Brigham City

Storm Water Management Plan



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Prepared by
JONES & ASSOCIATES
Consulting Engineers

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Brigham City
UTR090021
2026 Storm Water Management Plan

Introduction

Purpose
The purpose of the Brigham City Storm Water Management Program (SWMP) is for the development and implementation of the City's Plan to fulfill requirements under the State of Utah Small MS4 General UPDES Permit No. UTR090000 in accordance with the provisions of the Utah Water Quality Act, Utah Code Title 19, Chapter 5 and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq., as amended to date), and the rules and Regulations made pursuant to those statutes.

This Plan was reviewed and updated in January 2026 and details the actions that Brigham City proposes to take between June 2026 and December 2030.

The NPDES Program
The National Pollutant Discharge Elimination System (NPDES) is a program created under the Federal Clean Water Act with the intent of protecting and restoring water quality in lakes and streams so they can support "beneficial uses" such as fishing and swimming. Governmental and private entities wishing to discharge water or wastewater to surface water regulated by the Federal Government (Waters of the US) must obtain permits and comply with certain conditions or face fines and other penalties. In general, the Storm Water Program regulates storm water discharges from three potential sources: municipal separate storm sewer systems, construction activities, and industrial activities.

In Utah, the U.S. Environmental Protection Agency has delegated authority for the National Pollutant Discharge Elimination System (NPDES) program to the Utah Department of Environmental Quality (DEQ), Division of Water Quality, which administers the program as the Utah Pollutant Discharge Elimination System (UPDES). DEQ has issued a General UPDES Permit for discharges of stormwater to waters of the State of Utah from Small Municipal Separate Storm Sewer Systems (Small MS4s). The General Permit applies to regulated Small MS4 operators that are located fully or partially within a Census-designated urbanized area and that discharge stormwater to waters of the State of Utah, provided they are not otherwise required to obtain an individual MS4 permit.

UPDES Small MS4 Permit
Brigham City has been identified as a Small MS4 permittee and therefore must establish a stormwater program that complies with conditions of the UPDES MS4 Permit UTR090000. The Permit allows municipalities to discharge stormwater from systems it owns and operates into "waters of the state" such as rivers, lakes, streams, and groundwater as long as they implement six (6) minimum control measures (MCM) to reduce pollutants in stormwater to the "maximum extent practicable." The MCM's are as follows:

1. Public Education and Outreach on Stormwater Impacts *(General Permit 4.2.1)*
2. Public Involvement / Participation *(General Permit 4.2.2)*
3. Illicit Discharge Detection and Elimination (IDDE) *(General Permit 4.2.3)*
4. Construction Site Stormwater Runoff Control *(General Permit 4.2.4)*
5. Long-Term Stormwater Management in New Development and Redevelopment (Post-Construction Stormwater Management) *(General Permit 4.2.5)*
6. Pollution Prevention and Good Housekeeping for Municipal Operations *(General Permit 4.2.6)*

Annual Review and Modification

The SWMP will be reviewed on an annual basis and any changes or modifications will be described and submitted to the DEQ. This review will include a review of the status of program implementation and permit compliance and a review of any revisions or changes of BMPs during the year (See Annual Review and Checklist SOP). The DEQ will be notified in writing of any changes to the implementation of BMPs. This notification will include the rationale supporting the modifications; an overall assessment of goals and direction of the SWMP and effectiveness of BMPs; a review of monitoring data, any changes in monitoring methods and parameters, and an assessment of the overall monitoring program.

In addition, the Permit requires the City to submit an Annual Compliance Report by October 1st of each year that details actions taken in the previous year to achieve compliance. The full text of the Permit can be viewed at: https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=696389&eqdocs=DWQ-2026-002666

General System Overview

Brigham City is the county seat of Box Elder County and is in eastern Box Elder County. The population of the community was 19,650 at the 2020 census. The city has a total area of 24.92 square miles and has a good mix of residential, agricultural, industrial, and commercial uses.

The storm drain system is comprised of pipes, detention basins, and ditches and eventually empties into the Box Elder Creek (DEQ Assessment Unit IDs: UT16010204-001_00 and UT16010204-005_00) and the Black Sough (DEQ Assessment Unit ID: UT16010204-001_00). New developments are required to detain storm water before releasing it. The streets use curbs and gutters to collect storm water runoff. The Bear River flows west/southwest of Brigham City and Box Elder Creek flows westward through Box Elder Canyon toward the valley near and through portions of Brigham City.

Local Water Quality Concerns

The water quality within Brigham City is relatively good. The city drains into Box Elder Creek and the Black Slough, both of which have portions identified as being impaired due to dissolved oxygen and E-coli and able to support Use Class 2B infrequent primary contact recreation; Use Class 3C non-game fishery/aquatic Life; and Use Class 4 agricultural crop irrigation, stock watering.

The purpose of this SWMP is to maintain that status and, where possible, improve the current water quality. The following Best Management Practices (BMPs) have been identified to help control the discharge of potential pollutants (e.g. release from vehicle wear; building materials from areas such as parking lots, roofs, siding materials, streetlights, roof gutters; and construction site-runoff).

These BMPs can be found in the following locations as noted below.

1. Storm Water Ordinance, Title 15, Chapter 154 of the City Code, updated and adopted January 2025 *(See City's website)*

2. City Public Works Standards for Design, Development, and Construction, updated and adopted December 2024 *(See City's website)*
3. Public Education and Outreach *(See MCM 1 Additional Information Section)*
4. Vehicle & Equipment Maintenance *(See MCM 6 Additional Information Section, SOPs)*
5. Vehicle and Equipment Storage *(See MCM 6 Additional Information Section, SOPs)*
6. Vehicle and Equipment Washing & Cleaning *(See MCM 6 Additional Information Section, SOPs)*

Nitrogen & Phosphorus Reduction

Nutrients are often found in storm water. These nutrients can result in excessive or accelerated growth of harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. In addition, un-ionized ammonia (one of the nitrogen forms) can be toxic to fish.

Brigham City is supplementing the activities of the Golden Spike Storm Water Coalition for this control measure as part of an Interlocal Agreement aimed at collecting data and sampling analysis from the county to attribute information to a comprehensive plan. This plan is intended to enhance the efforts of the Brigham City MS4, as well as other MS4s within Box Elder County. Targeted sources for the reduction in nitrogen and phosphorus discharges are being evaluated and determined through the actions and participation of the Golden Spike Storm Water Coalition and designated subcommittee, of which the Brigham City's MS4 is an active participant.

The City has identified three pollutant sources for added focus:

- Responsible Fertilizer Use: Using low or no-phosphorus fertilizers and applying them at appropriate times.
- Leaf and Debris Management: Keeping leaves, grass clippings, and other organic materials off streets and away from storm drains, as they can be sources of phosphorus.
- Pet / Animal Waste Management: Properly disposing of animal waste to prevent bacterial and nutrient contamination.

The target audience for these three specific sources are residential, agricultural, and commercial property owners, especially those with less than one acre, and dog owners / users of the local dog parks. The educational materials are distributed to the appropriate group and/or target sources as available. Equivalent educational sources that are specific for Brigham City include ongoing monthly / bi-weekly / quarterly utility billing mailers and information on the City's website (see MCM 1 for additional info) . In addition, specific information and face-to-face advisory is provided during all new business license application processes and all new construction permit application processes. The City Staff, specifically members of the Public Works Department and Building / Construction Inspectors, are also trained to identify and report materials in the street, follow-up per applicable Standard Operating Procedures for enforcing storm water requirements. Violations and enforcement actions will be documented.

Current and Planned Activities

The SWMP Plan describes the set of actions and activities the City has implemented or plans to implement to maintain permit compliance. The Plan is organized to address the program components noted in Section 4.2 of the Permit.

The following sections of the SWMP Plan describe how Brigham City is currently meeting the requirements of the Permit, and how the City plans to continue to meet those requirements over the next five (5) years.

Coordination and Responsibilities

Compliance with the Permit requires coordination and documentation of activities between several City departments, the Bear River Health Department, and the Golden Spike Storm Water Coalition (See MOU in Appendix). The Public Works Department will coordinate City efforts and will meet with staff from other departments and entities regularly to verify that current and planned activities meet Permit requirements. Activities required for Permit compliance will be carried out by the Public Works, Planning and Building, Parks, City Administration, Finance, Fire, Police, and the Bear River Health Department.

Main Point of Contact & Roles/Responsibilities:

Mike Waite
Public Works Director
(801) 821-0640
mwaite@bcutah.gov
Role/Responsibility: *Oversees the operations of the City, Administration of SWMP, Authority for Enforcement Actions and Signing of Documents.*

Bryce Lofthouse
Wastewater Treatment Plant Manager
435-226-1441
blofthouse@bcutah.gov
Role/Responsibility: *Oversees the Storm Water Department, which includes the MS4 program, Authority for Enforcement Actions and Signing of Documents.*

Cami Sabin
Public Information Officer
435-734-6617
csabin@bcutah.gov
Role/Responsibility: *Public information and outreach through social media, newsletters, and city website.*

Brett Jones
City Engineer (Jones & Associates)
801-391-0034
brettj@jonescivil.com
Role/Responsibility: *Responsible for review of all new developments to ensure meets standards*

Kyler Hardman
Storm Water Coordinator
435-226-1444
khardman@bcutah.gov
Role/Responsibility: *Responsible for implementing the MS4 program, Authority for Enforcement Actions and Signing of Documents, Coordination with all other Departments/Agencies, RSI Inspector.*

Public Works Employees
Role/Responsibility: *RSI Maintenance*

Table 1. Permit Requirements Deadlines / Frequencies

General Permit Section	Requirements	Year (by Quarter) / Deadline/ Frequency	2026				2027				2028				2029				2030			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
4.1	**Stormwater Management Program Plan**																					
	Review / Update SWMP	Updated June 2026 Review annually using SOP and Checklist				X				X				X				X				X
	Annual Compliance Report	Oct. 1, annually				X				X				X				X				X
	Track SWMP Costs	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.2.1	**Public Education and Outreach**																					
	Regional Participation	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	General Awareness	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Education and Outreach Training(s)	Annually		X				X				X				X				X		
4.2.2	**Public Involvement / Participation**																					
	Bi-Annual Public Hearing	Bi-Annually		X		X		X		X		X		X		X		X		X		X
4.2.3	**Illicit Discharge Detection and Elimination**																					
	Develop / Update database and SOPs	Review/Update	X				X				X				X				X			
	Inspect 33% of the System	Annually (throughout)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Employee Training	Annually		X				X				X				X				X		
4.2.4	**Construction Site Stormwater Runoff Control**																					
	Tracking and record keeping	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Review / Update SOPs	Annually				X				X				X				X				X
	Employee Training	Annually		X				X				X				X				X		
4.2.5	**Long-Term Stormwater Management in New Development and Redevelopment**																					
	Review / Update Public Works Standards	Review Annually	X				X				X				X				X			
	Review/ Updates Control Program	Annually				X				X				X				X				X
	Agreements / List of Private Detention Basins	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Review / Update Long-Term Control Inventory	Annually	X				X				X				X				X			
4.2.6	**Pollution Prevention and Good Housekeeping for Municipal Operations**																					
	Review / Update SWPPP for each City Sites	Annually				X				X				X				X				X
	Develop / Update SOPs	Annually				X				X				X				X				X

Table 2. Inspections (General)

General Permit Section	Area / Type	Frequency
4.2.3 Illicit Discharge Detection and Elimination	High-Priority Areas	Annual
	Dry Weather Screening	Every 5 Years
4.2.4 Construction Site Stormwater Runoff Control	Priority Construction Sites	Bi-Weekly
	Construction Sites	Monthly
4.2.5 Long-Term Stormwater Management	City-Owned High-Priority / Visual	Monthly
	Structural BMPs	Bi-Annual
	New Construction Structural / Permanent BMPs	Annual
4.2.6 Pollution Prevention and Good Housekeeping for Municipal Operations	High-Priority / Visual	Monthly
	High-Priority / Comprehensive	Bi-Annual
	High Priority / Visual Observation Discharges	Annual

Ongoing Documentation of SWMP

The City currently utilizes several BMPs, storm water design standards, and standard operating procedures to manage storm water quantity and quality throughout the City.

Brigham City has an online and GIS based record keeping process through both ComplianceGo and the City's GIS mapping tools. All completed forms, reports, and documents are added to the database and searchable by location. The Storm Water Inspector utilize the same system to complete facility inspections, dry weather screening, Illicit Discharge Detection and Elimination (IDDE), tracking the progress of post construction BMPs, as well as construction inspections using the State forms.

This database serves as the digital archive for all storm water program activities. This documentation method will be periodically reevaluated to investigate improved method, expanded, and/or modified as needed to ensure compliance, efficiency, and ease of use for the crews.

Documentation includes:

1. Pre-construction meetings
2. Construction site SWPPP reviews
3. Construction site Water Quality Report reviews
4. Storm drain cleaning activities
5. Street sweeping activities
6. Inspections of key city facilities

7. Participation with the Gold Spike Storm Water Coalition meetings
8. Newsletters
9. Storm water education materials and programs
10. Dry weather screening
11. Wet weather monitoring
12. Training
13. IDDE inspections
14. Enforcement actions
15. Spill Response Incidents
16. Construction site inspections
17. Inspections of Low Impact Development facilities during construction
18. Long-term Storm Water Management Facility inspections
19. Long-term Storm Water Management maintenance activities

MCM 1 - Public Education and Outreach on Stormwater Impacts

Brigham City provides and participates in a variety of stormwater education and outreach programs designed to build general awareness; reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts; and encourage the public to participate in stewardship activities. The City aims to educate and reach a variety of audiences including residents, institutions and commercial facilities, developers and contractors (construction), and MS4-owned and operated facilities. The City will work on its own and participate with the Golden Spike Storm Water Coalition to coordinate public education and outreach efforts to target the groups identified below.

Brigham City's Plan to Meet the Requirements of the Permit *(General Permit 4.2.1)*

Areas of Focus

- **Regional Participation:** Brigham City is an active participant in regional education and outreach programs.
    - Brigham City will continue to coordinate with other permittees in Northern Utah through the Golden Spike Storm Water Coalition and the Bear River Health Department.
    - Brigham City has purchased educational videos to be shared through social media, website, etc.
- **General Awareness Programs:** Brigham City will continue to provide general awareness education and outreach programs for a variety of target audiences.
    - General awareness promotion through a variety of media including utility bill inserts, direct mail, direct outreach, social media, or fliers.
    - Installation and/or replacement of curb markers on catch basins throughout the city.
    - Updates and maintenance of the City's Stormwater webpage to include helpful information and activities to prevent pollution in our stormwater.
    - Technical assistance and outreach to businesses for managing potential sources of pollutants on their property.
- **Education and Outreach (Training):** Brigham City will continue to provide education and outreach for a variety of target audiences and should typically complete this annually in the second quarter of the year.
    - Provide annual training opportunity for institutions, industrial, and commercial facilities about illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges.
    - Provide annual education to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of stormwater pollution prevention plans (SWPPPs) and Best Management Practices (BMPs) used to reduce adverse impacts from stormwater runoff from development sites.
    - Provide education to city staff, development and plan review staff, land use planners and other pertinent parties about Low Impact Development (LID) practices, green infrastructure practices, and the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

Target Specific Pollutants and Sources

The City has determined that the targeted pollutants for each of the four audience groups described in the Permit requirements are as follows:

Audience Group	Sediments	Nutrients	Heavy Metals	Trash & Debris	Oil & Grease	Bacteria & Viruses	Herbicides & Pesticides	Hazardous Waste
General Public	X	X		X			X	X
Institutional Facilities	X	X		X			X	
Industrial Facilities	X	X		X			X	
Commercial Facilities	X	X		X			X	
Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	X	X		X			X	X

Education efforts for each audience group focus on that group's targeted pollutants. Messages promote good behavior and educate individuals on how to avoid, minimize, reduce, and/or eliminate the adverse impacts of storm water discharges. Many of the education and outreach materials are available through the Golden Spike Storm Water Coalition. Those prepared by the City are available in the *Additional Information / Resources Section for this MCM.* Whenever information is provided, it shall be documented on the appropriate tracking log *(See Additional Information / Resources Section for this MCM).*

Annual Education and Outreach Audiences and Program

Audience	Suggested Topics
General Public	Maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of onsite infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; proper management of pet waste; and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)
Institutions, Industrial, and Commercial Facilities	Proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate onsite infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); proper management of parking lot surfaces (sweeping); and any other relevant topics specific to the MS4 (e.g. frequent violations / issues noted)

Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	SWPPP development, BMP use, impacts from runoff from development sites

Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Education and Outreach – MCM 1 section of the General Permit, the following specific goals have been established.

- **Regional Participation Goal:** Brigham City's Storm Water Coordinator will actively participate in regional coordination and public outreach efforts by attending at least 75% of the Golden Spike Storm Water Coalition Meetings and providing 100% (of the determined share) monetary support towards regional public outreach efforts.

  Methods of Evaluation:
  - Attendance records.
  - Meeting minutes.
  - Proof of monetary support of coalition costs.

  Completion: This goal should be evaluated and completed annually.

  Rationale: By working together with partners within the Region, larger efforts are financially possible for the City to participate in.

- **General Awareness Programs Goal:** On an annual basis, Brigham City will provide information and promote stormwater awareness through a variety of methods and on a variety of topics as outlined in the tables above to each of the audience groups.

  Methods of Evaluation:
  - Copies of information sent and documentation of when and where sent.
  - Documentation of number of curb markers installed / replaced.
  - Photos.
  - Documentation on Tracking Sheet *(See MCM 1. Additional Information/Resources Section)*

  Completion: This goal should be evaluated and completed annually.

  Rationale: By using a variety of methods, the City will be able to reach a larger audience – some people may receive the message multiple times, while others may only receive the information once.

- **Education and Outreach (Training) Goal:** On an annual basis, Brigham City will either attend or host a training for each of the areas as described in the "Education and Outreach (Training)" items listed on the previous page.

  Methods of Evaluation:
  - Attendance rolls.
  - Copies of presentation / training materials.

  Completion: This goal should be evaluated and completed annually.

  Rationale: By providing training to all of these entities, it will ensure that each is staying up-to-date with BMPs and the latest issues and topics.

Additional Information / Resources for
MCM 1 - Public Education and Outreach on Stormwater Impacts

MCM 1: Education and Outreach Program

Required Education Topics

- Effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers)
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject. TV ads have addressed this, and information can be found on the website.
- Benefits of on-site infiltration of storm water
    - Weber Basin Water Conservancy in Layton and the Utah Botanical Center in Kaysville educates people regarding water conservative landscapes, wetland ecosystems, storm water management and other topics. The City has provided links on the storm water page to these sources.
- Effects of automotive work and car washing on water quality
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject.
- Proper disposal of swimming pool water
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject. Pamphlets are distributed to pool owners.
- Proper management of pet waste
    - Doggie bags are provided on all walking trails for pet waste.
- Proper concrete waste disposal
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject. Pamphlets are distributed to concrete batching operations and contractors.
- Storage and stockpiling of landscaping materials
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject. Pamphlets are distributed to landscaping contractors.
- Septic tank and drain field care and maintenance
    - The Golden Spike Storm Water Coalition has developed a pamphlet for residents on this subject. Pamphlets are distributed to homeowners with septic tanks.
- Household hazardous waste disposal
    - The Logan Landfill has a household hazardous waste disposal location. This information is posted on the city website, a common topic in the community newsletter and is generally distributed when the question arises.
- Low Impact Development – Table of Approved
    - The City has developed a Low Impact Development Table and information included in the Public Works Standards. The purpose of the table and Standards is to provide information on what Low Impact Development is and how it can be implemented.

Education Methods

The education and outreach program is a multi-media program. The City utilizes ads in local theaters, flyers, mailers, the city's newsletter, the city's website, and live training programs to try and reach the target audiences. Many of the materials and information mentioned above utilize different and multiple formats for distribution. The following tools are different ways that the city tries to distribute its messaging:

- Newsletter Articles

    - At least once per year, an article will be prepared for publication in the City newsletter. Articles will focus on reducing the pollution entering our streams. Focus will be placed on recommended topics.
- Annual Long-term Maintenance Inspections
    - Annual inspections of long-term privately owned and operated facilities is a great opportunity to educate businesses on issues that they are specifically involved with. Teaching of proper maintenance techniques and frequency not only educates but helps with maintenance concerns.
- Preconstruction Meetings
    - As part of the requirements for all new development or redevelopment projects, a pre-construction meeting is held wherein contractors and construction workers attend. Utility coordination, submittal requirements, SWPPP elements and other topics are discussed which influence the proposed construction.
- Business License Renewal
    - Annual business license renewal is another great opportunity to educate. The city has prepared handouts and packets specific to various businesses. Packets and information can be distributed when individuals or businesses apply for license renewals or permits. The City tracks who receives materials and what materials they receive. This will be included in the GIS database.
- Annual Contractor, Developer and MS4 Employee Training Program
    - The Golden Spike Storm Water Coalition annually hosts a half-day training program that focuses on timely topics and encourages open dialogue between the various target audiences. This training makes a big effort to foster a feeling of collaboration and working together towards one goal.
- Movie Theater Ads
    - Annually, the Coalition has been running ads throughout the summer season in local movie theaters. They utilize videos made during their competition for Jr. High and High School students and select ones to run in movie theaters. Students are thrilled to see their work on display, which in turn generates excitement and interest.
- The Stormwater Page on the City's Website & Info at City Office
    - The City's website includes a copy of this Storm Water Management Plan. It also includes links to various resources where more can be learned. Contact information for reporting illicit discharges is posted. A link to household hazardous waste disposal sites is also included. Printed media to be used as pamphlets, handouts and mailers and flyers.
    - The coalition has produced numerous materials that can be printed in various formats and distributed. The City has copies of several of them that they keep at the front desk. As people come in to submit business license applications, building permits, or conduct other city business, the appropriate materials are distributed.
    - The City has also purchased storm water education videos to use both online and in print from.

Employee Training

Employee Training takes a little different approach. Training is done separately by each department, so that training can be customized to the job responsibilities of that department. The training program is intended to include aspects of training that are required by this and the other control measures.

All employees will be trained in prohibitions against illicit discharges and water quality impacts. MS4 employees whose job duties may impact storm water will be trained in pollution prevention (especially as related to performing job duties/procedures), permit requirements, water quality concerns.

Specific staff members have been targeted for storm water training. Their responsibilities require specific involvement in storm water quality. Highlights of the employee training program include:

- Public Works Department (annually) – Entire staff are trained annually. All staff members are initially trained in expected job responsibilities during orientation including protection of storm water quality and identifying and reporting illicit discharges.
- City Engineer / Planner (annually) - Entire staff are trained annually. All staff members are initially trained in expected job responsibilities during orientation including protection of storm water quality and identifying and reporting illicit discharges.

Targeted training will be selected based on job responsibilities which cover a wide array of topics. Staff member training topics may include:

- IDDE hazards & prevention
- IDDE recognition, response & cleanup
- Proper dumpster & waste management
- Equipment inspection
- Various inspection procedures
- Storage of industrial materials
- Street & parking lot maintenance
- Plan review & permitting procedures
- Minimization of use of salt and other de-icing materials
- Violation enforcement measures
- Public outreach programs
- LID opportunities & infiltration methods
- Operation & maintenance requirements
- Long-term storm water management
- Job duties related to storm water
- SOP's and their implementation
- General SWMP education
- Proper SWPPP controls
- General storm water quality protection

This educational measure is in conjunction with the training requirements set forth in other minimum control measures including:

- Hazards associated with illicit discharges
- IDDE recognition, procedures to stop and cleanup the discharge and prevention methods in their regular job duties
- Protection of existing storm water systems from construction site runoff during construction
- Long-term construction measures, including LID, can be implemented to preserve storm water quality after construction projects are completed
- Proper methods to complete job responsibilities without impairing the storm water quality

All new employees will receive initial training within 60 days of their hire. Employees who are changing job responsibilities will also receive training in new responsibilities within 60 days of the change. Follow-up training will be completed to address changes in procedures, methods or staffing or when non-compliance issues are discovered.

LID Green Infrastructure and Post Construction Control Education

Staff members from the Public Works Department annually attend the APWA Storm Water Conference. Various LID presentations are given which help educate about LID methods. Golden Spike Storm Water Coalition provides training for engineers, development and plan review staff. Other LID trainings have been attended by staff members to gain additional insight into LID methods and opportunities.

The City has also developed LID requirements as part of the Public Works Standards. The City has adopted a table of acceptable improvements based on the type and location of the development. The City has also adopted, by reference, as part of the Public Works Standards, the Low Impact Development Manual.

Your Facility's Responsibilities

Prevent pollutants from entering storm drain

Storm drains flow directly to local waterways without treatment. Keep chemicals, wash water, oils, and debris out of outdoor drains and gutters.

Maintain clean outdoor work areas

Regularly sweep and remove debris from loading zones, storage yards, and parking areas to prevent pollutants from being carried away by stormwater.

