and conveyance system. Implementing these BMPs will help prevent the discharge of pollutants into receiving waters and help reduce the cost of maintaining the stormwater collection and conveyance system.

<Unless otherwise indicated, the BMPs in the remainder of Section 6 are recommendations only. Select those BMPs that make sense for your jurisdiction. >

Vegetation Management

Proper turf management and landscape maintenance practices have the potential to reduce the amount of stormwater runoff and the amount of pollutants that drain to receiving waters. Vegetated spaces provide an excellent opportunity to infiltrate precipitation as it falls and filter pollutants before they can be washed downstream. Vegetation management includes maintaining landscaping throughout park and open space area and controlling noxious weeds, pests, and unwanted vegetation growth. BMPs should be used to prevent disturbed soil, removed vegetation, and chemicals from causing a negative impact to receiving waters.

Vegetation Management BMPs

- Maintain vegetative cover on medians and embankments to prevent soil erosion. When vegetation is removed, apply mulch or other cover measures to prevent soil erosion.
- Allow natural revegetation in suitable areas and clearly designate “no mow” areas.
- Establish and implement a mowing schedule for non-turf grass areas that prevents the establishment of undesired weeds and woody vegetation in these areas, and protects pollinator and wildlife habitat in these facilities. When possible:
    - Limit mowing until after August 1 to protect ground nesting birds and pollinator habitat.
    - Avoid mowing in early morning/evening, reduce mowing speeds, (<8mph), cut high (<12-16”), and use a flushing bar to allow wildlife and pollinators to escape.
- Use mulching type mowers or dispose of lawn clippings at <LOCATION OF COMPOSTING FACILITY>.
- Dispose of vegetated waste (clippings, leaves, branches) at <LOCATION OF COMPOSTING FACILITY>; landscape material should not be disposed of in streams or storm drains.
- Avoid loosening the soil during weed control.
- Do not use leaf blowers to blow waste into streets, storm drains, or ditches.
- Minimize the use of chemical fertilizers and calibrate the distributor to avoid excessive application.
- Never apply fertilizer within 5 feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

- **<Required>**Store fertilizers in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area (*see Phase II Permit 3.5.7)*.

Irrigation BMPs

- Inspect the irrigation system regularly to minimize excess watering and prevent fertiizer runoff.
- Repair leaks to the irrigation system as soon as they are observed or reported.
- When possible, use drip irrigation, rather than sprinklers; irrigate in the morning or evening to conserve water.
- Monitor soil for moisture content and adjust irrigation times accordingly.

Pesticide and Herbicide BMPs

- Use integrated pest management practices that consider biological, mechanical, engineering, or human behavior controls before chemical controls.
- Consider the use of steam for weed control instead of herbicides.
- Use pesticides only if there is an actual pest problem (not as a regularly scheduled preventative maintenance measure).
- Use the least toxic pesticide for the job; avoid the use of copper-based pesticides if alternatives are available; select products with low water solubility and low persistence.
- Do not use pesticides or herbicides if rain is expected.
- Do not mix or prepare pesticides near storm drain inlets.
- Follow product labels for proper application of any pesticide.
- Use the minimum amount of chemical needed for the job.
- Avoid pesticide applications within 100 feet of a water body and avoid application on or near most stormwater collection and conveyance facilities, excluding dry roadside ditches.

Storage and Disposal

- **<Required>**Follow federal, state, and local laws governing the storage and disposal of pesticides and herbicides (*see Phase II Permit 3.5.7)*.
- **<Required>**Store herbicides/pesticides in enclosed areas or in covered impervious containment in accordance with the <PERMITTEE>'s SWPPP. Store and maintain appropriate spill cleanup materials in a location known to all near the storage area (*see Phase II Permit 3.5.7)*.
- Rinse water from equipment cleaning and/or from herbicide/pesticide/fertilizer containers should be used as product, recycled into product, or disposed of properly.

Litter Control

Trash and debris collection is important to maintain the aesthetic and livability of the <PERMITTEE>'s parks. Prompt trash removal also helps prevent garbage and leachate from entering the stormwater conveyance system and polluting receiving waters.

Litter Control BMPs

- Cover garbage containers to prevent contact with precipitation. When possible store garbage containers beneath covered structures.
- When possible, locate dumpsters on a flat, concrete surface that does not slope or drain into the storm drain system.
- Regularly inspect garbage and recycling containers for cracks and leaks; make repairs promptly.
- **<Required>**Properly dispose of hazardous waste, gasoline, oil, and other chemical liquids. Never dispose of hazardous waste in park dumpsters or garbage containers (*see Phase II Permit 3.2.8)*.
- Consider the installation of pet waste kiosks, providing signage and collection bags, to encourage responsible pet waste clean-up.