Properly store materials and waste

Keep materials covered, secured, and away from storm drain inlets. Ensure dumpsters stay closed and free of leaks to prevent contaminated runoff.

Train employees on spill prevention

Make sure staff know how to prevent spills, respond quickly, and properly dispose of cleanup materials to avoid pollutants reaching storm drains.

Manage landscaping and deicing materials

Apply fertilizers, herbicides, and salt sparingly and only as needed. Store deicing materials under cover to prevent runoff and groundwater contamination.

Thank you for helping protect our community's water resources.

Report Illicit Discharges

If you see dumping, suspicious runoff, or anything entering a storm drain that isn't clean rainwater, report it immediately.

Brigham City Stormwater Division

Phone: 435-226-1444

Email: Khardman@bcutah.gov

Examples of illicit discharges:

- Wash water
- Oil, grease, antifreeze
- Chemicals or detergents
- Sediment or construction runoff
- Dumpster liquids
- Food waste liquids



Brigham City Corporation

PROTECTING OUR WATER STARTS WITH YOUR FACILITY

ILLICIT DISCHARGE PREVENTION FOR INDUSTRIAL AND COMMERCIAL ENTERPRISES

Storm drains in Brigham City and surrounding communities flow directly to local creeks, canals, and the Bear River untreated. Your facility plays a critical role in preventing pollution.

435-226-1444

LAWN CARE & OUTDOOR MAINTENANCE

Proper Lawn & Landscape Practices

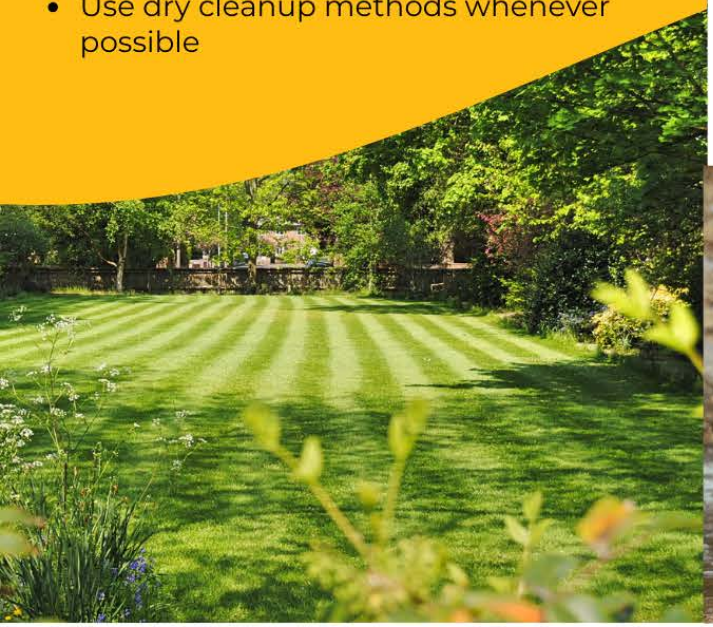
- Apply fertilizers, herbicides, and pesticides sparingly
- Never apply before rain or irrigation
- Sweep excess granules off pavement
- Maintain landscaped areas to prevent erosion

Dry Shop Practices

- Store fluids properly
- Perform maintenance in covered areas
- Clean spills quickly and thoroughly

Good Housekeeping Outdoors

- Sweep work areas regularly
- Keep dumpsters closed and clean
- Monitor vehicles for leaks
- Use dry cleanup methods whenever possible



STORMWATER INFILTRATION & SITE DRAINAGE

Onsite Infiltration Benefits

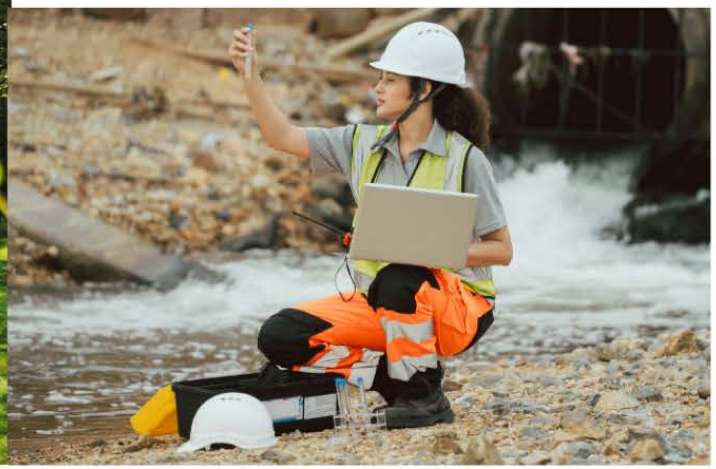
- Maintain swales, gravel areas, and infiltration basins
- Direct downspouts to pervious surfaces
- Reduce unnecessary pavement
- Keep storm drain inlets clear of debris

Material Storage & Containment

- Store materials on impermeable surfaces
- Use berms or secondary containment
- Keep containers closed and labeled
- Label drains and sinks with discharge destinations

Employee Training

- Train staff on spill prevention and cleanup
- Use formal response plans
- Stock spill kits and cleanup supplies



BUILDING, EQUIPMENT, SALT, WASTE & PARKING

Building & Equipment Maintenance

- Centralize liquid cleaning stations
- Limit solvent use
- Use non-hazardous cleaners
- Test pressure washers with containment

Salt & Deicing Materials

- Store salt under cover
- Prevent piles from contacting stormwater
- Avoid over-application
- Protect groundwater from contamination

Waste & Dumpster Management

- Keep dumpster lids closed
- No liquids in dumpsters
- Clean spills immediately
- Maintain clean loading zones

Parking Lot Management

- Sweep regularly
- Clean up oil spots
- Prevent wash water from entering storm drains



Did you know...

Stormwater runoff is one of the leading causes of water pollution in the United States. Stormwater will pick up dirt, trash, oil, grease, chemicals, and many other pollutants as it flows over roads and lawns.

In Brigham City, stormwater runoff does NOT go to the wastewater treatment plant before entering the Box Elder Creek. Most stormwater is transported by drains, streets, gutters, curbs, and open channels directly into the Box Elder Creek. This water is used downstream for agriculture, recreation and drinking water.



Common Stormwater Pollutants:

- Chlorinated Pool Water
- Pet Waste
- Sediment
- Fertilizers
- Pesticides and Herbicides
- Yard Waste
- Soaps and Detergents



Keeping stormwater clean and protecting our surface water is a job for all of us.



BRIGHAM CITY

BROUGHT TO YOU BY:
City of Brigham City's Stormwater Program

STORM DRAINS:

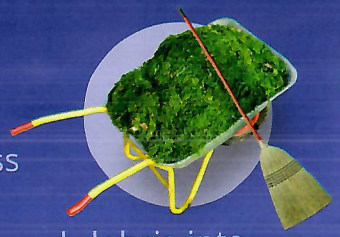
Do you know where the water and debris from the streets goes?

(We bet you will be surprised...)

It flows <u>untreated</u> into Box Elder Creek.

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Please keep our communities clean. Follow these tips to prevent debris and pollutants from entering our storm drains:



1 Sweep

sediment, excess fertilizers, pesticides, and yard debris into piles and dispose of it properly, rather than hosing or blowing it onto the street. For yard waste, either compost or place in your green Recology waste bin properly for pick up. Use only dry clean-up methods. Never wash anything down the storm drain.

2 Pool water



can become a stormwater pollutant when it contains chlorine and other pool chemicals or it is green with algae.

Check with Public Works at (435) 734-6615 for the proper method of disposing of your pool water before discharging.



3 Wash vehicles at the carwash or on your lawn,

not on the driveway or street. Car washes have oil/water separators that help to recycle wash water.

4 Dispose household hazardous wastes

at your local recycling center.



5 Be sure to pick up after your pets.

Pet waste can contain bacteria and can be a source of stormwater pollution.



6 Prevent trash from entering the storm drain by keeping trash cans closed and secure.



7 Use pesticides and herbicides according to the instructions.



Use less toxic alternative products. Look for the OWOW Logo in local stores.

More is not always better.



8 Keep your vehicle leak free.

Recycle automotive fluids at a neighborhood auto parts store.

For information on stormwater, please visit www.bcutah.gov/storm-water.htm

REPORT ILLEGAL DUMPING INTO STORM DRAINS AT (435) 734-6615. REMEMBER: ONLY RAIN IN THE STORM DRAIN.

Public Education and Outreach
Tracking General Public & Commercial Facilities

Date	Time	Name and Location of Person/Entity Information Provided	Copy of Info Attached

MCM 2 - Public Involvement / Participation

Brigham City is committed to providing ongoing opportunities for the public to provide input into the development of the SWMP and into other initiatives and plans designed to improve water quality.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.2)*

Areas of Focus

- **Opportunities for Public Input:** The City welcomes comments from the public throughout the year.
    - To facilitate public comment, Brigham City will provide a copy of the SWMP, contact information, and basic stormwater practices on the City's Storm Water webpage.
    - The public is notified and invited to attend City Council Meetings related to the development, implementation, and updates to the SWMP and related Ordinances. Notice for these meetings is done in compliance with all current State and City noticing requirements.
    - Brigham City also seeks to involve the public in other stormwater management and clean water related decisions by engaging people during the planning of stormwater infrastructure projects and during development of stormwater related policy and master plans.
- **Accessibility:** A copy of the SWMP will be available online via the City's website.
- **Transparency:** In general, all documents related to stormwater management are public record and available under the Government Records Access Management Act (GRAMA).

Specific Goals with Methods of Evaluation and Rationale

To ensure Brigham City is meeting the requirements of the Public Involvement/Participation - MCM 2 section of the General Permit, the following specific goal has been established.

- **Opportunities for Public Input Goal:** Bi-Annually, Brigham City will hold a public hearing to obtain public comments related to stormwater.

    Methods of Evaluation:
    - Copies of public notices issued.
    - Meeting minutes.

    Completion: This goal should be evaluated and completed bi-annually (July and December).

    Rationale: Public comments will be welcome anytime of the year. By holding public hearings twice per year, there will be a specific opportunity for the public to provide input to the City.

MCM 3 - Illicit Discharge Detection and Elimination

Brigham City's Illicit Discharge and Elimination (IDDE) program is designed to prevent contamination of surface water and groundwater by monitoring, tracking, and removing non-stormwater discharges into the stormwater drainage system.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.3)*

Areas of Focus

- **Ongoing IDDE program to detect and address non-stormwater discharges and illicit connections:** The City's on-going IDDE program is designed to characterize, trace the source, and eliminate illicit discharges, including spills and illicit connections, into the municipal stormwater system.
    - In conjunction with the Bear River Health Department, Public Works responds to and investigates all calls and reports regarding environmental concerns such as illegal dumping, spills, illicit discharges, and illicit connections.
    - Spills Hotline: (435) 734-6600. The City's hotline for reporting of spills and water quality concerns such as illegal dumping, and is publicized as a 24-hour, 7-days a week.
        - After-hours calls are answered through the City's "Answer Connect" system. The Caller selects the option for reporting a stormwater issue and the call is automatically routed to the on-call employee. In addition to the phone call, the Answer Connect system generates an email with the caller's information and the address and description of the issue and sends it to the on-call employee.
        - The hotline is publicized and promoted on the City's website and part of information distributed.
    - Brigham City takes pride in exceeding permit requirements of IDDE program response and in most cases spill responses and investigation is performed the day of reporting.
    - Documentation of IDDE procedures is detailed in the City's IDDE Standard Operating Procedures (SOP) Manual.
    - Brigham City educates public employees, businesses, and the public about illicit discharges and hazards associated with improper disposal of waste through the various methods as described in the "Public Education and Outreach" Section.
    - Brigham City keeps an updated GIS stormwater system map that identifies all of the outfalls and priority areas (as determined by the City).
    - Brigham City's website promotes services for the collection of household hazardous waste provided by the Logan City Landfill.
- **Brigham City Municipal Code Title 15, Chapter 154, Storm Water:**
    - Brigham City Municipal Code Title 15, Chapter 154 prohibits non-stormwater, illicit discharges into the City's stormwater system and provides the regulatory authority and framework for enforcement. These code sections are updated periodically to support the SWMP, with the last update being completed in 2025. The Code can be found on the City's website.
    - Code Implementation:
        - The on-going IDDE compliance strategy strives to achieve compliance initially through public education and technical assistance. When education, technical assistance, and voluntary correction agreements do not achieve compliance,

City Code 15.154.042 provides for progressive enforcement by the City through the Code Enforcement Officer, Storm Water Inspector, and/or Public Works employee issuing verbal and written warnings, administrative fines, notices of violation, and (where applicable) stop work orders (See City Code for detailed process).

- Pollution discharged into the municipal storm drain system and/or surface and ground waters (illicit discharges) violate City Code and subjects the violator(s) to fines and/or cleanup costs imposed by the City and/or State agencies (See City Code).

- **MS4 Screening:** Brigham City has an on-going program to screen the stormwater system for potential sources of non-stormwater discharges and illicit connections. Brigham City performs this screening through outfall inspection. During each inspection, Staff observe the structural integrity of the outfall and its adjoining pipes, sediment accumulation levels, and if there is any unusual flow, odor, color, or other visual indicators that would suggest a pollutant is present. If there is a water quality concern, the Staff will then report a spill through the spill hotline. This will trigger notification to the storm maintenance crew to respond and maintain storm structures and the water quality team for further investigation and follow up.
  - Brigham City screens on average 33% of the stormwater outfalls each year and annually tracks the percentage screened as well as the total percentage screened.
  - Outfalls are screened at a minimum of once every five (5) years.
- **Training:** Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge topics relating to illicit non-storm water discharges including: 1) identification and reporting; 2) investigation, termination, clean-up, and enforcement procedures; 3) investigation documentation requirements; and 4) Standard Operating Procedures and documentation. Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality. This training will be provided by the City Engineer's Office (Annual SWMP PowerPoint Presentation). All new employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Illicit Discharge Detection and Elimination – MCM 3 section of the General Permit, the following specific goals have been established.

- **Ongoing IDDE Efforts Goal:** Brigham City will continue to keep a database and update written SOPs for all inspections, spills, illicit discharges, and illicit connections.
  - The SOP will be reviewed, and any necessary updates will be completed annually in January of each year.
  - All documentation from IDDE incidents reported, actions taken, and subsequent public education actions will be reviewed annually in January of each year. Any resulting updates to SOPs shall be implemented.

Methods of Evaluation:

- Inspection Logs.
- Spills, Illicit Discharge, Illicit Connection Tracking Sheets.
- Photos.

- SOP Manual.

- **MS4 Screening Goal:** Brigham City will inspect 33% of the stormwater outfalls on an annual basis.

  Methods of Evaluation:
  - Inspection Logs.

- **Training Goal:** Brigham City will provide annual training to all employees (regardless of position/role) on illicit discharge and illicit connection detection on an annual basis. This training will be provided by the Storm Water Coordinator. All new employees shall receive individual / small group training within 60 days of the date of hire.

  Methods of Evaluation:
  - Attendance Rolls.
  - Presentation Materials.

Record Keeping: Brigham City will continue to track and maintain records of illicit discharge detection and eliminations activities and summarize these activities in the Annual Compliance Report. **The Bear River Health Department, HAZMAT, and other responding Agencies track and maintain their own separate record. If the record / information is not directly shared with the City, then the City has the right and ability to make a request for the information needed specific to an incident.*

Additional Information / Resources for
MCM 3 - Illicit Discharge Detection and Elimination

Standard Operating Procedures
Priority Areas – Illicit Discharges
(4.2.3.3.1)

Procedure:

1. Identify all properties:
    a. All industrial commercial, or mixed-use zones
    b. Residential properties with history of illicit discharge or illegal dumping, or has an onsite septic system
2. Add property to list, including reasoning for prioritization (see Criteria list below)
3. Add property to GIS map
4. Perform and document annual visual inspections
5. Review and update list annually

Types of Properties:

1. Industrial
2. Commercial
3. Mixed-use
4. Residential

Priority Reasons:

A. Area with older infrastructure (50+ years) with increased potential of illicit connections
B. General use is industrial, commercial, or mixed-use
C. Past history of illicit discharges
D. Past history of illegal dumping
E. Onsite sewage disposal system
F. Area with older sewer lines or history of sewer overflows or cross connections
G. Located upstream of sensitive waterbodies
H. Hazardous materials storage and usage
I. Other (specify)

Identified Areas in Brigham City & Reason for Prioritization*:

Area Name	Address	Priority Reason
Smith's Gas Sation	156 S Main	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Sinclair Gas Station	249 N Main	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Schiftys Gas Station	472 N Main	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.

Exxon Gas Station	986 S Main	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Phillips 66	1096 S 500 W	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Chevron	1095 S 500 W	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Walmart Fuel Center	1120 775 W	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Shell Gas Station	1015 W Forest	Gas station located in a commercial zone with older infrastructure and high potential for illicit discharges due to fuel handling.
Loves Travel Stop	20 S 1550 W	Gas station located in a commercial zone high potential for illicit discharges due to fuel handling, previous history of Fuel spills.
Steve And Sons	1080 N Main	Industrial area with past SSO's (sanitary sewer spills)
Brigham City Waste Treatment Plant	675 N 1175 W	Sewer disposal systems, history of sewer overflows, and location upstream of sensitive waterbodies.
Whitaker Construction	44 S 1050 W	Industrial site with gas station and on-site vehicle maintenance.
Jiffy Lube	692 S Main	Industrial and/or commercial activities involving hazardous materials storage and usage, with past history of Spills.
Francis Trucking	1140 Watery Ln	Industrial and/or commercial activities involving hazardous materials storage and usage, with past history of spills.
Main Street	Main St. 1150 N to 1100 S	Mixed use Zone.
1200 W	1200 W Forest st. to sr-13	Industrial and/or commercial zones.
Brigham City Airport	1800 N 2000 W	Industrial/commercial site with large impervious surfaces, two on-site fuel centers, history of spills, and high risk for illicit discharges.

**Also identified on City Stormwater mapping*

Annual Review and Updates to List: The identified areas shall be reviewed annually and updated as necessary on this SOP and map

Dry Weather Outfall Inspections
Standard Operating Procedure

(4.2.3.3.3)

Purpose: To inspect / screen all outfalls within the City during dry weather conditions to detect non-stormwater discharges that shouldn't be entering the system, helping to maintain water quality in receiving waters.

Inspection Frequency: Inspection shall be conducted at each location identified on the GIS map at least once every five years during dry weather periods when there has been no significant rainfall for more than 24 hours.

Inspection Requirements:

- ☐ Prepare for Inspection
  - Plan to inspect sites as noted in the inspection frequency section above.
  - Review any previous inspection reports / notes for the site(s).
  - Ensure all personal protective equipment applicable (e.g. safety vest, gloves) is worn.
- ☐ Process for Completing Inspection
  - Inspector shall follow the requirements of the inspection form as found on GIS Field Map to inspect:
    - Visual appearance of the discharge: color, clarity, foam, oil sheen (if discharge is present)
    - Odor
    - Flow rate and consistency
    - Presence of debris or unusual materials
    - General site cleanliness and compliance
  - Take photos
  - Upload photos and notes to inspection report.
  - Complete and certify the inspection report.
- ☐ <u>If discharges are present</u>, the Inspector shall follow the Standard Operating Procedures for Tracing Illicit Discharges and Characterizing, Containing, and Removing Illicit Discharges

Tracing Illicit Discharges
Standard Operating Procedure

(4.2.3.4.1)

Purpose: Protect against and reduce risk of contamination of storm water systems by quickly determining the source of an illicit discharge, taking timely remediation steps to prevent further contamination, and protecting receiving waters.

Overview: Once an illicit discharge has been reported or detected through an inspection, the next step is to locate the source. Selection of tracing techniques will depend on the type of illicit discharge detected, the information collected during initial discovery and observation (whether through an inspection by a municipal employee or through a citizen call-in), and the resources/technology available. A single technique may be used or several techniques may need to be combined to identify the source of the discharge. The flow chart (on the following page) should be used as a method of selecting tracing techniques that can be applied to the two categories of potential illicit discharges: (1) present at the location (where the illicit discharge was initially reported), and (2) continuous discharges (where upon returning to the site a continuous flow is present and the flow may be more easily traced to the source). Each of these circumstances is described below.

Transitory or Intermittent Discharges: These conditions may occur because of an inspection or a citizen complaint. While initial information may have been collected regarding the potential illicit discharge, a return trip may show that the discharge was either intermittent or transitory (e.g., no flow is present upon return to the site). The investigation techniques that should be used will depend on whether or not a potential source location is identified during the initial observation:

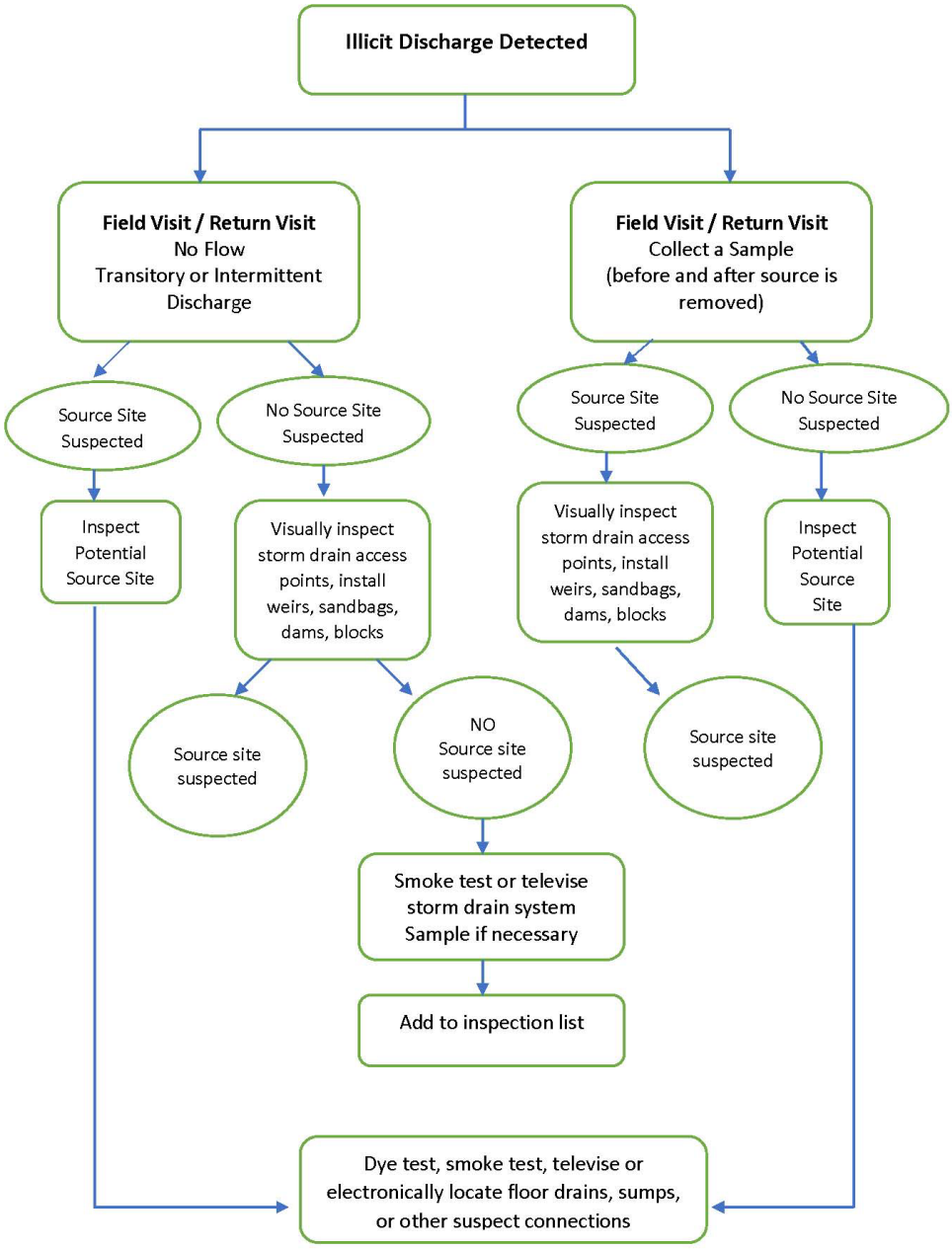
- *Potential Source Identified:* If a potential source for the illicit discharge was initially identified, steps should be taken to investigate the potential source site, such as inspecting the site and storm drain system in the vicinity of the site. If floor drains, sumps, or other suspect discharge locations are observed during this inspection, dye testing, electronic location of subsurface pipes, or televising may be used. These techniques should definitively show whether the suspect site was the source of the illicit discharge.

- *Potential Source Unidentified*: If no source site is suspected, and only the general area of the illicit discharge is known, it may be possible to trace the evidence of the illicit discharge by visual inspection of the storm drain access points. If this catch basin/manhole inspection technique is not fruitful, some intermit steps could be taken to try to trap water from an intermittent discharge. For example, placing booms within the manhole sections, sand bagging, damming or block testing of selected storm drain access points can help reveal the source of the discharge. If these techniques have no positive result (no water pools behind the weir or sandbag), the discharge was likely transitory (one time only), and it may not be possible to determine its origin.

Continuous Discharge: The primary difference between tracing a transitory or intermittent discharge and tracing a continuous discharge is that sandbagging and weirs are not required for a continuous discharge. Visual observation of the system access points should reveal where the flow is coming from. Just as for tracing a transitory or intermittent discharge, if visual inspections are not fruitful in

identifying the source and the original report was severe or gross pollution, then another form of detection should be used.

Figure 1-1: Flow Chart to Select Tracing Techniques



Inspection Types & Procedures:

- **Visual Inspection at Manholes/Inlets:** This tracing technique is typically used when there is no suspected source site. It is the most cost effective and efficient method of tracing.
    - Follow all standard safety procedure when conducting inspections (such as, but not limited to):
        - Cone placement
        - Safety vests
        - Confined space entry techniques
        - Personal protective equipment
    - Review available sanitary sewer and storm drain maps before conducting the dye testing.
    - Structures should be systematically inspected starting at the initial detection location, gradually working upstream through the system.
    - Document Observations (depending on the information provided from the initial identification): color and clarity of any discharge, staining or deposits on bottom of the structure; oil sheen, scum or foam on any standing fluids in sump of structure; odors, staining or deposits on inlet pipes and outlet pipes.
    - Progressively inspect additional structures until either a potential source is found, or no further evidence is found.
        - If no further evidence is found the crew may elect to further assess some of the structures by installing sandbags or other damming devices to determine if the discharge recurs.
    - Follow SOP for Removal of the Illicit Discharge
    - Add location to future inspection list on GIS Map

- **Sandbagging or Damming:** Sandbagging and damming is typically only conducted when the discharge flow has ceased since initial detection. Application of this technique will show whether the discharge is one time only (no water pools behind the sandbag or dam) or intermittent (water pools behind the sandbag).
    - Placement of booms at intermittent locations
    - Document placement and results
    - Add location to future inspection list on GIS Map

- **Dye Testing:** Dye testing is typically conducted when a potential source site has been identified, and the crew is trying to determine whether the site has floor drains or other locations that connect and discharge to the storm drain system.
    - Obtain permission to access the site must be obtained before dye testing can be conducted.
    - Review available sanitary sewer and storm drain maps before conducting the dye testing.
    - Conduct dye testing procedure.
        - Discharge the dye into the suspect location
        - Open nearby storm drain and sanitary sewer manhole covers to determine where the dye discharges to.
    - Document results
    - Add location to future inspection list on GIS Map

- **Televising:** Televised video inspections are a useful technique when an illicit connection or infiltration from a nearby sanitary sewer is suspected, but little evidence of the illicit discharge remains behind.
    - Contact outside Contractor, Twin D, 801-771-3038
    - Add location to future inspection list on GIS Map

Sample Collection:

Upon initial field visit, if flow is present and the site is safe to enter, a sample should be collected for laboratory analysis as follows:

- Field personnel will wear gloves while collecting samples.
- Bottles will be:
    - Clearly labeled with the location, date, and time of collection;
    - Stored in a cooler with ice; and
    - Delivered to the certified State lab for analysis.
        - Bear River Health Department Lab
          Brigham Office
          817 West 950 South
          Brigham City, UT 84302
          435-792-6500
        - Bear River Health Department Lab
          Logan Environmental Health Building
          85 East 1800 North
          Logan, UT 84341
          435-792-6570

- Laboratory analysis may consist of bacteria, metals, nutrients, hydrocarbons, or other analyses deemed appropriate based on the observations and suspected sources from field screening.
    - Analytical results may either be used to support further identification of the source of flow, or to provide any back up documentation that may be necessary for enforcement activities.

Characterizing, Containing, and Removing Illicit Discharges
Standard Operating Procedures

(4.2.3.4.2 and 4.2.3.4.3)

Purpose: Instructions for evaluating how an illicit discharge will be characterized, immediately contained, and removed/cleaned up.

Classification: The following non-storm water discharges do not need to be addressed and are not considered illicit discharges:

- De-chlorinated Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering runoff
- Individual residential car washing
- Flows from riparian habitats and wetlands
- De-chlorinated swimming pool discharges
- Residual street wash water
- De-chlorinated water reservoir discharges
- Discharges or flows from firefighting activity taken to contain the discharge

Procedure:

1. Review report of discharge (either received via the City's Hotline or as found by the City).
2. Conduct a field visit to determine the kind of illicit discharge.
3. Check for illicit discharge indicators (e.g. odor, color, turbidity, and floatables).
4. Document finding on the ***Spill / Illicit Discharge Tracking Sheet***
   If the situation is a serious environmental threat to humans or the environment, contact the Bear River Health Department immediately.
5. Locate source of illicit discharge and eliminate, ***SOP for Tracing Illicit Discharges***
6. Place applicable emergency spill material at the site of the illicit discharge (e.g. flotation booms, oil rags, water-based oil absorbent materials, etc).
7. Seek technical assistance from the Bear River Health Department, Utah Department of Water Quality, and local Fire/Emergency Departments (if needed).
8. City Field Personnel will work the appropriate Agency for environmental cleanup, see ***Notification Contact Sheet*** *(4.2.3.9.1)*

9. Follow Removal of Illicit Discharge – detailed steps below.
    a. Obtain available property ownership information for the source of the illicit discharge.
    b. Determine who is financially responsible and initiate the process based on:
        i. PRIVATE property owners:
            1. Contact Owner
            2. Issue Notice of Violation for violations of the associated ordinance
            3. Agree to appropriate schedule for removal
        ii. Municipal Facility:
            1. Notify appropriate municipal authority or department head.
            2. Schedule Removal
            3. Remove illicit connection
            4. Ensure the site is cleaned up
            5. Ensure the removal is completed satisfactorily with follow-up inspections
    c. Suspend access to storm drain if threats of serious physical harm to humans or environment are possible.
    d. Direct Responsible party to initiate repairs, corrections, and cleanup.
    e. Coordinate with enforcement official, Public Works Director and/or City Manager for escalating penalties in accordance with the ordinances.
    f. If the Permittee is responsible, ensure that the cause of the discharge is repaired and corrected. Coordinate with appropriate authority or department head.
    g. See technical assistance from the Bear River Health Department or Utah Department of Water Quality if needed.
10. Clean Up:
    a. Confirm illicit discharge is removed or eliminated and that proper clean-up is performed through follow-up inspections.
11. Complete inspections and escalate enforcement until the spill / discharge is eliminated and the potential for future spill / discharge has been mitigated (See City Code, Title 15, Chapter 154):
    a. Verbal Warning: Give the Contractor a warning to correct violation(s). Document verbal warning given (who, what, when, etc.). *Skip this step if the problems pose a serious threat to human safety or the environment. Inspect the condition of BMPs, general site cleanliness, and compliance.*
        i. Give the Contractor 24 hours to correct the violation(s).
        ii. Schedule and complete follow-up inspection.
        iii. If not corrected, escalate to Written Notice of Violation (First Notice).
    b. Issue a Written Notice of Violation (First Notice): Notify the Contractor in writing of each violation.
        i. Give the Contractor 24 hours to correct the violations).
        ii. Schedule and compete follow-up inspection.
    c. Issue a Written Notice of Violation (Second Notice): Notify the Contractor in writing that the violation(s) has not been corrected, and that construction activity may be stopped if the violation(s) is not corrected within no less than another 24-hour period.
        i. Schedule and complete follow-up inspection.
        ii. Follow-up inspections should be completed continually until each violation has been corrected.
        iii. Contractor has no more than thirty (30) days from the date of the Second Written Notice to correct violation(s) before a Stop-Work Order can be issued.

1. If there is clearly a documented reason articulating an immediate threat to water quality, then a Stop-Work Order may be issued sooner than thirty (30) days.

d. Stop-Work Order:
    i. Issue Stop-Work Order and require all construction activity to stop.
    ii. Contractor to correct each violation.
    iii. Reinspection to verify that violation(s) have been corrected.
        1. If corrected, provide Contractor notification in writing that construction activity may resume.
        2. If Contractor refuses to make corrections and City determines significant harm to water quality or the storm water system is imminent, then the City may complete corrections and invoice the Contractor to recoup costs associated with corrections.

12. Documentation:
    a. Maintain records of Notice of Violation and penalties.
    b. Document repairs, corrections, and any other actions required on the ***Spill / Illicit Discharge Tracking & Inspection Sheet***
    c. Document all inspections.
    d. Add location of spill / illicit discharge to GIS Map and attach documentation (copies of inspections, photos, etc).

Spill / Illicit Discharge Tracking & Inspection Sheet

~ INITIAL NOTIFICATION ~

Date of Notification / Observation: _____

Location: _____

Description of Spill / Discharge: _____

Method of Discovery: ☐ Citizen Call to City ☐ Citizen Call to Hotline ☐ City Employee ☐ Other

Contact Information for Person that Discovered:

Name: _____

Phone: _____

~ RESPONSE ~

Date Investigation / Response Began: _____

Response By: ☐ City ☐ Health Department ☐ County Spill Response ☐ Other _____

Property Owners Notified:

Name	Address	Phone	Date / Time Notified	Notification Made By

Estimated Quantity of Spill: _____

Did the Spill / Discharge enter a waterbody? ☐ Yes _____ ☐ No ☐ Unknown

Did the Spill / Discharge enter storm drain system? ☐ Yes _____ ☐ No ☐ Unknown

Spill / Discharge Identified As: _____

Source of Spill / Discharge: _____

~ REMOVAL ~

Date of Removal: _____

Repair / Removal Action Taken: _____

Repair / Removal Performed By:_____

~ ENFORCEMENT / MONITORING ~

Date of Enforcement Action: _____

Action Taken: _____

Monitoring Required: ☐ Yes ☐ No

Process for Determining Monitoring: _____

Determined By: _____

Follow-Up Inspection Date: _____

Inspection Notes: _____

Inspection Completed By: _____

RESOLUTION

Date Case Closed: _____ **Case Info Added to Map:** ☐ Yes ☐ No

Final Resolution: _____

Closed By: _____

PUBLIC WORKS DEPARTMENT STORM DRAIN DIVISION

SPILL RESPONSE REPORT FORM

(For Public Works Crew)

Date MS4 Was Notified of Discharge: _____ Time: _____ □ AM □ PM

Date of IDDE Investigation: _____ Time: _____ □ AM □ PM

Date MS4 Observed Discharge: _____ Time: _____ □ AM □ PM

SPILL DETAILS

Location: _____

City: *Brigham City* State: *Utah*

Method Of Discovery: □ Telephone □ Email □ In Person □ Other: _____

Chemical Identification:

□ Motor Oil □ Detergent □ Antifreeze □ Fuel □ Diesel □ Methanol □ Chlorine □ Grease

□ Other: _____

Is this a Hazardous substance: □ YES □ NO □ Do not know

Any known or anticipated acute or chronic health risks for exposed individuals associated with the emergency spill: □ Respiratory □ Vision □ Skin disease □ Do not know

□ Other:_____

Estimate of Quantity Spilled: □ 1 to 5 Gallons □ 5 to 10 Gallons □ More than 10 Gallons

Who Responded to the spill cleaning and investigation? Other: _____

□ Public Works Department □ Fire Department □ HAZMAT Team □ County Health Department

Were proper precautions taken, including evacuation, if necessary? □ YES □ NO □ Do not know

PUBLIC WORKS DEPARTMENT STORM DRAIN DIVISION

Any Discharge to Storm Drain? □ YES □ NO □ Do not know

Was the spill reported to the Utah State Environmental Emergency Response (801) 536 4123?

□ YES □ NO □ Do not know □ Report Number: _____

Brief description on probable cause of spill:

SPILL CLEAN UP

Date of Cleaning/ Mitigation: _____ Time: _____ □ AM □ PM

Cleaning/ Mitigation Method Used: □ Spill containment □ Sweeping □ Absorbent Material □ Removal from site
□ Other:_____

Date of Removal: _____ Time: _____ □ AM □ PM

Method of Removal: □ Dry Sweeping □ Vactor □ Excavation
□ Other:_____

Repairs: □ YES □ NO Date: _____ Time: _____ □ AM □ PM

Date of Clean Up/ removal Verification: _____ Time: _____ □ AM □ PM

Verification method: □ On-site Visual inspection □ Sampling

□ Other:_____

(include any sample results with this report)

PUBLIC WORKS DEPARTMENT STORM DRAIN DIVISION

Escalating enforcement action: □ YES □ NO Date: _____ Time: _____ □ AM □ PM

Analytical Monitoring: □ YES □ NO Date: _____ Time: _____ □ AM □ PM

Brief explanation for Escalating enforcement action and analytical monitoring:

Signature: _____ Date: _____

Tracking Public Comments
Standard Operating Procedure

(4.2.3.4.4)

Purpose: To keep a written record of public reporting of spills, other illicit discharges, and feedback from public education efforts received from City's hotline.

Documenting Report of Spills / Other Illicit Discharges

1. Input initial caller information into **ElementsXS** under "Storm Water"
    a. Caller Name and Contact Information
    b. Location of spill / illicit discharge
    c. Description of spill / discharge
    d. Ask if there is immediate danger to people or the environment – if yes notify 911 immediately
2. Notify Storm Water Coordinator via phone
3. Storm Water Coordinator will follow the ***Spill and Improper Disposal Flow Chart*** *(4.2.3.4.4)*
4. Storm Water Coordinator to complete "Initial Notification" section of the ***Spill / Illicit Discharge Tracking & Inspection Sheet***
5. Follow ***SOPs for Tracing Illicit Discharges and Characterizing, Containing, and Removing Illicit Discharges*** to inspect, follow-up, document, and close-out findings.

Documenting – Public Education Efforts / Non-Spill

1. Input caller or emailed information into **ElementsXS System** under "Storm Water"
    a. Caller Name and Contact Information
    b. Location
    c. Description of public education, comments, or questions
2. Storm Water Coordinator to follow up with caller (if needed) and document any additional steps
3. Document any follow-up action required in ElementsXS System

SPILL AND IMPROPER DISPOSAL RESPONSE
Standard Operating Procedure
(4.2.3.4.4)

Purpose: Procedure for responding to a public referral of illicit discharge.

Process:

1. Receive report of illicit discharge.
2. Follow the “Spill and Improper Disposal Response Flow Chart” (on page 5)
3. Contact the appropriate entity(ies) (information on page
4. Follow the Spill Cleanup and Response SOP (on the following page)

Spill Cleanup and Response

PURPOSE: Prevent pollutants from entering storm water systems and waters of the State of Utah by establishing consistent spill prevention, response, cleanup, and reporting procedures.

PROCEDURE:

1. **Immediate Actions (Always Required)**

    a. **Stop the Source**: Immediately stop the source of the spill if it can be done safely (e.g., shut off valves, upright containers, stop equipment).
        i. **If it is not safe to respond, immediately evacuate and call 911**.

    b. **Contain the Spill**: Use berms, booms, absorbent socks, or other barriers to prevent the spill from spreading.

    c. **Protect Storm Drains and Water Bodies**:
        i. Immediately cover or block nearby storm drains.
        ii. Deploy containment booms if the spill could reach a ditch, canal, or surface water.

    d. **Determine the Type of Material Spilled:**
        i. **Petroleum Spills** include, but are not limited to, gasoline, diesel, fuel oils, lubricating oils, hydraulic oils, and asphaltic products.
            1. Any spill that reaches or threatens storm drains, surface water, or groundwater **must be reported immediately (see Step 2)**.
            2. Report spills that:
                - Cannot be fully contained,
                - Cannot be completely cleaned up promptly,
                - Result in visible soil or water contamination,
                - Occur during precipitation or may be mobilized by storm water.
            3. **When in doubt, report the spill.**

        ii. **Hazardous Materials Spills** includes non-petroleum chemical spills that pose a threat to human health or the environment.
            1. Immediately notify the **Fire Department** and the **County Health Department**.
            2. Follow Safety Data Sheet (SDS) instructions.
            3. Evacuate the area if necessary for safety.

    e. **Absorb the Spill**:
        i. Apply absorbent materials such as oil absorbent pads, granules, kitty litter, or sawdust.
        ii. Do **not** use water or straw.

    f. **Collect and Dispose**:
        i. Collect used absorbents and contaminated materials.

ii. Dispose of waste in accordance with the Petroleum and Chemical Disposal SOP and applicable regulations.

2. Notification and Reporting

a. Notify Public Work Director of spill.
b. Public Works Director will notify the Utah DEQ Division of Water Quality of the spill and coordinate with DEQ. Spills that impact or threaten waters of the State must be reported to the Utah DEQ Division of Water Quality (DWQ) as soon as knowledge of the spill exists.
c. Notify County Health Department, Environmental Health Division.
d. Notify property owner (where applicable).

3. Prohibited Practices (Never)

- Never wash spills into storm drains, ditches, canals, or surface waters.
- Never leave a spill uncleaned or unreported.
- Never allow spilled materials to remain exposed to rainfall or snowmelt.
- Never dispose of contaminated absorbents in regular trash unless approved by applicable disposal procedures.

4. Clean Up the Spill

a. **General**
   i. Spill cleanup shall begin immediately after the source has been stopped and the spill has been contained.
   ii. All cleanup activities shall prioritize preventing pollutants from entering storm drains, ditches, canals, or waters of the State.
   iii. Cleanup shall be conducted using dry methods only unless otherwise approved by Environmental Health.

b. **Cleanup of Petroleum Spills**
   i. Apply absorbent materials (pads, socks, granules, or equivalent) to fully absorb free liquids.
   ii. Allow sufficient contact time for absorbents to absorb liquids completely.
   iii. Collect saturated absorbents using non-sparking tools where applicable.
   iv. Remove visibly contaminated soil, gravel, or debris if petroleum has migrated beyond the surface.
   v. Place all contaminated materials in labeled, compatible containers for proper disposal.
   vi. Inspect the affected area to confirm no visible sheen, staining, or residue remains.

c. **Cleanup of Hazardous Materials**
   i. Follow all Safety Data Sheet (SDS) instructions for cleanup and personal protective equipment (PPE).

ii. Do not attempt cleanup if the material presents an inhalation, fire, or explosion hazard.
iii. Isolate the area and wait for trained emergency responders if required.
iv. Collect cleanup waste and dispose of it in accordance with hazardous waste regulations.

5. Final Inspection and Restoration

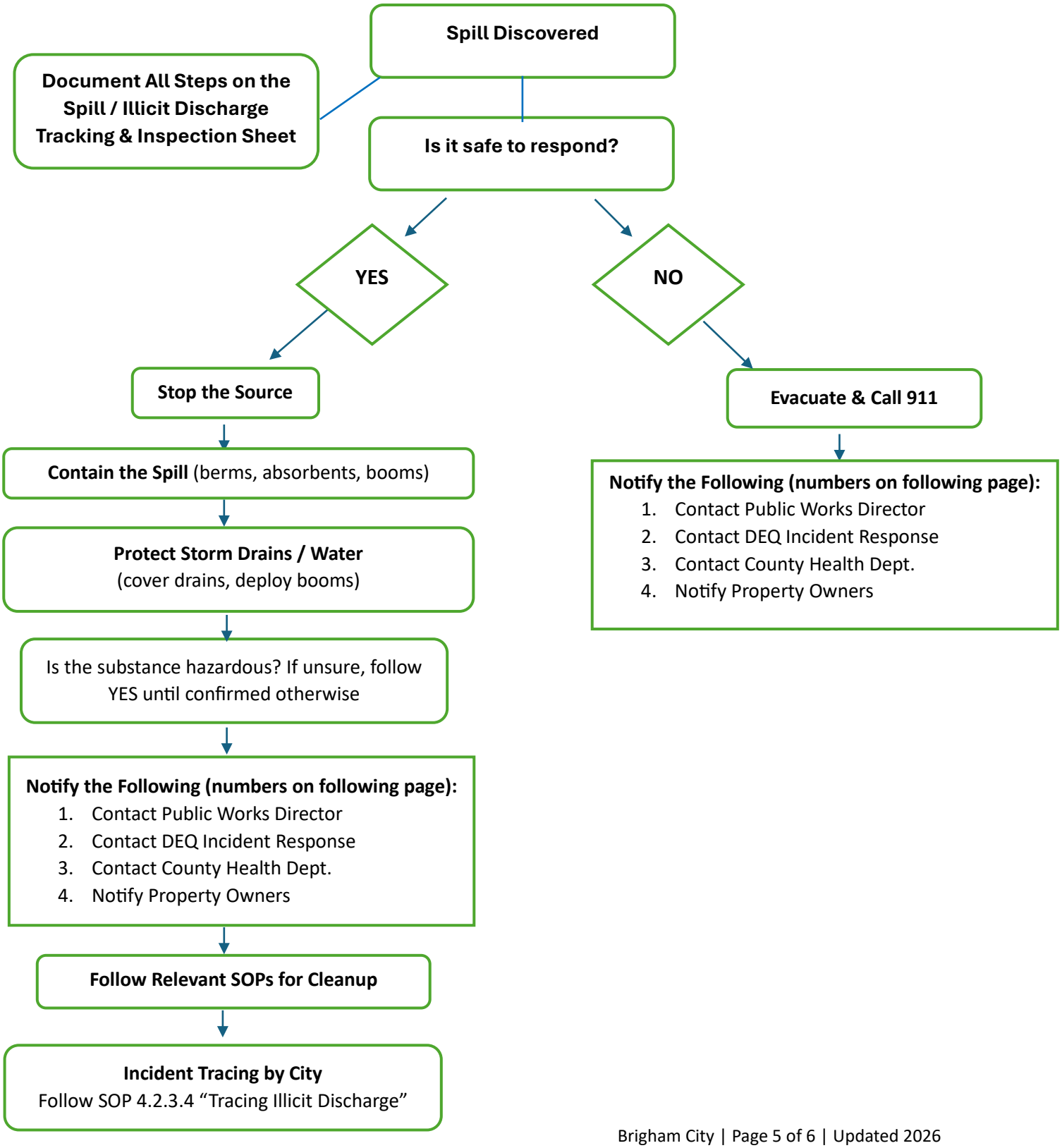
a. Inspect the cleanup area to ensure all spilled material and contaminated media have been removed.
b. Verify storm drains and nearby conveyances are free of contamination.
c. Replace used spill response supplies immediately.
d. Repair or remove leaking equipment before returning it to service.

6. Documentation

a. Document the spill cause, material type, estimated quantity, cleanup actions, and disposal method on the **Spill / Illicit Discharge Tracking & Inspection Sheet.**
b. Maintain records in accordance with UPDES permit.

SPILL AND IMPROPER DISPOSAL RESPONSE FLOW CHART

(4.2.3.4.4)



NOTIFICATION CONTACT INFORMATION
Last Updated June 2026

City Public Works Department

Storm Drain Coordinator	Kyler Hardman	435-226-1444
Waste Water Manager	Bryce Lofthouse	435-226-1441
Public Works Director	Mike Waite	801-821-0640

Local Fire Department

County Services

Bear River Health Department		435-734-0845

State of Utah

Division of Water Quality Response Line		801-536-4123
Utah Department of Health Emergency Response	801-580-6681	Utah Department of Health Emergency Response

Environmental Response Companies (Available 24/7):

Name	Location	Telephone
A Plus Environmental LLC	Ogden, Layton	(801) 392-6545 or (801) 391-2050
Enviro Care, Inc	North Salt Lake	(801) 299-1900 or (801) 820-9058
HMHTTC Response Inc.	Ogden	(801) 627-2240 or 800-927-9303
Lincoln Environmental Services	Ogden	800-257-5370
S & M Diesel Environmental Services	Brigham City	800-735-2004 or (435) 279-8124
USA Environmental	Layton, Ogden	(801) 390-4934

MCM 4 - Construction Site Stormwater Runoff Control

Brigham City reviews development plans and inspects development sites during construction to ensure erosion and sediment control best management practices are in place and stormwater facilities are installed and maintained as designed.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.4)*

Areas of Focus

- **Ongoing Program for Stormwater Management Standards for Development, Redevelopment, and Construction Sites:** The program applies to private and public development, including infrastructure projects.
    - Brigham City Code Title 15, Chapter 154 Storm Water Regulations requires stormwater construction activity permits, stormwater connection permits, NOIs, SWPPPs, and BMPs to be put in place.
- **Review Plans and Inspect Construction Sites:**
    - Brigham City reviews all permits and development plans, inspects sites during construction, and takes enforcement action against those failing to follow approved guidelines or to provide facilities as required in the approved plans.
    - The review process includes civil/site plan review, an approval process (as required in City Code Title 15, Chapter 155 Subdivision Regulations to be in compliance with Chapter 153.006 Adoption of Public Works Standards, inspections, and enforcement to meet standards established by the permit for qualifying new and redevelopment sites. The City's oversight of new and redevelopment occurs in phases: (1) prior to construction during the plan review and acceptance process; (2) before the site is cleared during an initial site construction inspection; (3) during construction via construction site inspections; and (4) post construction as part of the stormwater infrastructure acceptance inspection. Proposals for public and private projects are reviewed by the City Engineer for compliance with Brigham City's Public Works and Development Standards, including LID requirements. City staff inspect qualifying public and private construction sites and/or review the Contractor's electronic inspection reports on a continuous basis to ensure the proper temporary erosion and sediment control measures have been selected, properly placed, and installed correctly.
    - City Inspectors inspect the stormwater drainage system that can potentially be impacted by development construction activity. This occurs, at a minimum, every month until the development has been built-out or when construction has stopped, and the site is stabilized. If facilities and stormwater conveyance require cleaning during construction, responsible parties perform maintenance / cleaning.
    - Brigham City Inspectors have the authority to enforce the Brigham City Code, as stated in Title 15, using corrective action notices and stop work orders, to ensure the protection of receiving waters from construction impacts.
- **Notice of Intent:** Brigham City will continue to provide links to the "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" to applicants as part of the development and redevelopment permit / approval process.
- **Training:** All Staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and

enforcement are annually trained to conduct these activities by the Storm Water Coalition and/or the City Engineer. Training should include enforcement and inspection SOPs. All training should be documented and tracked through sign-in sheets and copies of agenda/presentation materials. All new employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Construction Site Stormwater Runoff Control – MCM 4 section of the General Permit, the following specific goals have been established.