Erosion and Sediment Control (ESC) BMPs

- **<Required>**Implement ESC BMPs (*per PVSDM Section 8*) when stormwater system repair or replacement projects include grading, soil transfer, or vegetation removal. This includes project inspection and maintenance activities during construction and afterwards until final stabilization is achieved.
- **<Required>**Obtain a NPDES Construction General Permit (CGP) for any project that disturbs one or more acres and has the potential to discharge to a water of the U.S. A CGP is not required for routine maintenance to maintain original line and grade, hydraulic capacity, or the original purpose of the facility. (*see CGP)*
- **<Required>**Obtain a local ESC permit for any project that disturbs more than 1/4 acre or 10 cy). **<Modify to match local sizing requirement>** Compliance with ESC conditions is always required. *Permitting and submital of ESC plans is not required by local code for vegetation maintenance or reshaping/regrading drainage systems (see PVSDM 2.2.4).*
- Regardless of local code requirements, when reshaping a drainage system, prepare an ESC plan showing ESC during grading activities as well as temporary and final stabilization after grading.

Buildings and Structures

The building facilities in the parks are listed in Table 1-4, including the department responsible for maintenance. Refer to Section 5 for building maintenance BMPs.

Stormwater Facilities

Stormwater management facilities in the parks that are associated with park parking lots and buildings are listed in Table 1-5, including the department responsible for maintenance. These facilities should be inspected and maintained according to the schedules and maintenance standards in Section 2, as private facilities.

Regional stormwater conveyance and management facilities within parks are listed in Table 1-5, including the department responsible for maintenance. These facilities should be inspected and maintained according to the schedules and maintenance standards in Section 2. These facilities are included in the Table 1-2 numbers.

Storage Areas

Maintenance vehicles, equipment, and uncovered material stockpiles have the potential to leak or contribute pollutants to the stormwater system during rain or snow melt events. Vehicle, equipment, and material storage areas should be maintained according to the SWPPP included in Appendix D.

The following operational BMPs limit the transport of materials into the stormwater collection and conveyance system:

- Sweep parking lots, material storage areas, and driveways regularly to collect dirt, waste, debris, and loose stockpile materials. Do not hose down the areas to a stormwater conveyance system.
- Whenever possible, store material stockpiles in a building or within a paved and bermed covered area. Place temporary plastic sheeting over stockpiles that are exposed to the elements.
- Whenever possible, collect and recycle stored materials back into the stockpiles.
- Park/store all vehicles and equipment in a designated covered containment area.
- Use drip pans or containers under vehicles and equipment that drip or are likely to drip liquids.

Staff training

<Required> Staff inspecting and maintaining parks shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring date. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP implementation and maintenance (*see Phase II Permit 3.5.10)*.

Recordkeeping

Reports and documents, including inspection and maintenance records should be stored in <LOCATION>.

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3)*.

In addition, material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>

Permit required data tracking

Stormwater Management Facilities

- See Section 2

Illicit Discharge

- Spills of hazardous material, deleterious material, or petroleum products which may impact ground or surface water (Waters of the State). *May require 24-hour reporting to DEQ/EPA (see Phase II Permit 3.2.7.1).*

Section 7—Other Facilities and Activities

Table 7-1 Implementation Checklist Other Facilities and Activities				
Potential Pollutants: Sediment, Nutrients, Heavy Metals, Pathogens, Toxic Chemicals, Debris/Litter				
	Current Activity	Required New Activity*	Optional	Responsibility
Waterline flushing discharge control & dechlorination				
Fire Fighting practice dechlorination				
Airport				
Swimming Pools				
<ADD ELEMENTS>				
<ADD ELEMENTS>				

*All required new activities must be implemented prior to October 2023 to be in compliance with the Phase Permit.

< The table above is an example and should be tailored to the unique maintenance program of your jurisdiction. List current maintenance activities/frequencies, required new (or changed) activities, and optional activities – those items that maintenance crews should address as staff/time/budget are available.>

Unless otherwise indicated, all BMPs in Section 7 are recommendations only. Select those BMPs that make sense for your jurisdiction. >

The BMPs associated with each activity are listed in the individual sections below.

Water System / Sewer System

The <PERMITTEE> is responsible for operation and maintenance of a <SIZE (i.e. NUMBER OF MILES OF PIPE OR SQUARE MILES OF SERVICE AREA)> water system and a <SIZE (i.e. NUMBER OF MILES OF PIPE OR SQUARE MILES OF SERVICE AREA)> sewer system. Maintenance and repairs to the water and sewer utility systems has the potential to impact receiving waters.