- **Review Plans and Inspect Construction Sites Goal:** Brigham City will keep accurate records of construction sites reviewed and approved, and construction sites evaluated and inspected, and any enforcement actions taken.

  Methods of Evaluation:

  - Database Tracking Developments (Reviewed, Approved, Completed).
  - Pre-Construction SWPPP Review Checklists.
  - Pre-Construction Attendance Rolls / Meeting Notes.
  - Inspection Logs.
  - Enforcement Tracking Log.

- **SOP and Checklist Goal:** Annually, in October of each year, Brigham City will update SOPs for inspections and stormwater enforcement of construction sites.

  Methods of Evaluation:

  - SOP Manual.
  - Checklists.

Record Keeping: Brigham City will continue to track and maintain records of actions related to controlling runoff from development, redevelopment, and construction sites and summarize these activities in the Annual Compliance Report.

Additional Information / Resources for
MCM 4 - Construction Site Stormwater Runoff Control

Standard Operating Procedure
Permit Coverage Review
(4.2.4.1.2)

Application: These procedures shall apply to all construction sites that are obtaining coverage under the Construction General Permit or Common Plan Permit.

Responsible for Review: Public Works, Storm Water

Verification Process - NOI:

- Developer/Contractor submits NOI.
- City, on a weekly basis, monitors the CDX website to verify that NOI has been approved.
- Developer/Contractor submits SWPPP for review and approval.
- City completes review of SWPPP as outlined in the SWPPP review SOP.
- Upon approval of SWPPP, City issues approved building permit or Notice to Proceed with construction.

Verification Process - NOT:

- City, on a weekly basis monitors the CDX website to verify that NOT has been requested.
- When site nears completion or stabilization (based on inspections), the Contractor is notified on the inspection form sent via email, “Site is stabilized – Contractor can file NOT”.
- City, on a weekly basis monitors the CDX website to verify that NOT has been requested.
    - If Contractor has been notified that NOT can be filed, but has not yet filed, City follows up directly with Contractor via email or phone.
- Approval is granted if all requirements of the close-out of the Project / Development when:
    - Contractor / Developer has completed all SWPPP requirements and final site stabilization is established.
    - Contractor / Developer does not have any outstanding Compliance issues.
    - City has issued Final Acceptance of the Development and/or Project.
    - All Final Inspection Punchlist Items issued by City Inspector are complete.
- Approval of the NOT will not be granted if any of the above items are not complete.

Record Keeping: A copy of the completed NOI and NOT shall be kept with the original SWPPP.

Construction Oversight Notice of Termination Form

BACKGROUND INFORMATION

Site Name:	UPDES Permit #:
Site Address:	
Local Jurisdiction or County:	
Permit Effective Date:	Permit Expiration Date:
Total Project Area:	Total Disturbed Area:

Project Type: (circle) *Subdivision* *Commercial* *Industrial* *Linear (Road/Pipe/Power)* *Land Disturbance*

OPERATOR CONTACT INFORMATION

	NAMES	PHONE NUMBERS	E-MAIL
Operator:			
Onsite Facility Contact:			
Important Contacts:			
Important Contacts:			

NOTICE OF TERMINATION (NOT) INSPECTION

Inspected By:	Date of Evaluation:
Title\Organization:	

	List: Yes, No, N/A
1. Has the site achieved final stabilization? (>70% vegetative and/or non-vegetative cover for all disturbed areas) (CGP 8.2.1.a, 2.2.14.b; CPP 1.7.1)*	
2. Have all construction materials, waste and waste handling devices been removed? (CGP 8.2.1.b; CPP 2.4)	
3. Have all temporary storm water controls been removed? (CGP 8.2.1.c)	
4. Have all pollutants and pollutant-generating activities been removed? (CGP 8.2.1.d; CPP 2.8, 2.9)	
5. If landscaping will be completed by the homeowner, have temporary sediment and erosion controls been installed? (CGP 8.2.4; CPP 1.7.2)	

***Provide comments for exceptions under CGP 2.2.14.b(3) (arid conditions, restored ag. land, or areas to remain disturbed).**

COMMENTS:

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

Inspector:

(Print Name) (Title) (Signature) (Date)

Operator:

(Print Name) (Title) (Signature) (Date)

modified 04/25

Standard Operating Procedure
Pre-Construction SWPPP Review
(4.2.4.3)

State Code & Definitions:

From **Utah Code 19-5-108.3:** "The applicant shall allow construction site inspections by the authority. Except as provided in Subsection (12), the authority shall conduct an oversight inspection[1] through an electronic site inspection[2]."

"The authority may conduct an on-site inspection if the authority: has a documented reason for justifying an on-site oversight inspection."

To differentiate between the two types of oversight inspections, the terms "on-site oversight" and "electronic oversight" inspection are used.

- "On-site oversight inspection" is an inspection in which MS4 staff physically visit(s) a construction site to determine a site's compliance with construction storm water permits as has been done historically.
- "Electronic oversight inspection" is an offsite inspection in which MS4 conducts a review of the operator's submitted electronic site inspection to determine a site's compliance with construction storm water permits.

Each of these types of oversight inspections will be described in the *During Construction* portion within the *Process* section of this SOP.

Purpose:

The purpose of this SOP is to describe how all MS4s will conduct inspections for construction sites that require construction storm water permit coverage under the Construction General Permit (CGP) or Common Plan Permit (CPP). For purposes of this SOP, "operator" means the person responsible for the Storm Water Pollution Prevention Plan (SWPPP) implementation.

Responsibilities:

Each MS4's permit staff are responsible for implementing the requirements and may not differ from this SOP. The operator is responsible for abiding by all requirements of the UPDES CGP or CPP, and the MS4 is responsible for oversight.

- The position responsible for pre-construction SWPPP reviews at permitted construction sites is the Storm Water Coordinator and/or City Engineer.
- The position responsible for oversight inspections is the Storm Water Coordinator.

[1] "Oversight inspection" means a construction site inspection performed by the authority to impose compliance with the permit. (Utah Code 19-5-108.3)

[2] "Electronic site inspection" means geo-located and time-stamped photographs the applicant takes, evaluates, and submits electronically to the authority. (Utah Code 19-5-108.3)

- The position(s) who has authority to implement enforcement procedures is Public Works Director, Storm Water Coordinator, and City Engineer.

This SOP is to be followed and updated according to State and municipal requirements.

Permit Requirements:

1. Oversight Inspections
    a. Required to be completed on any "qualifying construction site" with a land disturbance of greater than or equal to one acre as described in the DWQ MS4 Permit.
    b. The MS4 must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction.
2. Qualifying Construction Sites
    a. Oversight inspections are required to be completed at least monthly.
    b. Exceptions
        i. If the operator has demonstrated adequate compliance history[3], the MS4 **must** reduce the inspection frequency as described in part 2.c of this SOP.
            1. If at any point, the operator is not in compliance, the MS4 **must** resume monthly inspections until two consecutive months of adequate compliance history is again achieved.
            2. An updated list of sites that have demonstrated adequate compliance history can be found within the current GIS map and/or ComplianceGo.
        ii. If the operator has suspended construction activity due to frozen conditions, the MS4 **may** reduce oversight inspection frequency as described in part 2.c of this SOP.
            1. Monthly inspections **must** immediately resume with any thawing conditions.
            2. An updated list of sites meeting this criteria can be found within the current GIS map and/or ComplianceGO.
        iii. If the site is located in an arid location and within the seasonally dry period, the MS4 **may** reduce oversight inspection frequency as described in part 2.c of this SOP.
            1. Monthly inspections **must** immediately resume with any rain event.
            2. An updated list of sites meeting these criteria can be found within the current GIS map and/or ComplianceGO.
    c. The reduced inspection schedule for oversight inspections must at minimum include:
        i. One inspection prior to land disturbance
        ii. One inspection each year during active construction
        iii. One inspection following active construction
        iv. Inspections to investigate any verified complaint

[3] "Adequate compliance history" means (1) two consecutive months of oversight inspections which did not result in enforcement, including warnings of enforcement (this may include the inspection prior to land disturbance and the first monthly inspection); 2) no instances of verified complaints; and 3) no observed impacts to waters of the state or the MS4 system.

3. Priority Qualifying Construction Sites
    a. Priority construction sites are distinguished by factors defined in Part 7.0 of the DWQ MS4 Permit.
        i. Oversight inspections are required to be completed at least monthly.
4. Qualified Personnel
    a. The oversight inspection must be performed by a “qualified person” as defined in Part 7.0 the DWQ MS4 Permit.
    b. Anyone who has a job duty related to implementing the construction storm water program must be trained within 60 days of hire and annually thereafter.
5. Record Retention
    a. All MS4s must maintain records for five years or until construction is completed, whichever is longer, of all applicable construction project documents which could include:
        i. Site plan reviews
        ii. SWPPPs
        iii. Oversight Inspections
        iv. Enforcement Actions (notices of violation, fines, stop work orders)

Process:

1. Pre-construction
    a. Conduct a SWPPP review for compliance with the CGP or CPP, local ordinances, and consistency with the actual conditions of the site.
        i. The MS4 may request more information or modification if the MS4 lists why the SWPPP is noncompliant and includes specific CGP, CPP, or ordinance citations.
        ii. The MS4 has 14 business days to review the SWPPP initially and 5 business days to review each subsequent modification of the SWPPP.
        iii. The initial SWPPP review may occur during the pre-construction oversight inspection.
        iv. When the SWPPP review is complete, the MS4 must notify the applicant in writing if the authorization to discharge is granted.
    b. Conduct a preconstruction SWPPP meeting prior to land disturbance which at minimum must include:
        i. A review of the site design
        ii. Planned operations at the construction site
        iii. Planned Best Management Practice(s) (BMPs) during the construction phase
        iv. Planned BMPs to manage run-off created after development.
        v. MS4 enforcement policy
        vi. Procedure to notify the MS4 of the completion of active construction.
    c. Conduct a pre-construction electronic oversight inspection or on-site oversight inspection.
        i. This pre-construction inspection must occur before land disturbance and will verify that the operator has placed all site-specific construction BMPs prescribed by the SWPPP.

d. The MS4 must determine if the construction site will be inspected as a "priority construction site" based upon factors listed in the DWQ MS4 Permit.
e. Verify that the operator submitted a Notice of Intent (NOI) through the NeT NPDES eReporting Tool online (NeT) *before* earth disturbing activities.
f. Documentation:
    i. SWPPP Review Checklist: Document the SWPPP Review using the Checklist provided by USWAC by saving in the Project or Development file and/or attaching to GIS map location or ComplianceGo location.
    ii. Pre-construction Meeting: Document the meeting using the Pre-Construction meeting agendas and saving completed agendas and attendance roles in the Project or Development file(s).
    iii. Pre-construction Inspection: Document the inspection by adding to GIS map location information or ComplianceGO location.
g. Election of Oversight Inspection
    i. Document if the operator has chosen to opt-out of electronic site inspection requirements.
        1. The form used is the DWQ provided form.
        2. Retain records of any opt-out elections through attachments in either GIS map location or ComplianceGo.
    ii. Document if the operator has asked the MS4 to perform monthly oversight inspections regardless of compliance status.
        1. The document used is maintained either as part of GIS map location or within ComplianceGo.
h. Retain records of any operator elections through GIS map location, ComplianceGo, and/or within Project or Development file.

2. During Construction
    a. Electronic Oversight Inspection
        i. Perform the required electronic oversight inspections through access to the operator's SWPPP, electronic site inspection(s), and operator's self-inspection(s).
            1. The operator's report must use geo-located and time-stamped photos of all BMPs implemented at the construction site.
            2. All photos must be sufficient to depict that the BMP(s) is meeting its proper function to eliminate or control pollutants on site.
            3. The operator's report should show compliance with the CGP or CPP if applicable, and the site specific SWPPP.
                a. This includes all documentation regarding corrections taken because of the operator's self-inspection.
    b. On-site Oversight Inspection
        i. An on-site oversight inspection may be conducted after the MS4 inspector has provided a 48-hours advance notice of an on-site inspection.
            1. Exceptions: If there is an imminent threat of discharge or the operator has formally opted-out of electronic site inspections.

ii. An on-site oversight inspection may be warranted under the following conditions:
    1. Inadequate characterization in electronic site inspections of site conditions or portions of a site
    2. Verified complaints
    3. Failure to submit an electronic site inspection at the appropriate time
    4. Alterations of electronic photographs
    5. The construction site is within one-half mile of a river, a stream, or a lake
    6. Compliance with the CGP, CPP if applicable, and site specific SWPPP cannot be reasonably determined during an electronic oversight inspection
    7. A perceived or reported threat to water quality that is immediate[4] and/or imminent[5]
    8. Failure to install BMPs prior to land disturbance
    9. Illicit discharge, unknown/unidentified non-storm water discharge, or prohibited discharge per CGP or CPP permits
    10. The operator opts out of the electronic site inspection and instead elects an on-site inspection
    11. Any other oversight inspection step listed below that cannot be fulfilled

c. An oversight inspection, both electronic and on-site, is performed by following these steps:
    1. Review the SWPPP
    2. Review the SWPPP signage for compliance with the CGP or CPP
        a. Placed in a safe, conspicuous, and publicly accessible location near the entrance
        b. Includes UPDES permit tracking number, contact information, and method of SWPPP access
    3. Review the operator self SWPPP inspection reports
    4. Review the entire perimeter and any downgradient areas
    5. Review points of vehicle/equipment exit
    6. Review any discharge points (keep in mind that these are not always piped inlets)
    7. Review all BMPs installed to mitigate or prevent sediment, erosion, and pollution
    8. Review all stabilizing areas (especially steep slopes)
    9. Review all pollutant generating activities such as fueling areas, washout areas, etc.

[4] Immediate threat means contaminants are entering a river, a stream, or a lake.

[5] Imminent threat means contaminants are anticipated to be discharged into a river, a stream, or a lake within 48-hours.

10. Observe all discharges (if prohibited or unauthorized this is an immediate and/or imminent threat to water quality)
11. Observe all conditions that could result in polluted storm water discharge (including sediment in the street/gutter)
12. Determine if any additional sediment, erosion, and/or pollution prevention controls are needed
13. Verify that all above activities are accounted for and updated in the site's SWPPP and Map
14. Any deficiencies must be noted in the oversight inspection form

d. For oversight inspections, MS4 staff must use the *Oversight Construction Inspection Form* provided by the Division of Water Quality.
    i. Send a copy of each oversight inspection to the operator.
    ii. Maintain a record of all oversight inspections through attachment to GIS map location OR within ComplianceGo.
e. If violations of the CGP or CPP are observed on the site or within the operator's documentation, take steps to address the violations as outlined in the *Enforcement for Construction Sites SOP*.
    i. Violations could include:
        1. Failure to maintain BMPs
        2. Failure to install BMPs
        3. An illicit discharge
        4. Failure to conduct inspections
        5. Failure to document corrections
        6. Failure to update SWPPP
        7. Any other CGP and/or CPP requirements that are deficient
f. Reduced inspection frequency may apply under adequate compliance history conditions as well as other site conditions. See Part 3 of this SOP.

3. After Construction
    a. Verify if the operator has requested a Notice of Termination (NOT) within NeT. MS4 staff who have 'MS4 Authority' will be notified of the request for a termination inspection of the operator's NOI via an email notification from NeT.
        i. If the site has not filed a NOT request in NeT, provide resources to the operator to request a NOT in NeT. Resources can be found: https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits
    b. Inspect the construction site to verify if these conditions have been met:
        i. Has the site achieved final stabilization?
        ii. Have all construction materials, waste and waste handling devices been removed?
        iii. Have all temporary storm water controls been removed?
        iv. Have all pollutants and pollutant-generating activities been removed?
        v. If landscaping will be completed by the homeowner, have temporary sediment and erosion controls been installed?
    c. If the termination conditions above have been met, approve the NOT request in NeT.

d. If the termination conditions above have not been met, communicate with the operator any outstanding NOT requirements that must be addressed in order to approve the NOT.
e. Document the NOT inspection through the State's Storm Water NOT Inspection Form and maintain a record of it through GIS map location, ComplianceGo, and/or within Project or Development file.
f. If contact with the operator has been unsuccessful, submit an administrative NOT by emailing WQinfodata@utah.gov. The NOT request will be processed in NeT. It **still requires** a documented oversight NOT inspection of the site.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) COMPLIANCE EVALUATION FORM for UPDES CONSTRUCTION GENERAL PERMIT (CGP) UTRC00000

Site Name: _____ UPDES Permit #: _____

SECTION 1: Instructions for SWPPP Evaluations

1) The SWPPPs being reviewed with this document are evaluated for their compliance with the corresponding UPDES construction storm water discharge permit; for additional information on those permits, go to the DWQ construction storm water permitting webpage: https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits.
2) The appropriate permit is identified by the applicant during permitting but must be confirmed by evaluation in Section 2 of this form (see below), to demonstrate applicability of coverage under either of the UPDES construction storm water permits:
   a) Construction General Permit (CGP), UTRC00000 (viewable through this link)
   b) Common Plan Permit (CPP), UTRH00000 (viewable through this link)
3) If the appropriate UPDES permit has been selected for coverage and the SWPPP has been submitted for review with a complete application, then the SWPPP evaluation must move forward; use the "SWPPP Review #" field to document whether it is the 1st, 2nd (or more) evaluation, and use the "Review Start Date" and "Review Complete Date" fields in Section 3 to document the timeliness of reviews.
4) Per Utah Code Title19-Chapter5-Section108.3(6)(b), the SWPPP reviewer shall complete the first review of the SWPPP within 14 business days after the day on which the applicant submits a complete SWPPP and application for local storm water permit coverage (if local permit coverage is required).
5) A "No" answer for any questions in the following SWPPP Evaluation will amount to an incomplete SWPPP and will be returned for modification. UPDES Permit citations are provided in (**parenthesis**). Questions answered "N/A" (not applicable) do not affect the approval of the SWPPP. The final question on both forms is an internal question for MS4s and does not affect approval.
6) Per Utah Code Title19-Chapter5-Section108.3(6)(c), any non-compliance in the SWPPP (which requires modification to bring the SWPPP into compliance) requires a specific request for modification to be provided to the applicant; such requests must be thorough such that they will bring the SWPPP into compliance upon correction, and must include citations to local ordinances or state/federal law that require the modification. Furthermore, these requested modifications must be logged in an index of requested modifications. Space is provided for listing modifications or can be attached separately.
7) Per Utah Code Title19-Chapter5-Section108.3(6)(d), the SWPPP reviewer has 5 business days after the day on which the operator submits the modified SWPPP to complete the review of the SWPPP. Once the review of the plan is complete, the reviewer must notify the applicant, in writing, whether the authorization to discharge is granted.

NOTE: Pre-Construction SWPPP Review Checklists are a requirement of all UPDES MS4 Permits (Part 4.2.4.3). As such, utilizing these SWPPP Evaluation forms will meet that requirement. Operators and SWPPP Developers can utilize these forms to ensure compliance prior to submitting.

SECTION 2: Confirmation of Appropriate UPDES Construction Storm Water Permit Coverage

1) Will the project disturb at least 1-acre of land? **(CGP Part 1.1.2 and CPP Part 1.1)** **Yes** ☐ | **No** ☐

2) Is the project part of a Common Plan of Development or Sale (CPoD) that will collectively disturb at least 1-acre of land? **(CGP Part 1.1.2 and CPP Part 1.1)** **Yes** ☐ | **No** ☐

3) If CPoD, is the lot a single residential lot no more than 1-acre of disturbance? **(CPP Part 1.1)** **Yes** ☐ | **No** ☐ **N/A** ☐

How to determine appropriate UPDES construction storm water permit coverage:

- If "**No**" to both questions **#1** and **#2,** then **no UPDES construction storm water permit is required.**
- If "**Yes**" to question **#1** and "**No**" to question **#2**, then the project **must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.
- If "**Yes**" to both questions **#1** and **#2,** and "**No**" to question **#3,** then the project **must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be most applicable for SWPPP review.
- If "**Yes**" or "**No**" to question **#1** (the threshold for **CPP** coverage is 1-acre or less) and "**Yes**" to both questions **#2** and **#3**, then the project **may obtain CPP (UTRH00000) coverage** and the **CPP SWPPP Evaluation form** would be applicable for SWPPP review; **however** the CPP allows only one lot per permit, so if multiple lots in the CPoD will be developed, the operator **may choose to obtain separate CPP coverage for each lot or cover multiple lots under one CGP (UTRC00000) permit,** in which case **Section 3** of this form would be applicable for SWPPP review.
  - **NOTE: Commercial Common Plans of Development or Sale must be covered under the CGP (UTRC00000).**
- As such, if "**No**" to question **#1**, "**Yes**" to question **#2,** and "**No**" to question **#3** (**or the project desires to cover multiple 1-acre or less residential lots under a single permit**), then the **CPP (UTRH00000) is not valid** and the project **must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.

4) At the completion of Section 2, has the appropriate UPDES Construction Storm Water Permit coverage been verified? **NOTE:** If "**No**", then the SWPPP must be resubmitted with the appropriate permit coverage selected, incorporated into the plan, and obtained (unless reviewing prior to obtaining permit coverage, in which case coverage must be obtained prior to beginning land disturbance). **Yes** ☐ | **No** ☐

If "**Yes**" to question **#4, complete the review of the submitted SWPPP for the appropriate UPDES Construction Storm Water Permit coverage** using the **Section 3 of this evaluation form (for CGP)** or **the CPP Evaluation form (for CPP), respectively. Always fill out a new form for each review cycle, and retain previous forms to document progression.**

Signatures fields are included in the respective SWPPP review sections of this document; always sign and date to ensure timeliness of reviews.

UPDES CONSTRUCTION GENERAL PERMIT (CGP) UTRC00000
STORM WATER POLLUTION PREVENTION PLAN (SWPPP) EVALUATION FORM
SECTION 3

SWPPP Review # (1st, 2nd, 3rd, etc.): _____ Review Start Date: _____ Review End Date: _____

Site Name: _____ UPDES Permit #: _____

Site Address: _____

Local Jurisdiction or County: _____ Total Project Area (acres): _____ Total Disturbed Area (acres): _____

Permit Effective Date: _____ Permit Expiration Date: _____

Project Type: Residential/Subdivision ☐ Commercial ☐ Industrial ☐ Linear (Road/Pipe/Power) ☐ Land Disturbance ☐

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

On-site Facility Contact: _____ Phone: _____ E-mail: _____

Important Contact: _____ Phone: _____ E-mail: _____

Owner: _____ Phone: _____ E-mail: _____

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (with Citations)

1) Is the Storm Water Team (including other site Operators) identified by name and position in the SWPPP, including their SWPPP responsibilities and trainings? (**CGP Part 7.3.1**) **NOTE:** Storm Water Team responsibilities that must be included (CGP Part 6.1): **(1)** design, installation, maintenance, and/or repair of storm water controls (including pollution prevention controls); **(2)** application and storage of treatment chemicals (if applicable); **(3)** conducting inspections (CGP Part 4.1); and **(4)** taking corrective actions (CGP Part 5) — **Yes** ☐ **No** ☐

2) For any Storm Water Team member identified as being responsible for conducting inspections (CGP Part 4), has the SWPPP detailed their training/qualifications for conducting inspections in compliance with CGP Part 6.3? (**CGP Part 7.3.1**) — **Yes** ☐ **No** ☐

3) Are estimates provided for the size of the property (in acres, or length in miles if a linear site) and the total area to be disturbed by construction (including on-site and off-site support activity areas) to the nearest 1/4 acre (or 1/4 mile if linear)? (**CGP Part 7.3.2.b-c**) — **Yes** ☐ **No** ☐ **N/A** ☐

4) Does the plan describe the nature of construction activities, including the age or dates of past renovations for structures undergoing demolition (CGP Part 7.3.2.a) — **Yes** ☐ **No** ☐

5) Does the plan describe any on-site and off-site construction support activities areas (CGP Part 1.2.1.b)? (**CGP Part 7.3.2.d**) — **Yes** ☐ **No** ☐ **N/A** ☐

6) Is there a description of the construction schedule for: **(1)** commencement of activities, **(2)** temporary/permanent cessation of construction activities, **(3)** temporary/final stabilization of exposed areas of the site, and **(4)** removal of temporary storm water controls and construction equipment or vehicles and the cessation of construction related pollutant-generating activities. (**CGP Part 7.3.2.e(1-4)**) — **Yes** ☐ **No** ☐

7) Are the business days and hours for the project identified in the SWPPP? (**CGP Part 7.3.2.g**) — **Yes** ☐ **No** ☐

8) Is a legible Site Map (or maps) included (in an attachment of the SWPPP) which shows the permit-required features of the site? (**CGP Part 7.3.3.a-i**) **NOTE**: Required map features include: (**a**) boundaries of the property; (**b**) locations where construction activities will occur, including: **i)** earth-disturbing and demolition activities (phasing noted), **ii)** approximate slopes before and after grading (steep slopes noted), **iii)** stockpile locations (sediment, soil, materials, etc.), **iv)** any Waters of the State crossings, **v)** designated vehicle exit points (onto paved roads), **vi)** structures and other impervious surfaces upon completion of construction, **vii)** on-site and off-site construction support activity; (**c**) all Waters of the State within 1-mile of the site's discharge point (and the impairment/high-quality status of the water body); (**d**) type and extent of pre-construction ground cover; (**e**) drainage patterns of storm water and authorized non-storm water before and after grading; (**f**) storm water and authorized non-storm water discharge locations (including discharges to storm sewer inlets and outfalls to Waters of the State); (**g**) pollutant-generating activities (CGP Part 7.3.2.f); (**h**) storm water controls (including natural buffers and shared controls); (**i**) storage of polymers, flocculants, or other treatment chemicals. — **Yes** ☐ **No** ☐

9) Are the first downstream receiving waters of the state listed in the SWPPP, NOI, or the Site Map identifying the impairment (and TMDL status) or high-quality (Category 1 or 2) status of the water body? (**CGP Part 3.2 and 7.3.3.c**) — **Yes** ☐ **No** ☐ **N/A** ☐

10) If the receiving water is identified as impaired (particularly for sediment or nutrients, and especially if it has an EPA-approved TMDL), does the SWPPP list the impairment causing pollutants for the water body, and does it address the control of those impairment causing pollutants in the plan (if those pollutants are anticipated to be present on-site)? (**CGP Part 3.2**) — **Yes** ☐ **No** ☐ **N/A** ☐

11) If the receiving water is identified as high-quality, does the plan describe precautions taken to minimize pollution effects in the water body? (**CGP Part 3.2**) — **Yes** ☐ **No** ☐ **N/A** ☐

12) Are all potential pollutant-generating activities listed, with the pollutants/constituents listed and their locations identified either by description or reference to the site map? (**CGP Part 7.3.2.f**) — **Yes** ☐ **No** ☐

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

13) For each potential pollutant and/or pollutant-generating activity listed, does the SWPPP include: a description of the specific controls to meet requirements of the CGP (CGP Part 2.2 and 2.3), the design specifications (with reference to manufacturer or BMP manuals/ ordinances being followed), routine maintenance specifications, and the projected schedule for installation/implementation? (**CGP Part 7.3.5.a**) — Yes ☐ | No ☐

14) Are the presence/absence of all authorized non-stormwater discharges (CGP Part 1.2.2) identified, with a description of measures used to reduce them or prevent them from contributing pollutants to discharges (CGP Part 2) ? (**CGP Part 7.3.4**) — Yes ☐ | No ☐

15) If the project identifies dewatering as a pollutant-generating activity, does the plan describe the scope of dewatering and the BMPs used to manage those practices? (**CGP Part 7.3.2.f**) **NOTE**: UPDES Permit coverage for dewatering (and approval from local authorities) must be obtained prior to discharging from dewatering; can be obtained after SWPPP approval. (**CGP Part 1.2.4 and 2.3.7**) — Yes ☐ | No ☐ | N/A ☐

16) If the project is within 50 feet of a Water of the State (CGP Part 2.2.1 and A.1), was the selected natural buffers compliance alternative (CGP Part A.2.1), or exception (CGP Part A.2.2) identified, and were the required descriptions of equivalent sediment controls, alternatives, and/or infeasibility provided? (**CGP Part 7.3.5.b.(1) and A.2.3.**) — Yes ☐ | No ☐ | N/A ☐

17) Are the selected BMPs for erosion and sediment control (per CGP Part 2.2) identified and described with design specifications and instructions for installation, maintenance, and the projected schedule for implementation either in the main body of the SWPPP or as an attachment? (**CGP Part 7.3.5.a**) **NOTE**: CGP requires the following elements to be addressed in the SWPPP: **(a)** Preserve vegetation where possible (**CGP Part 2.2.2**); (**b**) Install sediment controls along downslope perimeter areas (**CGP Part 2.2.3**); (**c**) Minimize sediment track-out (**CGP Part 2.2.4 and 7.3.5.b.(3)**); (**d**) Manage stockpiles with perimeter controls and locate away from storm water conveyances (**CGP Part 2.2.5**); (**e**) Minimize dust (**CGP Part 2.2.6**); (**f**) Minimize steep slope disturbances (**CGP Part 2.2.7**); (**g**) Preserve topsoil (**CGP Part 2.2.8**); (**h**) Minimize soil compaction where final cover is vegetation (**CGP Part 2.2.9**); (**i**) Protect storm drain inlets (**CGP Part 2.2.10**); (**j**) Slow down runoff with erosion controls and velocity dissipation devices (**CGP Part 2.2.11**); (**k**) Appropriately design any sediment basins or impoundments (**CGP Part 2.2.12 and 7.3.5.b.(4)**); (**l**) Follow requirements for any treatment chemicals (**CGP Part 2.2.13**); (**m**) Stabilize exposed portions of site with 30-days of inactivity (**CGP Part 2.2.14**) — Yes ☐ | No ☐

18) If the project is linear (per CGP Part 2.2.3), are the areas where perimeter controls are not feasible documented (to support the determination) and are the other practices being implemented to minimize pollutant discharges described? (**CGP Part 7.3.5.b.(2)**) — Yes ☐ | No ☐ | N/A ☐

19) Are the specific vegetative/non-vegetative final stabilization measures (CGP Part 2.2.14) described, including location information and deadlines for implementation in accordance with CGP Part 2.2.14.a.? (**CGP Part 7.3.5.b.(6)(i-ii)**) — Yes ☐ | No ☐

20) Are spill prevention and response procedures (CGP Part 1.3.5 and 2.3.6) included that have procedures and responsible parties identified for stopping, containing, cleaning, and reporting spills, leaks and other releases (including notification of appropriate parties if the release contains a hazardous substance or reportable quantity)? (**CGP Part 7.3.5.b.(7)(i-iii)**) — Yes ☐ | No ☐

21) Are the selected BMPs for pollution prevention control (per CGP Part 2.3) identified and described with design specifications and instructions for installation, maintenance, and the projected schedule for implementation? (**CGP Part 7.3.5.a**) **NOTE**: CGP requires the following to be described in the SWPPP: **(a)** Equipment and vehicle fueling (**CGP Part 2.3.1**); **(b)** Equipment and vehicle washing (**CGP Part 2.3.2**); **(c)** Storage, handling, disposal of building products and wastes (**CGP Part 2.3.3**); **(d)** Washing of stucco, paint, concrete, form release oils, curing compounds, etc. (**CGP Part 2.3.4**); **(e)** Properly applying fertilizers (**CGP Part 2.3.5**) — Yes ☐ | No ☐

22) Are waste management procedures (CGP Part 2.3.3) described for handling, storing, and disposing of wastes generated on-site, including documented infeasibility and alternative practice statements for violating setback requirements (CGP Part 2.3.3.c(2)(ii)) or claims of exceptions from CGP Part 2.3.3.e? (**CGP Part 7.3.5.b.(8)(i-ii)**) — Yes ☐ | No ☐

23) If the project is claiming to be an "Emergency-Related construction activity" for the special condition allowing for work to begin prior to permit issuance, does the plan include a description of the nature of the public emergency and why immediate authorization was necessary? (**CGP Part 1.4.1.b**) — Yes ☐ | No ☐ | N/A ☐

24) If treatment chemicals (CGP Part 2.2.13) are planned for the project, are the required elements described [soil types on-site and from fill materials, list of treatment chemicals planned and justification that they are suitable for the site's soil characteristics, dosage of treatment chemicals or the methodology used to determine dosage, information from Safety Data Sheets (SDS), schematic drawings of enhanced controls or treatment systems, description of storage of chemicals (CGP Part 2.2.13.c), references to applicable local requirements for the use of these chemicals, copies of manufacturers specifications regarding their use, and any training that personnel who handle and apply chemicals have received prior to use of those chemicals? (**CGP Part 7.3.5.b.(5)(i-ix)**) — Yes ☐ | No ☐ | N/A ☐

25) Are the inspection, maintenance, and corrective actions procedures detailed in the plan (per CGP Part 2.1.4, Part 4, and Part 5), including the inspection schedule (CGP Part 4.2, Part 4.3, or Part 4.4), the location of the rain gauge or address of the weather station for rainfall monitoring (if applicable to the schedule), and any maintenance or inspection checklists or forms? (**CGP Part 7.3.6.a-d**) — Yes ☐ | No ☐

26) If the project discharges to a water body that is either impaired (for sediment or nutrients) or high-quality (CGP Part 3.2), is the increased inspections frequency of every 7 calendar days and within 24-hours of a 0.5-inch storm event selected? (**CGP Part 7.3.6.a and Part 4.3**) — Yes ☐ | No ☐ | N/A ☐

27) Is the reduced inspections frequency for stabilized areas, arid/semi-arid/drought-stricken areas, or frozen conditions selected with appropriate description and documentation of the applicability of that frequency? (**CGP Part 7.3.6.c and Part 4.4**) — Yes ☐ | No ☐ | N/A ☐

28) Was the SWPPP certified by the duly authorized signatory of the operator ? (**CGP Part 7.3.8 and Part 9.9.2**) — Yes ☐ | No ☐

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

29) If the project is >5-acres in disturbance, has a perennial surface water within 50 feet of the project, or has a steep slope (70% or 35 degrees, or more), was the SWPPP certified by a "qualified" SWPPP writer? (**CGP Part 7.2 and 7.2.1.a-e**) **Yes** ☐ **No** ☐ **N/A** ☐

30) Is a copy of the NOI that was submitted via the CDX NeTCGP for this project included in the SWPPP? (**CGP Part 7.3.9.a.**) **NOTE:** This would not be applicable if the SWPPP is being reviewed prior to the operator obtaining permit coverage. **Yes** ☐ **No** ☐ **N/A** ☐

31) Is a copy of the Authorization to Discharge Letter received from NeT (with the assigned NPDES ID) included in the SWPPP? (**CGP Part 7.3.9.b.**) **NOTE**: This would not be applicable if the SWPPP is being reviewed prior to the operator obtaining permit coverage. **Yes** ☐ **No** ☐ **N/A** ☐

32) Is a copy of the UPDES Construction General Permit (UTRC00000) included in the SWPPP, or a link by which the permit can be easily accessed by the storm water team if managing the SWPPP electronically? (CGP Part 7.3.9.c.) **Yes** ☐ **No** ☐

33) At the completion of this review, is the SWPPP approved and accepted as being in compliance with storm water regulations? NOTE: If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state why the SWPPP is non-compliant and logged in an index of modifications that includes citations to the permit requirements, local ordinances, state law, or federal law that require the modification. (Utah Code 19-5-108.3(6)(c)) **Yes** ☐ **No** ☐

34) Is this site designated by the MS4 as "Priority" based on the following factors: Soil erosion potential; Site slope; Project size and type; Sensitivity of receiving water bodies (impaired or high-quality waters); Proximity to receiving water bodies; or, Non-storm water discharges and past record of non-compliance by the operators of the construction site? **NOTE:** This is an internal question for MS4s to meet MS4 Permit requirements for prioritizing certain construction sites for increased inspections and does not affect the approval of the SWPPP. (**MS4 Permit Part 4.2.4.3.5**) List the applicable prioritizing factors: _____ **Yes** ☐ **No** ☐ **N/A** ☐

INDEX OF COMMENTS AND CORRECTIONS (WITH CITATIONS) FOR ACHIEVING SWPPP COMPLIANCE
(attach an additional comments page if more space is needed)

Reviewer (*Print Name*): _____ Title: _____ Signature: _____ Date: _____

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) COMPLIANCE EVALUATION FORM for UPDES COMMON PLAN PERMIT (CPP) UTRH00000

Site Name: _____ UPDES Permit #: _____

SECTION 1: Instructions for SWPPP Evaluations

1) The SWPPPs being reviewed with this document are evaluated for their compliance with the corresponding UPDES construction storm water discharge permit; for additional information on those permits, go to the DWQ construction storm water permitting webpage: https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits.

2) The appropriate permit is identified by the applicant during permitting but must be confirmed by evaluation in Section 2 of this form (see below), to demonstrate applicability of coverage under either of the UPDES construction storm water permits:

a) Construction General Permit (CGP), UTRC00000 (viewable through this link)
b) Common Plan Permit (CPP), UTRH00000 (viewable through this link)

3) If the appropriate UPDES permit has been selected for coverage and the SWPPP has been submitted for review with a complete application, then the SWPPP evaluation must move forward; use the "SWPPP Review #" field to document whether it is the 1st, 2nd (or more) evaluation, and use the "Review Start Date" and "Review Complete Date" fields in Section 3 to track the timeliness of reviews.

4) Per Utah Code Title19-Chapter5-Section108.3(6)(b), the SWPPP reviewer shall complete the first review of the SWPPP within 14 business days after the day on which the applicant submits a complete SWPPP and application for local storm water permit coverage (if local permit coverage is required).

5) A "No" answer for any questions in the following SWPPP Evaluation will amount to an incomplete SWPPP and will be returned for modification. UPDES Permit citations are provided in (**parenthesis**). Questions answered "N/A" (not applicable) do not affect the approval of the SWPPP. The final question on both forms is an internal question (regarding priority status) for MS4s and does not affect approval.

6) Per Utah Code Title19-Chapter5-Section108.3(6)(c), any non-compliance in the SWPPP (which requires modification to bring the SWPPP into compliance) requires a specific request for modification to be provided to the applicant; such requests must be thorough such that they will bring the SWPPP into compliance upon correction, and must include citations to local ordinances or state/federal law that require the modification. Furthermore, these requested modifications must be logged in an index of requested modifications. Space is provided for listing modifications or can be attached separately.

7) Per Utah Code Title19-Chapter5-Section108.3(6)(d), the SWPPP reviewer has 5 business days after the day on which the operator submits the modified SWPPP to complete the review of the SWPPP. Once the review of the plan is complete, the reviewer must notify the applicant, in writing, whether the authorization to discharge is granted.

NOTE: Pre-Construction SWPPP Review Checklists are a requirement of all UPDES MS4 Permits (Part 4.2.4.3). As such, utilizing this SWPPP Evaluation forms will meet that requirement. Operators and SWPPP Developers can utilize this form to ensure compliance prior to submitting.

SECTION 2: Confirmation of Appropriate UPDES Construction Storm Water Permit Coverage

1) Will the project disturb at least 1-acre of land? **(CGP Part 1.1.2 and CPP Part 1.1)** **Yes** ☐ **No** ☐

2) Is the project part of a Common Plan of Development or Sale (CPoD) that will collectively disturb at least 1-acre of land? **(CGP Part 1.1.2 and CPP Part 1.1)** **Yes** ☐ **No** ☐

3) If CPoD, is the lot a single residential lot no more than 1-acre of disturbance? **(CPP Part 1.1)** **Yes** ☐ **No** ☐ **N/A** ☐

How to determine appropriate UPDES construction storm water permit coverage:

- If "**No**" to both questions **#1** and **#2,** then **no UPDES construction storm water permit is required.**
- If "**Yes**" to question **#1** and "**No**" to question **#2**, then the project **must obtain CGP (UTRC00000) coverage** and the **CGP SWPPP Evaluation form** would be applicable for SWPPP review.
- If "**Yes**" to both questions **#1** and **#2,** and "**No**" to question **#3,** then the project **must obtain CGP (UTRC00000) coverage** and the **CGP SWPPP Evaluation form** would be most applicable for SWPPP review.
- If "**Yes**" or "**No**" to question **#1** (the threshold for CPP coverage is 1-acre or less) and "**Yes**" to both questions **#2** and **#3**, then the project **may obtain CPP (UTRH00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review; **however** the CPP allows only one lot per permit, so if multiple lots in the CPoD will be developed, the operator **may choose to obtain separate CPP coverage for each lot or cover multiple lots under one CGP (UTRC00000) permit,** in which case the **CGP SWPPP Evaluation form** would be applicable for SWPPP review.
  - **NOTE: Commercial Common Plans of Development or Sale must be covered under the CGP (UTRC00000).**
- As such, if "**No**" to question **#1**, "**Yes**" to question **#2,** and "**No**" to question **#3** (**or the project desires to cover multiple 1-acre or less residential lots under a single permit**), then the **CPP (UTRH00000) is not valid** and the project **must obtain CGP (UTRC00000) coverage** and the **CGP SWPPP Evaluation form** would be applicable for SWPPP review.
  - **NOTE:** Due to **CPP Part 1.1.5 (*High Risk Sites*)**, local/state permitting authorities **may** choose to require a site to obtain **CGP (UTRC00000)** coverage **instead of CPP (UTRH00000)** if the project is (**1**) located within 50 feet of a perennial surface water, or (**2**) if the site has a steep slope (70% or 35 degrees, or more) with an elevation change from the slope of 10 feet or more (at any point during the time of construction -not including stockpiles). **If that is the case, the SWPPP evaluator should identify the site conditions that warrant that distinction/decision:**

_____

4) At the completion of Section 2, has the appropriate UPDES Construction Storm Water Permit coverage been verified? **NOTE:** If "**No**", then the SWPPP must be resubmitted with the appropriate permit coverage selected, incorporated into the plan, and obtained (unless reviewing prior to obtaining permit coverage, in which case coverage must be obtained prior to beginning land disturbance). **Yes** ☐ **No** ☐

If "**Yes**" to question **#4, complete the review of the submitted SWPPP for the appropriate UPDES Construction Storm Water Permit coverage** using **the CGP SWPPP Evaluation form (for CGP)** or **Section 3 of this form (for CPP), respectively. Always fill out a new form for each review cycle, and retain previous forms to document progression.**

Signatures fields are included in the respective SWPPP review sections of this document; always sign and date to ensure timeliness of reviews.

UPDES COMMON PLAN PERMIT (CPP) UTRH00000
STORM WATER POLLUTION PREVENTION PLAN (SWPPP) EVALUATION FORM
SECTION 3

SWPPP Review # (1st, 2nd, 3rd, etc.): _____ Review Start Date: _____ Review End Date: _____

Site Name: _____ UPDES Permit #: _____

Site Address: _____

Local Jurisdiction or County: _____ Total Project Area (acres):_____ Total Disturbed Area (acres): _____

Permit Effective Date: _____ Permit Expiration Date: _____

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

On-site Facility Contact: _____ Phone: _____ E-mail: _____

Important Contacts: _____ Phone: _____ E-mail: _____

Owner: Phone: _____ E-mail: _____

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (with Citations)

1) Does the project meet eligibility criteria for the Common Plan Permit, including the 1-acre maximum disturbance, residential land-use stipulation, multiple site coverage applications (requiring a different permit number for each lot), high-risk sites (as determined by the MS4, if applicable), and limitations of the CPoD (common plan purpose not yet achieved)? (**CPP Part 1.1.1.a-d**) **Yes** ☐ **No** ☐

2) Are the SWPPP contacts listed in the plan, with contact information (name, address, telephone number, email address) for owner, general contractor, or any other party that affects implementation of the SWPPP or has SWPPP responsibilities? (**CPP Part 4.2.1**) **Yes** ☐ **No** ☐

3) Does the SWPPP list all the anticipated allowable non-storm water discharges at the site, and describe control methods to be utilized to manage those discharges in a manner that will minimize the discharge of pollutants? (**CPP Part 1.2.2**) **Yes** ☐ **No** ☐

4) Does the SWPPP identify which perimeter sediment control BMPs will be used to prevent sediment from leaving the site? (**CPP Part 2.1.2**) **Yes** ☐ **No** ☐

5) If the project is within 50-feet of a waterbody, does the SWPPP contain descriptions of the dimensions of the 50-foot natural buffer, the alternative control measures (if less than 50-feet), and detailed explanations if either could not be applied? (**CPP Part 2.1.6 and 4.2.4**) **Yes** ☐ **No** ☐ **N/A** ☐

6) Does the SWPPP describe what track out controls (structural or non-structural) will be used to prevent dirt from being tracked on streets as vehicles leave the site?(**CPP Part 2.1.4**) **Yes** ☐ **No** ☐

7) Does the SWPPP identify whether any storm drain inlets are down gradient of (and receive discharges from) the site and describe what inlet protection BMPs will be used (if inlets are present)? (**CPP Part 2.1.3**) **Yes** ☐ **No** ☐

8) Does the plan have a BMP identified for stockpiles or spoil piles placement and/or containment to prevent interaction with concentrated flows and to prevent runoff from those piles and keep them from entering storm drains or water bodies? (**CPP Part 2.1.1**) **Yes** ☐ **No** ☐ **N/A** ☐

9) Does the project have a BMP identified to contain, dry, and dispose of any wash water from concrete, masonry, stucco, or paint (water-based)? (**CPP Part 2.2.6**) **Yes** ☐ **No** ☐

10) Does the SWPPP include waste management procedures for soil removal, clearing debris removal, demolition removal, trash disposal, construction-waste disposal, liquid waste disposal and/or sanitary waste disposal? (**CPP Part 2.2.4 and 4.2.8**) **Yes** ☐ **No** ☐

11) Does the SWPPP describe methods for the storage of construction materials that minimize exposure of materials with a pollution risk (certain building and landscaping materials, pesticides, herbicides, detergents, etc.)? (**CPP Part 2.2.2**) **Yes** ☐ **No** ☐

12) If the site has steep slopes (>70%), does the plan include measures to either stabilize those slopes using an appropriate BMP or to avoid disturbing those steeper areas? (**CPP Part 2.1.5.c and 2.1.7.c**) **Yes** ☐ **No** ☐ **N/A** ☐

13) If the site has conditions that can cause stormwater flows with highly erosive velocities, does the plan describe BMPs to control those flows and minimize sediment transport? (**CPP Part 2.1.5.d**) **Yes** ☐ **No** ☐ **N/A** ☐

14) If there are disturbed areas that will be left inactive for 30-days, does the plan provide a method of temporary/permanent stabilization for those areas? (**CPP Part 2.1.7.a**) **Yes** ☐ **No** ☐ **N/A** ☐

15) If the site is planned to be sold without landscaping, does the SWPPP include the installation of downslope erosion and sediment controls for the lot, prior to sale? (**CPP Part 1.6.7.b**) **Yes** ☐ **No** ☐ **N/A** ☐

16) Are the sequence and estimated dates of construction activities listed, which include the start and end of excavation activities, initial excavation, backfill excavation, and final grading, any temporary or permanent cessation of earth-disturbing activities, and the start and end of landscaping if it is done as part of the construction activity before the home is sold? (**CPP Part 4.2.2.a-c**) **Yes** ☐ **No** ☐

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (continued)

17) Is a site map or chart (may be hand drawn) included in the SWPPP which shows the permit required features? (**CPP Part 4.2.3.a-h**) **NOTE**: Permit required map features include: **a)** Boundaries of property (**CPP Part 4.2.3.a**); **b)** Boundaries of soil surface disturbances, including any outside of the property boundaries (**CPP Part 4.2.3.b**); **c)** Slopes, including areas of steep slopes (**CPP Part 4.2.3.c**); **d)** Locations of stockpiles of soils, storage of construction materials, portable toilets, trash containers, concrete washout pits or containers, egress points, and track out pads (**CPP Part 4.2.3.d**); **e)** Water bodies, wetlands, and natural buffer areas (**CPP Part 4.2.3.e**); **f)** Locations and types of BMPs (or storm water control measures) for the control and/or treatment of storm water flowing onto, through, and/or off-site (**CPP Part 4.2.3.f**); **g)** Locations of storm water inlets and/or storm water discharge points going off-site (**CPP Part 4.2.3.g**); **h)** Areas that will be temporarily or permanently stabilized during the construction period (**CPP Part 4.2.3.h**) **Yes** ☐ **No** ☐

18) Does the SWPPP include a list of the construction site pollutants that are anticipated on-site, including the pollutant-generating activities and an inventory of pollutants for each pollutant-generating activity? (**CPP Part 4.2.6**) **Yes** ☐ **No** ☐