Water Line Flushing

The Phase II Permit allows planned discharges from potable water sources into the stormwater collection and conveyance system under certain conditions. These conditions apply to potable water line flushing, fire hydrant system flushing, and pipeline hydrostatic testing. Chlorine levels are generally at 0.1-0.2 ppm in local potable tap water, which is easily removed with an aeration diffuser (or flowing water along the curb line). Chlorine levels are much higher during disinfectant testing in new subdivisions or following a waterline break (10-25+ ppm).

<Required>The velocity and volume of discharges must be controlled so as not to mobilize sediment deposits or cause soil erosion around the storm drain system (*see Phase II Permit 2.4)*.

<Required>Discharges to the MS4 must be dechlorinated to a concentration of 0.1 ppm or less and be pH-adjusted. Excessive chlorine concentrations may kill nitrifying bacteria and other aquatic life necessary for sustenance for the aquatic food chain. At the same time, overuse of common chemicals used for the dechlorination process has the potential to deplete dissolved oxygen or alter the pH of receiving waters (*see Phase II Permit 2.4)*.

The chlorine field test kit is kept at <LOCATION>. Every field personnel responsible for dechlorination activities shall be trained in proper use of the test kit. When water line flushing from subdivision line testing is likely to drain into the stormwater collection and conveyance system, the preferred dechlorination method is: **<List those that apply.>**

- Installing an aeration diffuser (can be challenging to reach o.1 ppm if starting concentrations are high),
- Installing a venturi-based dechlorination device on the end of a fire hose to feed chemical solutions into the chlorinated water flow,
- Using a dechlorinating diffuser and chemical tablet chamber,
- Laying a dechlorination mat or strip across the flow path and over the nearby storm drains to diffuse sodium sulfite into the chlorinated flow prior to discharge into the stormwater system.

Fire Fighting

Emergency fire fighting activities are exempt from the conditions of the Phase II Permit. However, day to day operations are subject to the pollution prevention requirements. Vehicle and building maintenance activities at fire stations should implement the BMPs for vehicle fleets in Section 5 and the BMPs for municipal buildings in Section 6. For training exercises and fire hydrant system flushing, the Phase II Permit does allow planned discharges from potable water sources into the stormwater collection and conveyance system under certain conditions. Chlorine levels are generally at 0.1-0.2 ppm in local potable tap water, which is easily removed with an aeration diffuser.

<Required>The velocity and volume of discharges must be controlled so as not to mobilize sediment deposits or cause soil erosion around the storm drain system (*see Phase II Permit 2.4)*.

<Required>Discharges must be dechlorinated to a concentration of 0.1 ppm or less and be pH-adjusted. Excessive chlorine concentrations may kill nitrifying bacteria and other aquatic life necessary for sustenance for the aquatic food chain. Diffuse water along a curb gutter or other surface before it enters the storm drain system (*see Phase II Permit 2.4)*.

Airport Operations

Operations and maintenance activities at the Pocatello Airport have the potential to impact receiving waters (groundwater). The <DEPARTMENT> is responsible for airport maintenance including maintaining the stormwater drainage system, parking lots, buildings, vehicles, and landscaping. The <DEPARTMENT> manages runway and taxiway operations, including the application of anti-icing or deicing compounds.

Airport Maintenance BMPs

- Implement BMPs from Sections 2-6 to protect groundwater.

Swimming Pools

Building maintenance activities at <LIST FACILITY> should implement the BMPs for municipal buildings in Section 6. In addition to the potential impacts from building maintenance, chlorinated pool water poses an additional threat to aquatic species. Excessive chlorine concentrations may kill nitrifying bacteria and other aquatic life necessary for sustenance for the aquatic food chain.

Swimming Pool Maintenance BMPs

- Pool water must be dechlorinated to a concentration of 0.1 ppm or less, volumetrically controlled to prevent the mobilization of sediments, and pH adjusted prior to discharge to the stormwater collection and conveyance system.
- Pool water that cannot meet the requirements for discharge to the stormwater system must be discharged to the sanitary sewer system with prior approval from the local sewer authority.
- During pool maintenance, discharge filter backwash and wastewater from pool maintenance (i.e. acid cleaning) to sanitary sewer system with prior approval from the local sewer agency.

Color Events

Color events are charity, religious, or commercial events that involve the use of powdered (typically cornstarch based) and/or liquid dyes. Because they typically occur outside, there is a high likelihood of the color material entering drainage systems and surface water unless measures are taken to prevent these illicit discharges from occurring. "Biodegradable" and "nontoxic" do NOT mean that a substance can go into storm drains or water bodies. The dye material can harm aquatic organisms by altering water quality and chemistry. State and federal environmental laws require local jurisdictions to prohibit non-stormwater discharges to storm drains.