19) Is a plan included in the SWPPP which prevents the discharge of pollutants from spills and leaks by implementing procedures for preventing and responding to chemical leaks and spills (e.g., spill kits or absorbent materials).? (**CPP Part 2.2.3**) **Yes** ☐ **No** ☐

20) Does the SWPPP include BMP specifications and/or details that ensure effectiveness and compliance with permit requirements for all structural or non-structural sediment, erosion, and pollution prevention BMPs? (**CPP Part 4.2.7**) **Yes** ☐ **No** ☐

21) Does the SWPPP identify the first receiving water that the site discharges into, whether the water is impaired, and if so, what the impairment is for? (**CPP Part 4.2.5**) **Yes** ☐ **No** ☐

22) If the receiving water identified in the SWPPP is impaired for sediment or nutrients, does the SWPPP identify BMPs to minimize and prevent the discharge of those pollutants? (**CPP 1.5**) **Yes** ☐ **No** ☐ **N/A** ☐

23) If the permit, SWPPP, and/or inspections signatory obligations will be handled by a duly authorized signatory (**CPP Part 5.9.2**), is there a written and signed delegation of authority included in the SWPPP that shows this person/position was delegated signatory responsibilities? (**CPP Part 5.9.3.a-b**) **Yes** ☐ **No** ☐ **N/A** ☐

24) Is the SWPPP signed and certified by an authorized person in accordance with signatory requirements of CPP Part 5.9? (**CPP Part 4.2.11**) **Yes** ☐ **No** ☐

25) Does the SWPPP include a copy of the Notice of Intent (NOI) that was submitted to DWQ to obtain coverage under the Common Plan Permit UTRH00000 (CPP Part 1.6) and a copy of the Authorization to Discharge Letter from DWQ? (**CPP Part 4.2.10**) **NOTE**: This would not be applicable for this review if the SWPPP is being reviewed prior to the operator obtaining permit coverage. **Yes** ☐ **No** ☐ **N/A** ☐

26) At the completion of this review, is the SWPPP approved and accepted as being in compliance with storm water regulations? NOTE: If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state why the SWPPP is non-compliant and logged in an index of modifications that includes citations to the permit requirements, local ordinances, state law, or federal law that require the modification. (Utah Code 19-5-108.3(6)(c)) **Yes** ☐ **No** ☐

27) Is this site designated by the MS4 as "Priority" based on the following factors: Soil erosion potential; Site slope; Project size and type; Sensitivity of receiving waterbodies (impaired or high-quality waters); Proximity to receiving waterbodies; or non-storm water discharges and past record of non-compliance by the operators of the construction site? **NOTE:** This is an internal question for MS4s to meet MS4 Permit requirements for prioritizing certain construction sites for increased inspections and does not affect the approval of the SWPPP. (**MS4 Permit Part 4.2.4.3.5**) List the applicable prioritization factors: _____ **Yes** ☐ **No** ☐ **N/A** ☐

INDEX OF COMMENTS AND CORRECTIONS (WITH CITATIONS) FOR ACHIEVING SWPPP COMPLIANCE (attach an additional comments page if more space is needed)

Reviewer (*Print Name*): _____ Title: _____ Signature: _____ Date: _____

JONES & ASSOCIATES CONSULTING ENGINEERS

BRIGHAM CITY

PRECONSTRUCTION CONFERENCE

Project:

Contractor:

Date/Time:

Location:

---

1. Attendance Roll & Introductions

2. Non-City Utility Coordination

3. Items to Complete Prior to Issuance of Notice to Proceed:

LEGAL	**Date Received**	**STORM WATER QUALITY**
☐ Signed Notice of Award	_____	**Circle One**: Project >1 Acre? (Yes) No (If Yes, see below)
☐ Signed Contract Agreement	_____	☐ Contractor Registered Storm Water Inspector Assigned
☐ Contractor Certificates of Insurance	_____	Name: _____ Phone #: _____
☐ Contractor Payment Bond	_____	☐ Notice of Intent – Date Submitted: _____
☐ Contractor Performance Bond	_____	☐ SWPPP Submitted for Review – Date: _____
☐ Contractor E-Verify & License	_____	

4. Subcontractors:

5. Material Suppliers _____

6. Owner's Project Representatives / Roles

Project Administration:

- Brett Jones	City Engineer	(801) 391-0034
- Tyler Pugsley	Public Works Director	(435) 230-0422
- Mike Waite	Assistant Public Works Director	(801) 821-0640
- Kyler Hardman	Stormwater Coordinator	(435) 695-3207
- Tom Cooper	Public Power Director	(801) 921-9841
- Kyle Holgreen	Public Works Inspector	(435) 730-2061

7. Construction & Storm Water Inspections *(24 hours notice required to Inspectors prior to work)*

Project Construction Representative:	[Project Engineer]	Phone #: (###) ###-####
City Construction Inspection Representative:	Kyle Holgreen	Phone #: (435) 730-2061
City Storm Water Inspection Representative:	Kyler Hardman	Phone #: (435) 695-3207

Contractor shall follow & keep current the prepared SWPPP in accordance with current EPA regulations

8. Contractor's Representatives / Roles

Administration / Financial: Name _____ Phone #: _____

Field Superintendent: Name _____ Phone #: _____

Construction Foreman: Name _____ Phone #: _____

9. Storm Water Regulations

a. Review of Site Design
b. Planned Operations at the Construction Site
c. Planned BMPs during Construction
d. Inspections (see item 7 above)
e. Final Inspection of Long-Term Storm Water Controls (where applicable)
f. Site Stabilization - Contractor will be notified on the inspection form sent via email, “Site is stabilized – Contractor can file NOT”

10. Payment Requests

Expected Frequency: _____

11. Change Order Procedure

No extra payments will be allowed without previous approvals. Approval through Tyler Pugsley.

12. Guarantee on Completed Work - 1 Year from date of final pay request

12. Traffic Control / Safety

- General Public Safety
- Secure fencing and barricading of open excavation pits
- Caution tape and/or barricades in work areas with heavy equipment
- Traffic control flag men if required during mobilization / demobilization
- Any project injuries shall be communicated to Tyler Pugsley

13. Hazardous Materials Policy: *https://jonescivil.com/clients/brigham-city/*

Material: _____ Disposal Method(s): _____

14. Construction Schedule & Phasing

Expected Construction Start Date: _____

Anticipated Construction Phasing:

1. _____
2. _____
3. _____
4. _____
5. _____

15. Permitting

- Brigham City Cut Permit: _____

- Other Permits: _____

16. Water for Construction & Dust Control

- Contractor to coordinate access locations with: _____ Phone: _____

17. Testing & Quality Assurance – Per Brigham City Standards as Applicable

Brigham City Roads and Concrete:

- 2022 APWA Asphalt Spec < 15% RAP, Temperatures tested
- APWA Concrete Spec, 4000 psi, Fiber Mesh Required

Brigham City Culinary Water System:

- Pressure Test: 200 psi for 2 hours,
- Bac-T Samples: Call Kyle Holgreen
- High Chlorine Removal:

Brigham City Sanitary Sewer System:

- Video inspection required
- Pressure Test: 7 psi

Brigham City Storm Drain System:

- Video inspection required

Other Systems:

18. Construction Staking / Survey

- Contractor to coordinate with Construction Inspector – Surveyor: _____
- City to pay for first staking. Contractor is responsible for additional staking.

19. Emergencies

In case of utility line breaks, natural disasters, construction emergencies, etc. contact shall be made with the following representative individuals:

UTILITY	PRIMARY CONTACT	SECONDARY CONTACT
General (Brigham City)	Tyler Pugsley (435) 230-0422	
Water (Brigham City)	Mike Waite (801) 821-0640	Tyler Pugsley (435) 230-0422
Sewer (Brigham City)	Bryce Lofthouse (435) 230-0500	Tyler Pugsley (435) 230-0422
Streets (Brigham City)	Jason Ketsdever (435) 730-8004	Tyler Pugsley (435) 230-0422
Roads (Box Elder County)	Darin McFarland (435) 230-4277	Road Sheds (435) 279-5450
Streets (UDOT)	PJ Roubinet (801) 648-8818	Troy Esterholdt (435) 757-5795
Storm Drain (Brigham City)	Kyler Hardman (435) 695-3207	Tyler Pugsley (435) 230-0422
Natural Gas (Questar)	911	SLC Office (801) 324-1650
Power (Brigham City)	Troy Dahlgren (435) 230-1317	Casey Smith (801) 628-0583
Power (Rocky Mountain)	1-888-221-7070 Option 2,1	
Communications (Century Link)	1-800-223-7508	
Communications (UTOPIA)	Network Op. Ctr. (801) 613-3820	James Miller (801) 389-8908 Keith Perkins (801) 330-5601
Communications (Comcast)	1-800-266-2278	

Tyler Pugsley shall receive notification of any utility line breaks or construction emergencies

20. Professionalism

- *Worker Sanitation:* Porta Johns onsite
- *Language & Dealings with Public:*
  When working on a City project, the contractor represents the City and language/actions of the Contractor's employees and representatives should exhibit a high standard of professionalism
- *Fliers to Public:*
  Contractor shall contact affected businesses, property owners, schools, and the general public a minimum of 48 hours in advance of construction. Fliers shall be approved by Tyler Pugsley (to ensure correct contact phone numbers, scheduling, etc.) prior to delivery.

21. OTHER PROJECT COORDINATION ITEMS:

22. Project Meetings

☐ As-Needed ☐ Scheduled: Every / Every Other Day of Week: _____ Time: _____

23. Copies of Plans Needed

Full-Size Plan Sets: ____ 11x17 Plan Sets: ____ Contract Documents: ____

24. Record Drawings – Red-lined construction plans required prior to final payment

Preconstruction Conference

Development: [Subdivision Name] **Date:** [Meeting Date]

Time: [Time] **Location:** Web – via Zoom

---

1. **City Staff List (see meeting Attendance Roll)**

2. **Introductions / Attendance Roll:** Brett Jones

3. **Final Plan Comments / Recordation Status / Non-City Utility Coordination:**

   _____

   _____

   _____

4. **Contractor / Subcontractor Contact Information:**

   _____

   _____

   _____

5. **Key City Project Representatives / Roles**

   _____

   _____

PUBLIC/PRIVATE IMPROVEMENTS

All work in City rights-of-way shall be completed in compliance with the City's Public Works Standards which can be located at: *https://www.bcutah.org/public-works.htm*

6. **Inspections**

- **Pubic Works Inspections:**
  Kyle Holgreen, Public Works Inspector – Phone: (435) 730-2061 Email: kholgreen@bcutah.gov

- **Pubic Power Inspections:**
  Troy Dahlgren, Public Power Operations Manager – Phone: (435) 230-1317 Email: tdahlgren@bcutah.gov
  Casey Smith, Public Power Operations Manger – Phone: (801) 628-0583 Email: csmith@bcutah.gov
- **Building Inspections:**
  Tracy Halladay, Building Official – Phone: (435) 734-6628 Email: thalladay@bcutah.gov

- Jones & Associates to perform engineering inspections on an as-needed basis
- 24 hours notice required to City prior to work

7. Sanitary Sewer System:

Contractor(s) : _____

- Gravity Materials: *8" SDR-35 PVC Main line, Services – 4" SDR-35 PVC on 2% slope, plug w/ glued on cap & marked with green poly*
- Pressure Materials: *N/A*
- Force Main Cleanouts: *N/A*
- Inspection required: *T.V. main lines. Call City when starting*
- Testing required: *Gravity Lines - APWA Air test – 7 psi (0.5 psi drop allowed), Pressure Lines – 150 psi for 2 hours*
- Trench compaction: *Import if needed - 95% on backfill*

8. Culinary Water System:

Contractor(s): _____

- Materials: *8" C900 PVC DR-14 main line w/ 14 gauge tracer wire (blue), 4' min. cover. Services – 1" 200 psi CTS polyethylene to extend 15 feet beyond lot line & marked with blue poly*
- Meters: *3/4"x5/8" Public Works Standard meters provided by City*
- Inspection required: *call City when starting*
- Testing required: *chlorine residual (How is chlorinated water disposed of?), Bact. Test (City to take samples), Pressure test 200 lb. for 2 hr.*
- Trench compaction: *Import if needed - 95% on backfill.*
- Fire Line(s) / Sprinklers: *N/A*
- Connections to existing mains:

9. Secondary Water / Flood Irrigation:

Contractor (s): _____

- Materials: *6" C900 PVC DR-14 main line w/ 14 gauge tracer wire (purple)*
- Services: *Per Public Works Standards*
- Inspection required: *call City when starting*
- Flood Irrigation Piping: *Have all irrigation user concerns been addressed?*

10. Storm Drain / Land Drain:

Contractor (s): _____

- Materials: *RCP Cl-III on public lines, 36" main termination in 1200 West*
- Detention Basins:
- Inspection required: *call City when starting*
- Testing required: *Video inspection*
- Trench compaction: *Import if needed - 95% on backfill*

11. Storm Water Pollution Prevention Plan (SWPPP):

- NOI & Complete SWPPP: *Must have before construction can begin*
- Review of Site Design
- Planned Operations at the Construction Site
- Planned BMPs during Construction
- Inspections:
    - City or Contractor? (if Contractor, complete form)
    - Final Inspection of Long-Term Storm Water Controls
    - Site Stabilization - Contractor will be notified on the inspection form sent via email, "Site is stabilized – Contractor can file NOT"

12. Street Improvements:

Contractor (s): _____

- Subgrade preparation and compaction: *per Geotechnical Engineer*
- Base compaction: *95% or better*
- Street Section: 1200 West: *4" AC, 6" UTBC, 12" GB / 400 South and Interior Roads: 3" AC, 8" UTBC* ***STABILIZED***
- Asphalt paving: *per PW Standards, APWA mix with less than 15% RAP, tickets inspected and temperatures checked*
- Curb & gutter and sidewalk: *4" road base, 1lb per cubic yard fiber mesh*
- ADA Ramps: *Use Public Works Standard Panels for detectable warning*.
- Concrete collars*: Required on valves and manholes ¼" below finish asphalt grade then slope ¼" to lid*

13. Electrical Power Service:

Contractor (s): _____

- Streetlights: *Residential Decorative / Highway Decorative*
- Inspections Including: *Conduit, Secondary Boxes, Transformer Basements, and Sectionalizer Basements*
- Materials:
- Public Power Standards Reference Guide *https://www.bcutah.org/standards-guide.htm*

14. UTOPIA (James Miller (801) 389-8908): _____

15. Street Signs – *Developer to pay in advance and costs removed from escrow. City to furnish and install when ready.*

15. Escrow Release - Frequency: _____

16. Guarantee on Completed Work in ROW – *1 year following conditional acceptance*

17. Traffic Control / Safety

- General Public Safety
- Secure fencing and barricading of open excavation pits
- Caution tape and/or barricades in work areas with heavy equipment
- Personnel present to direct/supervise foot traffic in areas near schools and in areas with children or Pedestrians
- Traffic control flag men where required on street work
- Any project injuries shall be communicated to: *Tyler Pugsley*

18. Construction Schedule & Phasing: _____

_____

19. Cleanup, Dust Control and SWPPP Concerns - Contractor to ensure SWPPP is followed, modified, notes made, and kept on-site (Kyler Hardman)

_____

20. Water for construction - Access locations and communication with:

_____

21. Other Testing: _____

_____

22. Professionalism:

- Sanitation for employees
- Language: When working in the City, the contractor represents the City and language/actions of the contractor's employees and representatives should exhibit a high standard of professionalism.
- Dealings with the Public
- Clean up

23. Permits –NPDES Permit, NOI, City Permits (Building)

24. Buildings / Special Inspections: _____

_____

Emergencies - In case of utility line breaks, natural disasters, construction emergencies, etc. contact shall be made with the following representative individuals as such:

UTILITY	PRIMARY CONTACT	SECONDARY CONTACT
General (Brigham City)	Tyler Pugsley (435) 230-0422	
Water (Brigham City)	Mike Waite (801) 821-0640	Tyler Pugsley (435) 230-0422
Sewer (Brigham City)	Bryce Lofthouse (435) 230-0500	Tyler Pugsley (435) 230-0422
Streets (Brigham City)	Jason Ketsdever (435) 730-8004	Tyler Pugsley (435) 230-0422
Roads (Box Elder County)	Darin McFarland (435) 230-4277	Road Sheds (435) 279-5450
Streets (UDOT)	PJ Roubinet (801) 648-8818	Troy Esterholdt (435) 757-5795
Storm Drain (Brigham City)	Kyler Hardman (435) 695-3207	Tyler Pugsley (435) 230-0422
Natural Gas (Questar)	Terri Woodruff (801) 395-6754	
Power (Brigham City)	Troy Dahlgreen (435) 230-1317	Casey Smith (801) 628-0583
Power (Rocky Mountain)	1-888-221-7070 Option 2,1	
Communications (Century Link)	1-800-223-7508	
Communications (UTOPIA)	Network Op. Ctr. (801) 613-3820	James Miller (801) 389-8908 Keith Perkins (801) 330-5601
Communications (Comcast)	1-800-266-2278	

Other Project Coordination Items:

A. _____

_____

B. _____

_____

C. _____

_____

D. _____

_____

E. _____

_____

Construction Site
Inspections & Enforcement of Storm Water Control Measures
Standard Operating Procedures
(4.2.4)

Application: These procedures apply to all construction sites that are either individually or part of a larger plan that are equal or greater than 1 acre.

Responsible for Site Inspections: Public Works, Storm Water

Enforcement Authority: Public Works Director or City Manager, Division of Water Quality (DWQ)

Definitions: For the purpose of this SOP, the following definitions shall apply:

- Immediate Threat: A situation where pollutant discharge to state waters is already occurring or is inevitable without urgent corrective action. This refers to a present and active risk that requires immediate attention to prevent or mitigate further contamination.

- Imminent Threat: A situation that poses a high likelihood of pollutant discharge to state waters in the near future if corrective actions are not taken. This refers to conditions that suggest a serious risk is developing but has not yet resulted in an actual discharge.

- Violation: A failure to implement or maintain preferred best management practices. (See also Utah Code 19-5-108.3(1)(k))

- On-site Oversight Inspection: An inspection in which MS4 staff physically visit(s) a construction site to determine a site's compliance with construction storm water permits as has been done historically. (See also Utah Code 19-5-108.3)

- Electronic Oversight Inspection: An offsite inspection in which MS4 conducts a review of the operator's submitted electronic site inspection to determine a site's compliance with construction storm water permits. These inspections are geo-located and time-stamped photographs the applicant takes, evaluates, and submits electronically to the authority (See also Utah Code 19-5-108.3).

Requirements:

1. **Oversight Inspection**
    a. Required to be completed by the MS4 on any construction site that is greater than or equal to one acre or is part of a common plan of development or sale which collectively disturbs land greater than or equal to one acre.

    b. MS4 must inspect all phases of construction, including prior to land disturbance, during active construction, and following active construction.

    c. Oversight inspections are required to be completed monthly for non-priority construction sites and biweekly for priority construction sites.

d. For construction sites that have been issued multiple escalating enforcement actions, the construction site could now be designated as a "priority construction site". Oversight inspection frequency would be at least monthly due to the past record of non-compliance by the operator and potential to threaten water quality.

2. Qualified Personnel

a. The oversight inspection must be performed by a "qualified person" as described in the DWQ MS4 Permit.

b. Anyone who has a job duty related to implementing the construction storm water program must receive annual training. New hires must be trained within 60 days of hire.

3. **Record Retention**

a. All MS4s must maintain records for at least five years of all applicable construction project documents which could include:

i. Site plan reviews
ii. SWPPPs
iii. Inspections
iv. Enforcement Actions (notices of violation, stop work orders)

Process:

1. Oversight Inspections

a. If violations of the CGP or CPP are determined after conducting an inspection (electronic or on-site) as identified in the *SWPPP Review and Inspection SOP*, the MS4 must document **each** violation as part of completing the *Oversight Construction Inspection Form* provided by DWQ. *If the inspection was conducted on-site, justification for an on-site oversight inspection must be documented on the inspection form*.

2. Violation and Follow-Up Procedures

a. First Notice of Violation (NOV 1)

i. Notify the operator of the violation(s) of the CGP or CPP in writing in the *Oversight Construction Inspection Form*. The violation notation at minimum must include:

1. Explanation/Identification of each violation
    a. The MS4 may issue a stop work order if the MS4 has clear documentation of an immediate threat to water quality. If impacts to waters of the state are observed, call the DEQ Incident Response Line: (801) 536-4123.
2. Associated citation from the CGP or CPP
3. Deadline to correct **each** violation.
    a. The deadline to correct violations should be no sooner than one business day.
    b. Typically, the deadline should be a week to correct violations, unless there are threats to waters of the state or the MS4. Consider upcoming weather when providing this deadline.

4. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)

ii. Reinspection

1. Verify (i.e., reinspection photos, documentation) that **each** violation has been corrected as soon as is practicable by the deadline given by the MS4.
    a. If the follow up electronic inspection submitted by the operator is not sufficient for MS4 staff to determine that the specific violation has been corrected, an on-site oversight inspection may be conducted to determine that each violation has been corrected. *If the inspection was conducted on-site, justification for an on-site oversight inspection must be documented on the inspection form.*
    b. The MS4 should describe to the operator how and when verification of correction will be performed.
2. If the operator has not corrected the violation(s), notify the operator that the violation hasn't been corrected in writing as described in NOV 2.
3. If the operator has corrected the violation(s), notify the operator that the violation has been corrected.

b. Second Notice of Violation (NOV 2)

i. Notify the operator of the violation(s) in writing by completing or updating the *Oversight Construction Inspection Form*. The violation notation at minimum must include:

1. Explanation/Identification of each remaining violation
2. Associated citation from the CGP or CPP
3. Written warning that fines can be issued if the violation is not corrected within the new time period specified by the MS4.
4. Deadline to correct **each** violation.
    a. The deadline to correct violations should be no sooner than one business day.
    b. Typically, the deadline should be a week to correct violations, unless there are threats to waters of the state or the MS4. Consider upcoming weather when providing this deadline.
5. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)

ii. Reinspection

1. Verify (i.e., reinspection photos, documentation) that **each** violation has been corrected as soon as is practicable by the deadline within the time period given in the inspection report.
    a. If the follow up is conducted as an electronic inspection submitted by the operator and is not sufficient for MS4 staff to determine that the violation has been corrected, an on-site oversight inspection may be conducted. *If the inspection was*

conducted on-site, justification for an on-site oversight inspection must be documented on the inspection form.

b. Describe to the operator how and when verification of correction will be performed.

2. If the operator has not corrected the violation(s), notify the operator that the violation hasn't been corrected in writing as described in NOV 3.
3. If the operator has corrected the violation(s), notify the operator that the violation has been corrected.

c. Third Notice of Violation (NOV 3)
   i. The MS4 may issue a fine as outlined in Utah Code 19-5-108.3 until the MS4 performs an oversight inspection to verify that the violation has been corrected or the operator shows the violation has been corrected through photos or documentation.
d. Documentation:
   i. Document all enforcement notices, communications, and inspections including follow-up or reinspection through attachment in ComplianceGo.

3. Administrative Fines

a. If the operator does not correct the specific violation within the timeline set by the MS4 indicated in NOV 2, notify the operator in writing that the specific violation has not been corrected. The MS4 enforcement authority **may** impose an administrative fine for each occurrence as follows:
   i. $500 per occurrence for working without an approved storm water permit;
   ii. $300 per occurrence for tracking mud on road;
   iii. $250 per occurrence for failure to clean up or report spills;
   iv. $100 per occurrence for failure to conduct storm water inspections;
   v. $100 per occurrence for failure to maintain storm water records; and
   vi. $500 per site, per occurrence, for failure to use general best management practices, as determined by the authority;
b. The MS4 may impose the administrative fine:
   i. for each business day the specific violation continues beginning on the day after the day on which the authority issues the administrative fine;
   ii. and within 30 days after the day on which the applicant corrects the violation.
c. When the MS4 issues an administrative fine, the MS4 shall:
   i. impose each fine in writing and clearly document the specific violation in the writing; and
   ii. deposit collected fines into a restricted account for education and outreach under a program.
   iii. include an appeals process that is published in a publicly accessible location.

4. Special Cases

a. The MS4 may issue a stop work order if the MS4 has clear documentation of an immediate threat to water quality.

b. The MS4 can correct a specific violation for the operator, and recoup the costs associated, if the operator refuses to correct the violation after the enforcement process and there is imminent threat of significant harm to water quality or the stormwater system.
c. Except in cases of immediate threats to water quality the MS4 cannot issue a stop work order if the violation is a result of a properly installed and maintained BMP per specifications for the site conditions from the preferred BMP list.

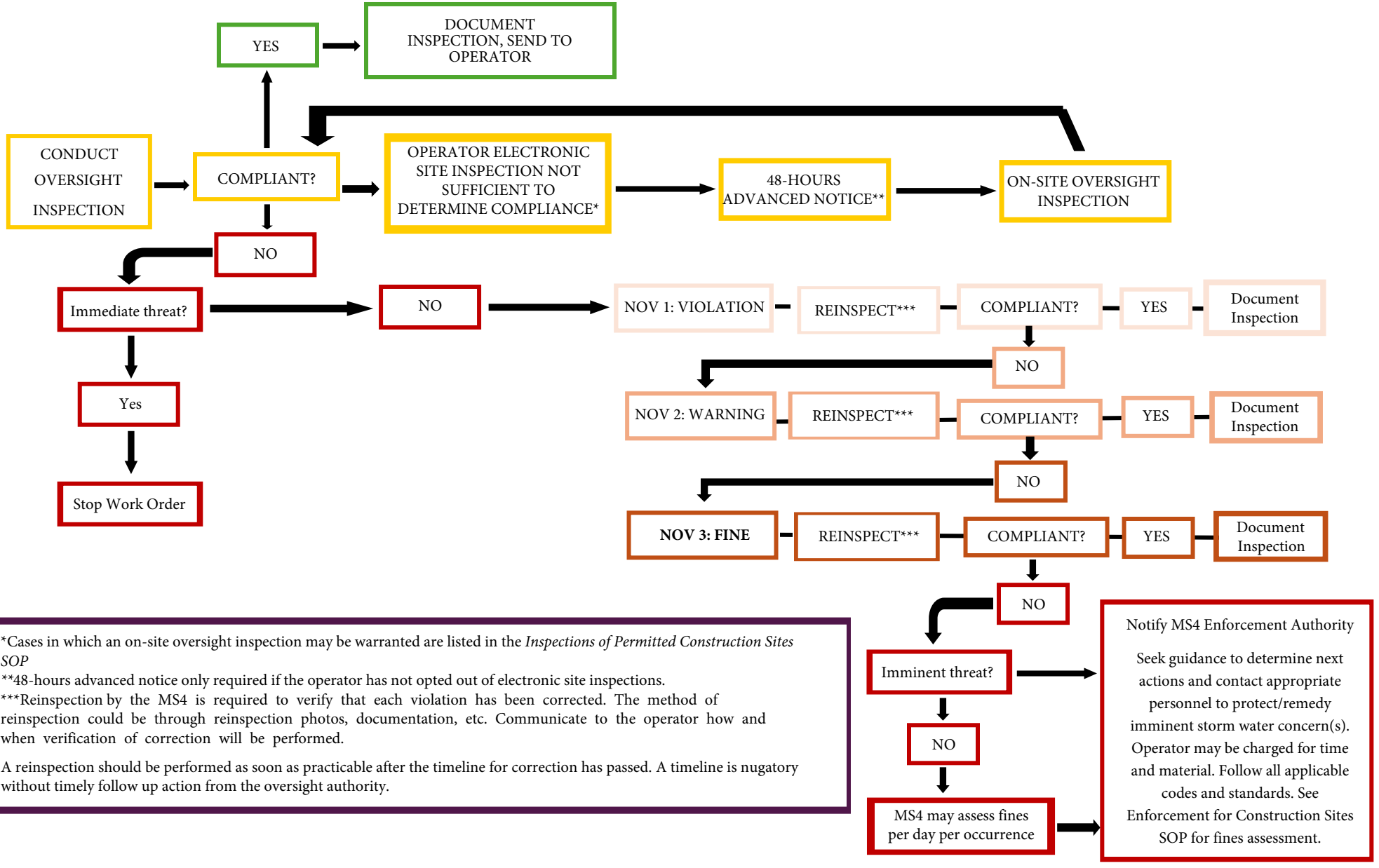
5. Communication and Documentation:

a. All communication will be documented in writing (verbal communication shall be followed up with written email). Communication may include, but is not limited to:
    i. Email (direct to or via ComplianceGo)
    ii. Physical letter mailed or delivered
b. The results of all enforcement notices, communications, and inspections including follow-up or reinspections, must be documented through ComplianceGO, and/or saved in the project / development file.

See Flow Chart on Next Page

Enforcement for Construction Sites

Flow Chart



*Cases in which an on-site oversight inspection may be warranted are listed in the *Inspections of Permitted Construction Sites SOP*

**48-hours advanced notice only required if the operator has not opted out of electronic site inspections.

***Reinspection by the MS4 is required to verify that each violation has been corrected. The method of reinspection could be through reinspection photos, documentation, etc. Communicate to the operator how and when verification of correction will be performed.

A reinspection should be performed as soon as practicable after the timeline for correction has passed. A timeline is nugatory without timely follow up action from the oversight authority.

Construction Oversight Inspection Form

Project Name		**UPDES Permit #**			**Expiration Date**		
Address					**Date**		
Owner		**Operator**			**Start Time**		
Site Contact		**Phone**			**Stop Time**		
Weather		**Date of last rain event**		**Approximate Rainfall (in)**			
Inspector(s)		**MS4/City**		**Receiving Waters**			
Project Area		**Disturbed Area**		**Project Type**			
Inspection reason	Scheduled ☐	Complaint/Tip ☐	Random ☐	**Inspector Code**	State ☐	Local ☐	
Inspection Code	SW Sampling ☐	SW non-Sampling ☐	**Inspection Type**	Onsite ☐	Electronic ☐	Reason (please list):	

Part 1: Onsite Storm Water Controls (BMPs) ***(Utah Code § 19-5-108.3 part 7(c)(ii)(F))***	**List:** Yes, No, N/A
Arrival and Initial Checks: *(Track-Out Control)*	
1. Are roadways free of mud and sediment accumulation? *(CGP 2.2.4.e; CPP 2.4.1; Utah Code § 19-5-108.3 part 7(c)(ii)(B))*	
2. Are effective track-out controls, such as stabilized construction entrances or wheel wash systems, installed and maintained at all egress points? *(CGP 2.2.4; CPP 2.4.1)*	
Perimeter Inspection: *(Perimeter Controls; Natural Buffer Areas; Discharge Points)*	
3. Are perimeter controls (e.g., silt fences, wattles, berms) properly installed and maintained, effectively preventing sediment from leaving the site, with no visible evidence of sediment discharges beyond the site boundary? *(CGP 2.2.3; CPP 2.1.2)*	
4. For disturbances located within 50 feet of waters of the state, are natural buffers (or equivalent controls), properly installed, maintained and effective at minimizing sediment discharges? *(CGP 2.2.1; CPP 2.3.5)*	
5. Are velocity dissipation devices installed at outfalls, along drainage channels, or at other locations to slow down runoff and prevent erosion? *(CGP 2.2.11; CPP 2.3.3)*	
Interior Site Inspection: *(BMPs: Inlet Protection; Stockpiles and Construction Materials; Erosion Controls / Pollution Prevention Controls; Chemical Storage and Fueling Areas; Sanitation and Waste Management; Concrete and Paint Washout)*	
6. Are storm drain inlets within and immediately adjacent to the construction site properly protected with appropriate BMPs (See SWPPP for installation specifications)? Has accumulated sediment in and around the inlet been removed? *(CGP 2.2.10; CPP 2.1.3)*	
7. Are soil and material stockpiles adequately protected from erosion and sediment transport using covers, silt fences, or other appropriate BMPs, and are they located away from stormwater conveyances and inlets? (*CGP 2.2.5; CPP 2.1.1)*	
8. Are effective suppression measures, such as water spraying or mulching, implemented on exposed soil areas to prevent excessive dust generation? *(CGP 2.2.6; CPP N/A)*	
9. Are erosion control measures (e.g., stabilization, mulching, erosion blankets) implemented effectively on slopes, disturbed areas, and other vulnerable areas, including any areas with no construction activities for 30 days (CPP 14 days)? *(CGP 2.2.14; CPP 2.6)*	
10. Is vegetation preservation, slope disturbances, topsoil management, and soil compaction being effectively managed to prevent potential impacts on water quality? *(CGP 2.2.2, 2.2.7-2.2.9, 2.11; CPP 2.5)*	
11. Are effective spill prevention, containment, and pollutant discharge minimization measures in place for all equipment fueling, maintenance, and washing activities? *(CGP 2.3.1, 2.3.2; CPP 2.8.1)*	
12. Are chemical storage and hazardous waste areas properly managed with secondary containment and spill prevention measures in place? *(CGP 2.3.3.c-d; CPP 2.8.3)*	
13. Are all areas free from spills or leaks? Has all evidence of a pollutant spill been properly contained and cleaned? *(CGP 2.3; CPP 2.8.3; Utah Code § 19-5-108.3 part 7(c)(ii)(C))*	
14. Are waste management practices effective, with all construction materials, debris, and waste properly stored, contained, and disposed of to prevent exposure to storm water and overflow? *(CGP 2.3.3.a-b, e; CPP 2.4.3, 2.8.2)*	
15. Are portable sanitation facilities (e.g., port-o-potties) positioned securely, away from drainage features, and maintained to prevent leaks or spills? *(CGP 2.3.3.f; CPP 2.4.4)*	
16. Are designated areas for concrete, paint, and other construction material washouts properly managed to prevent contamination of stormwater? *(CGP 2.3.4; CPP 2.4.5)*	
17. Is the operator preventing any visible pollutants, prohibited discharges, or sediment from reaching unprotected storm drains or waters of the state? If an immediate threat is observed (See *Utah Code § 19-5-108.3 part 1(g))*, call the Environmental Incident Response Line (801) 536-4123. *(CGP 1.3, 3.1; CPP 2.3.4)*	

Comments: *(Summarize key observations from the inspection, including any violations, corrective actions needed, and any discussions with the site operator):*

Part 2: Storm Water Records Review *(Utah Code § 19-5-108.3 part 7(c)(ii)(E))* *(Ensure all information is accurate and up to date)*	**List:** Yes, No, N/A
1. Is the SWPPP signage posted at the site entrance, clearly visible, and does it include the required information (e.g., UPDES tracking number and site operator contact information)? *(CGP 1.5; CPP 1.9)*	
2. Is a copy of the SWPPP available onsite, or is its location clearly indicated on the posted signage and accessible within a reasonable time? *(CGP 7.4.1; CPP 4.2.12)*?	
3. Are contact names, positions, responsibilities, and telephone numbers of the Storm Water Team and all other responsible parties listed in the SWPPP? *(CGP 7.3.1; CPP 4.2.1)*	
4. Is there documentation verifying that all key personnel have received appropriate training as required by the CGP/CPP, and are these records included in the SWPPP? *(CGP 6.2, 6.3, 2.2.13.f; CPP 4.2.8)*	
5. Is the construction activity described in detail, including an estimate of the area to be disturbed, the sequence of construction activities, and a description of all on-site and off-site construction activity support areas? *(CGP 7.3.2; CPP 4.2.2)*	
6. Does the SWPPP include a detailed site map showing storm drains, slopes, surface drainage patterns, stream buffer zones, stormwater discharge points, construction boundaries, limits of disturbance, surface waters (including the name of receiving waters), and the placement of both structural and non-structural controls? *(CGP 7.3.3; CPP 4.2.3)*	
7. Does the SWPPP include accurate discharge information, including receiving waters, impaired waters, and high-quality waters? Are there specific measures outlined to prevent the discharge of pollutants into these waters? *(CGP 3.2; CPP 2.10.1; 4.2.5)*	
8. Does the SWPPP identify all pollution-generating activities (e.g., concrete washout, solid waste disposal) that could affect storm water discharges from the site? *(CGP 7.3.2.f; CPP 4.2.6)*	
9. Are non-storm water discharges identified and controlled, with descriptions of allowable discharges (e.g., fire hydrant flushing, uncontaminated groundwater) included in the SWPPP? *(CGP 7.3.4; CPP 1.3)*	
10. Does the SWPPP describe natural buffers and/or equivalent sediment controls (i.e., compliance alternatives)? *(CGP 7.3.5.b(1), Appendix A; CPP 4.2.4)*	
11. Does the SWPPP include detailed specifications for the placement and installation of all required erosion and sediment control measures (e.g., silt fences, sediment basins, check dams, inlet protection)? *(CGP 7.3.5.a; CPP N/A)*	
12. Have specific stabilization measures, including both vegetative and non-vegetative practices, as well as the stabilization deadline, been provided in the SWPPP? *(CGP 7.3.5.b(6); CPP N/A)*	
13. Does the SWPPP include comprehensive spill prevention and response procedures, including personnel responsibilities, cleanup steps, and emergency contact information? *(CGP 7.3.5.b(7); CPP N/A)*	
14. Does the SWPPP include detailed specifications for the placement and installation of all required pollution prevention control measures, (e.g., material storage, construction waste management, sanitary waste management, and spill prevention measures) *(CGP 7.3.5.b(8); CPP 4.2.6, 4.2.7)*	
15. Does the SWPPP show the inspection frequency selected for the site, the rain-guage/weather station location (if applicable), any reduced frequency periods (e.g., frozen or stabilized areas), and the checklists/forms that will be used? *(CGP 7.3.6; CPP 3.2, 3.3)*	
16. Are routine site inspections being conducted at the selected frequency (i.e., every 7 or 14 days + within 24 hours of a 0.50-inch rainfall)? *(CGP 4.2, 4.3, 4.4; CPP 3.2.1; Utah Code § 19-5-108.3 part 7(c)(ii)(D))*	
17. Do the inspection reports document all areas and items required for inspection, including any BMP problems found or non-compliance observed? *(CGP 4.5, 4.6; CPP 3.4)*	
18. Are corrective actions from previous inspections entered in the corrective-action log within 24 hours and resolved or scheduled within 7 days, with the SWPPP and site map updated accordingly? *(CGP 5.2, 5.4, 7.5; CPP 3.5, 3.6)*	
19. Does the SWPPP include the Notice of Intent (NOI) and a copy of the CGP or Common Plan Permit, along with any additional permits required (e.g., dewatering, stream alteration, FDCP)? *(CGP 7.3.9; CPP 4.2.9)*	
20. Has the SWPPP been signed by the appropriate responsible corporate officer or duly authorized representative? *(CGP 9.9.2; CPP 4.2.10)*	
21. Has the operator submitted a complete and accurate NOI, signed by a responsible corporate officer? (CGP 1.4, 9.9.1; CPP 1.4)	

Comments:

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

Inspector				
	Print Name	Title	Signature	Date

BRIGHAM CITY

First Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

Date of Violation: _____ *(See also attached inspection form)*

Violation – Failure to Implement or Maintain Preferred Best Management Practices
(Utah Code 19-5-108.3 and City Code Title 8):

- ☐ Working without an approved storm water permit
- ☐ Tracking mud on the road
- ☐ Failure to clean up or report spill(s)
- ☐ Failure to conduct storm water inspections
- ☐ Failure to maintain stormwater records
- ☐ Failure to use general best management practices _____
- ☐ Other _____

Deadline to Correct: _____

The deadline to correct violations should be no sooner than 1 business day (immediate threats to water quality), and no later than 7 days (imminent threats to water quality).

Deadline to Submit Electronic Inspection Report: _____

If you have questions about this Notice of Violation, please contact Kyler Hardman, khardman@bcutah.gov or 435-695-3207.

Updated September 2025

BRIGHAM CITY

Second Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

Date of Second Violation: _____ *(See also attached inspection form)*

Violations Remaining:

- ☐ Working without an approved storm water permit
- ☐ Tracking mud on the road
- ☐ Failure to clean up or report spill(s)
- ☐ Failure to conduct storm water inspections
- ☐ Failure to maintain stormwater records
- ☐ Failure to use general best management practices _____
- ☐ Other _____

Deadline to Correct: _____

The deadline to correct violations should be no sooner than 1 business day (immediate threats to water quality), and no later than 7 days (imminent threats to water quality).

Deadline to Submit Electronic Inspection Report: _____

If the above violation(s) are not corrected by the above specified date, the Operator is subject to Administrative Fines as outlined in City Code, Title 15.

If you have questions about this Notice of Violation, please contact Kyler Hardman, khardman@bcutah.gov or 435-695-3207.

Updated September 2025

Third Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

Date of Third Violation: _____*(see attached inspection report)*

Violations and Associated Applicable Administrative Fines:

- ☐ Working without an approved storm water permit, $500 per occurrence
- ☐ Tracking mud on the road, $300 per occurrence
- ☐ Failure to clean up or report spill(s), $250 per occurrence
- ☐ Failure to conduct storm water inspections, $100 per occurrence
- ☐ Failure to maintain stormwater records, $100 per occurrence
- ☐ Failure to use general best management practices, $500 per occurrence
- ☐ Other _____

_____

Deadline to Correct: _____

The deadline to correct violations should be no sooner than 1 business day (immediate threats to water quality), and no later than 7 days (imminent threats to water quality).

Deadline to Submit Electronic Inspection Report: _____

All fines shall be paid directly to the City within thirty (30) days of the date of this Notice.

If you have questions about this Notice of Violation, please contact Kyler Hardman, khardman@bcutah.gov or 435-695-3207.

Updated September 2025

Electronic Site Inspection Guide for Operators

Last Reviewed: May 12, 2026

Construction Stormwater Inspections Overview

Construction stormwater inspections fall into two categories: operator site inspections and regulatory oversight inspections, each governed by different requirements.

Operator site inspections are required under Part 4 of the Utah Construction General Permit (CGP) and Part 3 of the Common Plan Permit (CPP). These require that a qualified person regularly inspects the site (typically once per week, or every 14 days and after a 0.5-inch or greater rainfall event) to ensure stormwater controls are properly installed, functioning, and maintained. These inspections are internal to the project team and are a condition of permit compliance.

In contrast, oversight inspections are conducted by the Utah Division of Water Quality (DWQ) or a regulated Municipal Separate Storm Sewer System (MS4) to evaluate whether a site is complying with its stormwater permit and developed Storm Water Pollution Prevention Plan (SWPPP). Under Utah Code § 19-5-108.3, these oversight inspections must now be conducted electronically using photographs and documentation submitted by the operator. If an operator opts out, routine on-site inspections from the DWQ will continue.

Areas of the Site to Photograph

If you, the operator, choose to conduct electronic inspections in place of on-site inspections by DWQ, you are confirming your intent to submit all necessary documentation required for the DWQ to perform a remote electronic inspection. This includes providing geo-located, time-stamped photos of the active construction site that clearly captures:

1. Site signage showing the UPDES permit tracking number, main SWPPP contact's name, phone number and email address, and how to obtain a copy of the SWPPP (Ex: QR code that directs to the SWPPP documents).
2. All cleared, graded, or excavated areas that have not yet achieved final stabilization, as required by CGP Part 2.2.14 or CPP Part 2.6;
3. All storm water controls, including erosion, sediment, and pollution prevention BMPs installed per specifications to comply with the CGP or CPP;
4. All material, waste, borrow, and equipment storage and maintenance areas covered under your storm water permit;
5. All areas where storm water typically flows within the site, including natural or constructed drainage features used to divert, convey, or treat runoff;
6. All discharge points (outfalls) from the construction site; and
7. All areas where you have implemented stabilization measures, but final stabilization has not been completed.

Photograph Quality and Considerations

Photographs must be of sufficient resolution, clarity, and scope to allow the regulatory authority to assess compliance with Permit requirements. For best results, submit photos in their original format, ensuring they clearly capture site conditions and all areas where BMPs are installed. Images should offer full, clear views that accurately represent the extent and effectiveness of BMP installation and overall site conditions. Per Utah Code § 19-5-108.3(11)(b), electronic site inspection photos shall include meta data verifying the date, time, and GPS location corresponding to the construction site. If operator submitted photos do not meet this standard, the MS4 will have a documented reason for an on-site inspection.

Submission Deadline

This documentation must be submitted **within the first 7 calendar days of each month** following the first full month of active construction under permit coverage, and continue submitting inspections monthly thereafter. For example, if your permit coverage begins on March 15, your first full month of coverage is April. You must submit your first electronic inspection by May 7.

Failure to provide complete or clear documentation may result in a request to submit additional documentation or a decision by the DWQ or MS4 to conduct an on-site inspection.

Procedures for Conducting Electronic Site Inspections

It is essential that all sediment, erosion, and pollution prevention controls are installed in accordance with:

- The locations shown on the site map; and
- The materials and installation methods specified for each BMP in the SWPPP.

To support a complete and accurate oversight inspection, operators should provide photos that clearly show all key site conditions and stormwater controls. These photos must demonstrate compliance with the CGP or CPP. Follow this guide to ensure your photos meet inspection standards and reflect current site conditions:

- **Permit Signage**

  Start with a photo of the site's stormwater permit sign, ensuring it includes all information required under CGP Part 1.5 (or CPP 1.9). The sign should be visibly posted in a safe and publicly accessible location near the primary site entrance. Ensure the photo clearly captures both the content of the sign and its placement.

- **Stormwater Controls (BMPs)**

  Provide clear, geo-located photos of all BMPs. Capture multiple angles as needed to show installation and functionality per the BMP detail. For follow-up inspections, repeat photos from the same locations to show progress and maintenance.

  Include photos of the following:

  - Unstabilized areas:
    - Cleared, graded, or excavated areas that have not yet reached final stabilization
    - Areas where interim stabilization measures are in place (e.g., mulch, seed, erosion control blankets)
  - Erosion and sediment controls:

        - Wattles, silt fence, check dams, slope protection, sediment basins
        - Show perimeter controls approximately every 200–400 feet and especially at low points where runoff collects and/or leaves the project site
    - Pollution prevention controls:
        - Spill kits, covered chemical storage, concrete/stucco washout stations, covered dumpsters, portable toilets (from multiple sides and with any tie-downs visible)
        - Fueling areas (show hoses, secondary containment, and/or berms)
    - Stormwater flow paths and drainage features:
        - Natural or constructed swales, ditches, and curbs
        - Linear drainage features (e.g., curb lines) approximately every 400 feet
    - Inlet protection:
        - Close-up of inlet protection devices and the area directly upstream
    - Discharge points (outfalls):
        - Include views of erosion, sediment deposits, and any signs of discharge (e.g., color changes, oil sheen, solids)
    - Exit/Track-out controls:
        - View of the full exit point from 90 degrees, showing effectiveness of stabilized construction entrance
    - Staging and storage areas:
        - Show equipment/vehicle parking and material/waste storage (e.g., for concrete, asphalt, topsoil, gravel)
    - Vehicles and equipment:
        - Document any leaks or signs of fluid drips, especially near maintenance areas
- **Photo Quality & Placement**
    - Photos must be clear, well-lit, and unaltered
    - Match photo locations to those on the site map
    - Provide context where needed (e.g., zoomed out to show surroundings, close-ups for key features)
    - Label photos clearly when submitting (e.g., “North Silt Fence – SE Corner,” “Concrete Washout – West Side”)

Justification for Conducting an Onsite Inspection

Pursuant to Utah Code § 19-5-108.3(11)(c) and (12), DWQ and MS4 may conduct an on-site oversight inspection if there is a documented justification, which may include:

1. The operator opted out of electronic inspections or requested an on-site inspection.
2. Submitted documentation is insufficient, including altered photos or missed

submittal deadlines.

3. Immediate or imminent threat to water quality exists.
4. An illicit discharge or complaint requires an investigation.
5. The site is within one-half mile of a river, stream, or lake.

Pursuant to the Small MS4 General UPDES Permit No. UTR090000, Section 4.2.4.4.5, the MS4 may complete an on-site inspection if the MS4 has a documented and justified reason. The circumstances that may be considered documented reasons include, but are not limited to:

1. Inadequate characterization in electronic site inspections of site conditions or portions of a site
2. Verified complaints
3. Operator has opted-out of electronic inspections
4. Any other evidence of noncompliance with Permit conditions that warrants an on-site inspection

Additional Documentation

Additionally, permitted sites must maintain an up-to-date SWPPP throughout the duration of the project and ensure it is accessible to DWQ inspectors during an oversight inspection. The SWPPP must include all required elements as outlined in CGP Part 7.3 or CPP Part 4.2, including site map(s), inspection reports, corrective action logs, a copy of the NOI, and other relevant documentation.

How to Submit

If you choose to provide electronic site inspections, please compile all required photographs into a single compressed archive file (e.g., *.zip) and submit it through DWQ's Electronic Document Submission Portal [Link] within the timeframe specified above.

For any questions and further assistance with submitting an electronic site inspection please contact the DWQ at WQInfoData@utah.gov or at (801) 536-4300.

Operator Opt-Out Form for Electronic Stormwater Oversight Inspections as Authorized by Utah Code § 19-5-108.3(11)(c)

As the authorized representative of the permit listed below, I am submitting this form to formally notify the Utah Division of Water Quality (DWQ) and the local Municipal Separate Storm Sewer System (MS4) authorities that our organization is electing to opt out of the electronic site inspection program established under Utah Code § 19-5-108.3.

We understand that under this law, electronic oversight inspections may be conducted using geo-located, time-stamped photographic documentation submitted by the permittee to the regulatory authorities. These electronic inspections must clearly demonstrate compliance with all applicable permit requirements, including the proper installation and maintenance of best management practices (BMPs) as described in the Utah Construction General Permit (CGP) or Common Plan Permit (CPP), as applicable.

By opting out, we are choosing not to provide electronic site inspection documentation. We acknowledge that, in accordance with state law, this provides the DWQ and MS4 with a documented reason to perform traditional on-site oversight inspections for the duration of our project.