<**REQUIRED**> Dye material and any washwater are prohibited discharges (*see Phase II Permit 2.4)*.

Plan for the event. Control the application areas for the powder or liquid dyes. Block off storm drain inlets prior to the event. Clean up the areas immediately after the event.

Work with event planners to implement the following operational BMPs.

Pre-Event BMPs

- Create a map of your event that includes the following:
  - Event route
  - Nearby streams, lakes, and ponds
  - Start and finish areas
  - Color application stations/areas
  - Storm drains and open drainage system features (e.g., ditches, swales, bioretention) at the color application start and finish areas
- Create a pollution plan that details the following:
  - Measures taken to ensure that NO dye material, either during or after the event, will enter the drainage system.
  - How all dye material will be removed and disposed of.

  - What will happen in the event of rain (including addressing localized flooding, runoff, and collection of the stormwater).
  - Emergency numbers for the local jurisdiction in case dye material does enter the storm drain or water body.
- Use handheld brooms to complete the initial cleanup of paved surfaces. Follow with use of a vacuum sweeper truck on roads.
- Contract with a commercial street sweeping firm to clean paved surfaces. Have a storm drain cleaning contractor on call for discharges to storm drains or emergency cleanup if necessary.
- Ensure that the commercial street sweeping firm has a plan in place for the proper disposal of sweepings from the event and associated air filters.
- Ensure that all cleanup will be completed prior to the next forecasted rainfall, or no later than 24 hours after the race event, and that the contractor will have enough equipment and staff on hand for the cleanup.
- Request a copy of the dye product's Safety Data Sheet (SDS) from the manufacturer or supplier. Review the SDS for potential safety and environmental hazards.
- Comply with local jurisdiction event permit requirements that contain stormwater pollution prevention BMPs. If no local event permit is required, provide to the local jurisdiction in charge of stormwater drainage and/or surface water management, in plenty of time (≥ 2 weeks) prior to the event:
  - Copies of the map
  - Pollution prevention plan
  - Commercial cleaning contract
  - Dye SDSs
  - Contact information of event officials for both during and after the event

Preventing Runoff from Entering Drainage Systems and Water Bodies BMPs

- Protect storm drains by using berms, covering the drains, and using catch basin covers.
- Use care when removing berms, covers, and tarps to ensure no dye enters the storm drains.
- Prohibit participants from throwing dye within 100 feet of any stream or other surface water body.
- Prohibit participants from throwing dye within 100 feet of any open stormwater feature (e.g., ditch, swale, bioretention, detention pond)
- Set up color stations ≥ 100 feet away from any surface water or open stormwater BMP.
- The route, start, finish, and color application stations must be ≥ 100 feet away from any permeable pavement or the permeable pavement must be completely covered.
- If the event will be held on a small, contained area, cordon off the area and place enough covers on the ground to cover the entire site. If possible, contain the color application to grassy areas where ground covers are unnecessary.

Event Cleanup BMPs

- Dry off tarps and stained wet pavement with towels or absorbent pads.
- Use brooms or street sweepers to clean up paved areas. The fineness of the material may require sweepers with dust control systems.
- Do not use blowers to move dye material.
- Do not use hoses or pressure washers to rinse excess dye off of tarps, sidewalks or paved areas. If it becomes necessary to use water to clean surfaces, all the water must be collected and disposed of to the sanitary sewer system, with approval from the local sewer agency.
- Call the local spill response hotline/police dispatch (<SPILL RESPONSE #>) immediately (24 hours per day, 7 days per week) if any colored water enters a storm drain or water body.
- Dispose of the collected sweeping materials, cleaning materials, and air filters appropriately.
- All litter and debris must be picked up and properly disposed of.
- All cleanup must be done within 24 hours of the race event.

<Other>

<Use this section to add additional activities and BMPs as needed>

Staff training

<Required> Staff inspecting and maintaining these other facilities shall be appropriately trained and qualified to implement and maintain stormwater BMPs. New staff shall receive training within 6 months of hiring date. If outside parties are used, they must be trained or otherwise qualified in stormwater BMP implementation and maintenance (*see Phase II Permit 3.5.10)*.

Recordkeeping

Reports and documents, including inspection and maintenance records should be stored in <LOCATION>.

<Required> Permit required data shall be kept for at least: 1) 5 years following activity; and 2) the duration of the permit (*see Phase II Permit 6.3)*.

In addition, material or liquid spills should be promptly reported to <NAME> and all paperwork related to the spill and cleanup activities should be maintained at <LOCATION.>