This decision does not alter or remove any responsibilities required under the stormwater permit, including the requirement to conduct and document regular operator inspections as specified in CGP Part 4 or CPP Part 3, maintain an up-to-date SWPPP, and comply with all BMP implementation, maintenance, and documentation standards.

We also understand that we may opt back in to electronic site inspections at any time by notifying DWQ and the local MS4 of this decision and submitting the required photographic documentation.

Project/Permit Information:

Project Name: _____ Project Address: _____

UPDES Permit Number: _____ Operator/Company Name: _____

Operator Representative Name: _____ Operator Rep.Title: _____

Operator Phone: _____ Operator Email: _____

Signature:

I hereby confirm that I am authorized to make this decision on behalf of the permittee and that I understand the implications of opting out of the electronic site inspection process.

Signature: _____

Date: _____

MCM 5 - Long-Term Stormwater Management

The Long-Term Stormwater Management (Post-Construction Stormwater Management) in New Development and Redevelopment is designed to prevent and reduce pollutants in runoffs from areas of existing development and newly constructed development that discharge to the stormwater system by implementing an educational program, inspection routine, and enforcement process. In addition, the City requires the use of Low Impact Development (LID) stormwater practices and principles.

Brigham City's Plan to Meet the Requirement of the Permit *(General Permit 4.2.5)*

Areas of Focus

- **Post-Construction Control Standards / Ordinance:** Brigham City Code Title 15 adopts Standards to prevent or minimize impact to water quality – these include structural and non-structural BMPs to address pollutants known to be or have the potential to be discharged from the site.
- **Method for Calculating Hydrology:** To ensure consistent sizing of structural BMPs, the Brigham City Public Works Standards include these requirements and the new updates found in the General Permit requirements 4.2.5.1.2.
- **Low Impact Development (LID) Practices:** Brigham City has adopted the Utah Department of Environmental Quality (UDEQ) "A Guide to Low Impact Development within Utah" (Guide), dated December 2018, in the City Public Works Standards (See City Website).
- **Source Control Program Development:** Brigham City has completed the required activities using GIS mapping, ComplianceGo, and information as found in the Additional Information / Resources for this MCM. Keeping this information updated will be an ongoing process for the City.
    - **Establish an Inventory:** The GIS inventory identifies all post-construction structural storm water control measures installed and implemented for both public and private sector sites. The inventory contains (1) a short description of each storm water control measure; (2) a short description of maintenance requirements; and (3) inspection information. (See General Permit 4.2.5.5).
    - **Agreements for Private Sector Sites:** For private sector sites, the City may require the Developer to list the ownership and maintenance information on the recorded plat and/or as part of the CC&Rs for the development. In general, the plat states who is responsible for maintenance and the CC&Rs outline the responsibility for maintenance and establish the right for the City to conduct inspections annually and require action if found to not be properly maintained. Where applicable; this information is also outlined in the Long-Term Storm Water Agreement that is signed and recorded and the Post-Construction Storm Water Regulatory Measures Inspections and Enforcement SOP (See Additional Information / Resources Section for this MCM).
    - **Maintenance of Inventory:** The Inventory shall be updated when changes occur in property ownership or as changes to control measures implemented at the site. An annual review shall be conducted to ensure information is kept up to date.
    - **Establish Inspection and Enforcement Program:** Brigham City has an inspection and enforcement program that supports these sites applying operational and/or structural BMPs to prevent illicit discharges or violations of surface water, ground water, or sediment management standards as well as practices to reduce pollution from the application of pesticides, herbicides, and fertilizers. Annually, staff completes the

number of inspection equal to 20% of the businesses or sites listed in the inventory and 100% of sites identified through credible complaints.

- **Training:** Storm Water Managers, Inspectors, and Public Works employees continue to increase their knowledge by remaining current with new/revised stormwater regulations, along with attending internal and external training on erosion control, LID techniques, stormwater design models, standards, and practices. At a minimum, training is completed annually and is provided by either the City Engineer's Office or through the Golden Spike Storm Water Coalition's annual training event.

  Training topics should be relevant to the employee's position and include 1) fundamentals of long-term storm water management; 2) plan review; 3) inspections; 4) enforcement; 5) LID and green infrastructure practices; and 6) the specific requirements for post-construction control and the associated storm water controls identified in the SWMP. All new storm water or public works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Post Construction Stormwater Management – MCM 5 section of the General Permit, the following specific goals have been established.

- **Source Control Standards / Ordinance Goal:** Annually, Brigham City will review and update, as needed, the City's Ordinances and Public Works Standards to follow the requirements of the General Permit.

  Methods of Evaluation:

  - Ordinance.
  - Public Works Standards.

- **Maintain Source Control Program Development Goal:** Annually, Brigham City will review and update the source control program as outlined in the "Source Control Program Development" items listed on the previous page.

  Methods of Evaluation:

  - Standard Operating Procedures.
  - Completed Inventory.
  - Inspection Logs.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

Additional Information / Resources for
MCM 5 - Long-Term Stormwater Management

Post-Construction (Long-Term) Storm Water Management
Site Plan & Post-Construction Plan Reviews
Standard Operating Procedure

(4.2.5.3)

Purpose: To implement procedures for site plan review to evaluate potential water quality impacts, to ensure the selected storm water controls meet the requirements, and to verify final construction plans adequately portray what has been constructed.

Applicability: All new development and redevelopment sites that disturb greater than or equal to one (1) acre, including projects less than one (1) acre that are part of a larger common plan of development or sale which collectively disturbs land greater than or equal to one (1) acre.

Procedure:

Pre-Construction

- ☐ City-approved long-term storm water requirements are provided to the owner/developer in both City Code and as part of the Public Works Development, Design, and Construction Standards.
- ☐ The owner/developer selects and incorporates the appropriate long-term management BMPs and submits them as part of the required City approval process.
- ☐ Design, review, and approval shall follow the requirements as outlined in the applicable City Code and the Public Works Development, Design, and Construction Standards.
    - The long-term management BMPs are reviewed throughout the approval process by the City and/or City Engineer to ensure that they are adequate for the project, will meet the compliance standards, and long-term management needs.
- ☐ Following approval, but prior to construction, a pre-construction meeting is held between the City, Developer, Contractor, and any other applicable entity to review and discuss construction requirements.

Construction / Post-Construction

- ☐ Inspections are conducted throughout construction.
- ☐ Where applicable, GIS information is captured on-site and added to the City's utility map(s).
- ☐ Contractor documents any deviations from approved construction plans.
- ☐ Contractor submits the redlined construction plan drawings to the City Engineer.
- ☐ City Engineer creates a final "as-built" record drawing of the development / project.
- ☐ GIS map(s) are updated to reflect "as-built" information and added to the inspection schedule based on type of BMPs installed.

Post-Construction (Long-Term) Storm Water Management
Regulatory Measures Inspections and Enforcement
Standard Operating Procedures

(4.2.5)

Purpose: To ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

General Requirements:

- Long-term storm water BMPs shall be selected based on the City's current approved Public Works Development and Design Standards and be approved by the City Engineer.
- Long-term storm water BMPs shall be documented using the City's GIS Storm Water Management System. Documentation shall include location, type, size, ownership, inspection records, etc.
- Original approved (by City Engineer dated stamp) design drawings and specifications and maintenance plan shall be kept on record with the City and referenced in the City's GIS Storm Water Management System.

Procedure:

City-Owned Facility

- Keep a database of City-owned long-term storm water control measures.
- Conduct inspections at a frequency as required by MS4 Permit, at a minimum annually (See Long-Term Storm Water Control Inspection Form).
- Attach completed inspection report to GIS Map for each location inspected.
- Document maintenance needs and provide report to Public Works Director and/or City Engineer.
    - If immediate maintenance is required (due to location of storm water control measure or potential impact to water quality), contact Public Works Director immediately and complete maintenance needed.

Privately-Owned Facility

- Keep a database of Privately-owned long-term storm water control measures.
    - Include copy of signed Maintenance Agreement (where applicable).
- Annual Inspection by Owner (if this option is selected, follow as outlined in Agreement)
    - City to send out reminders of upcoming due date of annual private inspection (due June 1).
    - Review private inspection reports for compliance, deficiencies, corrective actions taken, follow-up inspections (as needed).
    - Follow enforcement procedures below if identified deficiencies are not corrected.
- Annual Inspection by City (if this option is selected, follow as outlined in Agreement)
    - Notify Owner and schedule on-site inspection.
    - Attach completed inspection report to GIS Map for each location inspected.
    - Provide owner with copy of completed inspection report.

    - Document maintenance needs and provide report to Owner, Public Works Director and/or City Engineer.
    - If immediate maintenance is required (due to location of storm water control measure or potential impact to water quality), contact Owner and Public Works Director immediately to determine course of action for maintenance.

- 5-year inspections by City (Storm Water Inspector)
    - Notify Owner and schedule 5-year site inspection.
    - Review original design and submitted maintenance plan.
    - Inspect controls for cleanliness and functionality.

- Enforcement
    - Follow and document the enforcement procedures as outlined in the City's standard *Long-Term Storm Water Maintenance Agreement*.
        - Written Notice (1st)
            - Send to Owner via Certified Mail to address on record with County Tax Assessor.
            - Provide a minimum of 30 days (from date of letter) to correct.
        - Written Notice (2nd) – *Send in the event Owner fails to comply after first notice time has elapsed.*
            - Send to Owner via Certified Mail to address on record with County Tax Assessor.
            - Provide a minimum of 30 days (from date of letter) to correct.
        - Citation – *Issued in the event Owner fails to comply after second notice time has elapsed.*
            - Punishable as a Misdemeanor in addition to any local, State, or EPA fines.
- Corrective Action
    - Follow and document corrective action(s) taken either by the Owner or the City as outlined in the City's standard *Long-Term Storm Water Maintenance Agreement*.

Enforcement:

The City's Public Works Director, Storm Water Inspector, and City Manager (or his designee) has the authority to enforce the requirements of the Long-Term Stormwater Controls.

MCM 6 - Pollution Prevention and Good Housekeeping for Municipal Operations

Brigham City is pursuing a robust Operations and Maintenance program that ensures that runoff and stormwater discharges from City owned and/or operated facilities to the stormwater system are inspected and maintained in a manner that prevents or reduces potential impacts to stormwater drainage and receiving waters.

Brigham City's Plan to Meet the Requirements of the Permit (General Permit 4.2.6)

Areas of Focus

- **Maintenance Standards**: Brigham City implements maintenance standards and is working to create written SOPs for defining these standards.
- **Ongoing Program to Inspect and Maintain the MS4:** Brigham City inspects all municipally owned catch basins and inlets every 2 years. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 6 months.
    - Brigham City inspects all municipally owned and operated water quality treatment and flow control facilities. If inspection indicates that cleaning or repair is needed, those activities are completed within the permit allowed timelines, generally within 1 year.
    - Brigham City will continue to maintain compliance by achieving at least 75% of required inspections.
- **Inventory Assessment:** City-owned facilities were assessed as to their risk for discharge potential and proximity to receiving waters. Most potential pollutants include sediments, nutrients, and hydrocarbons from petroleum products. These are a result from parks maintenance activities, roadway maintenance activities, exterior building maintenance activities (law maintenance or other activities including chemicals and nutrients), sediment and trash collected from the storm drains, and trash and hydrocarbons found in parking lots. All these pollutants pose the highest risk of entering the storm drain system from city-owned facilities.
- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations:** The City operations and maintenance program implements Standard Operating Procedures, policies, and procedures to reduce stormwater impacts associated with runoff from land owned and maintained by Brigham City and road maintenance activities.
- **Stormwater Pollution Prevention Plan (SWPPP) for Brigham City's "High-Priority" Facilities:** Brigham City has five City-owned "high priority" facilities: the Brigham City Airport; Compost Facility; Brigham City Golf Course; the Brigham City Power Plant; and then Public Works Shops and Yard. These sites have been added to the City's GIS mapping and a SWPPP for each location has been created detailing the descriptions of the operational and structural BMPs in use, inspection schedule and results, an inventory of materials and equipment stored on-site, a list of activities conducted that may be exposed to rain, a map of the facility's stormwater drainage, discharge points, and areas of potential pollutant exposure, and a plan for responding to spills.
- **New Flood Management Controls:** For all new projects, both public and private, that discharge to the City's storm water system, water quality and hydrology impacts will be evaluated by the City Engineer on a case-by-case basis. The requirements to comply with low impact development and the new retention standards are likely to address most impacts; however,

where the City Engineer determines that the controls proposed via low impact development and retention are inadequate, they may require additional controls be added to the project.

- **Existing Flood Management Controls:** During the annual inspection, existing flood management control structures will be assessed to determine whether changes, additions, or retrofitting is required to improve water quality. If it Is determined that retrofitting is required, the City Engineer will work with Staff to develop a plan for prioritizing and completing the needed retrofit(s).
- **Retrofit Plan:** Several years ago, the City adopted a regional stormwater storage approach. Rather than have many small local storage facilities, the decision was made to construct fewer but larger regional detention basins. The idea is to reduce the number of facilities needing maintenance and attention. This same general approach is being adopted relative to water quality. The City is working on compiling a formal list of water quality projects that can be implemented on a regional basis. Projects for retrofitting are ranked based on proximity to waterbody; current assessment of waterbody with a goal to improve and protect; hydrologic condition of receiving waterbody; proximity to sensitive ecosystem of protected area; any sites that could be further enhanced by retrofitting.

  The City is currently (2026) updating the formal Storm Drain Capital Facilities Plan. The last update was completed in 2009. This Plan is specific to stormwater - creating a systematic process for improvements to aid in fiscal accounting for the projects.

  During routine inspections – basins and devices are considered for retrofit, repair, or both. The project is then ranked (as stated above) and placed in the budget for consideration and approval. If funds are allocated, the Project is either completed in-house by City Staff or formally bid on following the City's procurement policy and completed by an outside Contractor.

  Most projects are aimed at improving drainage in existing roadways and lessening the negative impacts that water has on roads. Retrofitting and implementing a water quality element on these projects is typically not applicable

  The following locations have been identified and will be completed within the next ten years (budget allowing):

    - Eagle Mountain Golf Course Drainage Project
    - 1200 West Storm Drain Outfall & Walker Regional Detention Basin Project

- **Training:** Brigham City's Public Works Staff receives annual training on the importance of protecting water quality during maintenance operations, inspection procedures, relevant water quality and operations and maintenance standards, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs for operation and maintenance activities, SWPPP's for high priority facilities, illicit discharges and improper disposal of waste, and procedures for reporting water quality concerns. This training is part of the annual SWMP training conducted by the City Engineer. (See MCM 3 for additional info and documentation method.). All new storm water or Public Works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

To ensure Brigham City is meeting the requirements of the Pollution Prevention and Good Housekeeping for Municipal Operations – MCM 6 section of the General Permit, the following specific goals have been established.

- **Practices, Policies, and Procedures to Reduce Stormwater Impacts of Municipal Operations Goal:** Annually, in October of each year, review and maintain standard operating procedures as required by the General Permit.

  Methods of Evaluation:

  - Standard Operating Procedure Manuals.
  - Checklists.
  - Inventory of floor drains located inside City-owned facilities.

- **Retrofit / Capital Improvements Plan:** On or before December 2026 (contingent upon available budget), the City will reanalyze the Capital Facilities Plan and provide a more detailed list of existing infrastructure that can be retrofit as described above. This plan will be created and then systematically implemented (implementation will be largely dictated by available funding).

  Methods of Evaluation:

  - Capital Facilities Plan updated.

Record Keeping: Brigham City will maintain program records including documentation of each site visit, inspection records, denial of entry occurrences, warning letters, notices of violation, and other enforcement records that demonstrate an effort to bring sites into compliance.

Additional Information / Resources for
MCM 6 - Pollution Prevention and Good Housekeeping for Municipal Operations

Standard Operating Procedures
for

BRIGHAM CITY

Storm Water
Pollution Prevention & Good Housekeeping
City Operations (MCM 6)

2026

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Chip Seal

PURPOSE:

Protect storm water systems by implementing storm water controls for chip and seal processes to prevent pollutants from entering the storm drain system.

PROCEDURE:

1. Preparation:
    a. Clean and dry all areas where materials are to be applied, if applicable schedule sweeper to sweep roads before beginning project.
    b. Apply temporary covers to manholes and catch basins, as needed, to prevent oil and materials from getting inside of them.

2. Process:
    a. Apply emulsion at industry recommended rate.
    b. Spread chips closely behind emulsion distributor, slowly such that the chips do not roll when they hit the surface.
    c. Roll chips to press into emulsion. Rollers follow closely behind the chip spreader. Roll entire surface at least 2 times.
    d. Maximum speed 5 mph.

3. Clean-up:
    a. All loose aggregate is removed from the roadway by sweeping it up - *see Street Sweeping SOP.*
    b. Excessive asphalt applications and spills are removed with shovels and scraping tools.
    c. Remove the temporary covers from manholes and catch basins. If it appears that any chip seal materials have entered the inlet boxes, remove the material according to the *Catch Basin Cleaning SOP*.
    d. Properly dispose of, or recycle, any waste material that has been swept and scraped up by taking it to the landfill, or other designated location.

Crack Seal

PURPOSE:

Protect storm water systems by implementing storm water controls for roadway crack and seal processes to prevent pollutants from entering the storm drain system.

PROCEDURE:

1. Preparation:
    a. Cover manholes, catch basins and valves, as needed, to prevent oil and materials from getting inside the structures or system.
    b. Remove weeds from the road.
    c. Air-blast the cracks to remove sediments from the crack to allow for proper adhesion.
    d. Ensure that surface is clean and dry.

2. Process:
    a. Ensure Proper temperature of material is maintained.
    b. Ensure material is applied to form the specified configuration.

3. Clean-up:
    a. Use shovels and/or scrapers to remove excessive sealant application or spills and dispose of them properly.
    b. Sweep all loose debris from the pavement and dispose of it in the local landfill.

Slurry Seal

PURPOSE:

Prevent pollution of storm water systems from slurry sealing activities.

PROCEDURE:

1. Preparation:
    a. Remove weeds from the roadway being worked on.
    b. Sweep areas where materials are to be applied.
    c. Allow drying if necessary.
    d. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
    e. Cover/protect catch basins, manholes, and valves as needed.

2. Process:
    a. Ensure proper temperatures are maintained.
    b. Apply materials in a smooth and uniform manner.
    c. Slurry material should not run onto adjacent pavement surface, curb and gutter or waterway.

3. Clean-up:
    a. If loose aggregate is remaining in street or curb, sweep it up and recycle or dispose in landfill.
    b. Ensure that excess emulsion materials are removed from the site and stored for later use in an area or container that is not exposed to the weather.
    c. Remove covers/protection from catch basins, manholes and valves etc.

Overlays and Patching

PURPOSE:

Protect storm water systems by utilizing proper techniques and controls during roadway overlay and patching activities.

PROCEDURE:

1. Preparation:
    a. Check weather conditions and avoid working in rain or with any precipitation.
    b. Utilize appropriate traffic control for a road with necessary detours, etc.
    c. Measure and mark locations of manholes and valves on the curb.
    d. Manholes and catch basins are to be covered as needed to prevent oil and materials from getting inside the structures or system.
    e. Cracks should be properly sealed. Alligator cracks and potholes should be removed and patched. Rutting should be milled.
    f. Surface should be clean and dry before applying materials.
    g. Uniform tack coat is applied and cured prior to placement of overlay.
    h. If milling is required, install inlet protection as needed.

2. Process:
    a. Check hot asphalt mix for proper temperature, asphalt percentage, gradation, air voids and any other agency requirements.
    b. Raise manhole lids and valves to elevation of new asphalt surface with riser rings. Use edge sealing techniques to prevent water infiltration at the seams.
    c. Surface texture should be uniform with no tearing or scuffing.
    d. Rolling should be done to achieve proper in-place air void specification.

3. Clean-up:
    a. Protective Coverings should be removed as soon as the threat of imported materials entering the system is eliminated and prior to any storm event.
    b. After pavement has cooled, sweep gutters to remove loose aggregate.

New/Replacement Concrete Work

PURPOSE:

Protect storm water from concrete construction activities and resulting waste products.

PROCEDURE:

1. Preparation:
    a. Store dry and wet materials under cover, away from drainage areas.
    b. Remove any damaged concrete that may need to be replaced.
    c. Prepare and compact sub-base.
    d. Set forms and place any reinforcing steel that may be required.
    e. Determine how much new concrete will be needed.
    f. Locate or construct approved concrete washout facility.
    g. Protect downstream gutter drains (concrete cutting and grinding).

2. Process:
    a. Install inlet protection as needed.
    b. Avoid mixing excess amounts of fresh concrete on-site.
    c. Moisten sub-base just prior to placing new concrete. This helps keep the soil from wicking moisture out of the concrete into the ground.
    d. Place new concrete in forms.
    e. Consolidate new concrete.
    f. Screed off surface.
    g. Let concrete obtain its initial cure.
    h. Apply appropriate surface finish.
    i. Remove forms when concrete will not slump.
    j. Barricade and or block off fresh concrete until cured.

3. Clean-up:
    a. Perform washout of concrete trucks and equipment in designated concrete washout areas only.
    b. Do not washout concrete trucks or equipment into storm drains, open ditches, streets or Streams.
    c. Ensure that cement and concrete dust from grinding activities is swept up and removed from the site.
    d. Sweep dirt or debris from street and gutter and dispose of in appropriate solid waste facilities.

Curb/Pavement Markings

PURPOSE:

Protect storm water systems by implementing controls and procedures for proper storage, disposal, and of paint products and preparation materials.

PROCEDURE:

1. Preparation:
    a. Reference & be familiar with procedures in *Painting SOP*.
    b. Calculate the amount of paint required for the job & try to acquire only the necessary amounts to reasonably accomplish the task.
    c. Use water-based paints whenever possible.
    d. Determine whether the wastes will be hazardous or not and designate the proper disposal of said wastes.
    e. Determine locations of storm drain & sewer inlets that may need to be protected and put appropriate protections in place before beginning.
    f. Unless necessary, prepare surfaces to be painted by scraping to avoid creating wastewater.
    g. Thoroughly sweep up all paint scrapings and place them in appropriate solid waste containers.
    h. If paint stripping is needed, use a citrus-based paint remover whenever possible, as it is less toxic than chemical strippers.
    i. If wastewater will be generated, use curb, dykes, etc. around the activity to filter and collect the debris.

2. Process:
    a. Paint curb/pavement.
    b. Prevent over-spraying of paints and/or excessive sandblasting.
    c. Use drip pans and drop clothes in areas of mixing paints and painting.
    d. Store latex paint rollers and brushes in airtight bags to be reused later.
    e. Have available absorbent material and other BMP's ready for an accidental paint spill.

3. Clean-up:
    a. Paint out brushes and rollers as much as possible on the project. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning the brushes.
    b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the clothes and towels according to the recommendations on the paint used.
    c. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or wastewater from cleanup of paint in the storm drain.
    d. For sprayer cleanup - use a five-gallon bucket of clean water to clean the paint sprayer until the water comes out clear. Direct the mixture of sprayed water/paint at a pile of waste material. After allowing the material dry, dispose of it in the landfill.

Painting

PURPOSE:

Protect storm water systems by properly storing, using, and disposing of paint and preparation materials.

PROCEDURE:

1. Always:
    a. Store waste paints, brushes, solvents, and rags in sealed containers.
    b. Perform abrasive blasting and spray painting in accordance with regulations.
    c. Properly clean, store, and dispose of paint and associated waste materials.
    d. Train employees on Best Management Practices concerning painting activities, cleanup, and disposal.

2. Whenever Possible:
    a. Replace solvent-based paint with less toxic paints such as latex or other water-based paints.
    b. Practice “source reduction” – by acquiring only the paint that is needed for the project.
    c. Use up, donate or recycle unused paint. Dispose of unusable paint at the HHW facility.
    d. Use drop cloths under any painting or preparation activity such as scraping or sandblasting.
    e. Use techniques such as brushing and rolling to avoid overspray.
    f. Use vacuum sanders to collect paint dust.
    g. Perform abrasive blasting and spray painting in an enclosed or covered area that is safe for personnel.
    h. If solvent is used to clean equipment, dispose of at the HHW facility.

3. Never:
    a. Never dispose of paint or waste paint products into the storm drain system, a water body, or onto the ground.
    b. Never dispose of paint or waste paint products into the garbage unless paint is dry, or there is no longer any paint in the can.
    c. Never clean paint brushes or equipment outside.

Shouldering and Mowing

PURPOSE:

Prevent pollution of storm water systems from shouldering and mowing activities.

PROCEDURE:

1. Preparation:
    a. Locate all storm drain collection structures and inlets in the right-of-way and protect as necessary and appropriate.
    b. Place import material as needed and perform grading to achieve proper drainage.
    c. Mulch mowing clippings to reduce the amount of supplemental fertilizer required.
    d. Install temporary catch basin protection as required.

2. Process:
    a. Wear appropriate Personal Protective Equipment (PPE) for the activity.
    b. Mow and trim designated area, mulching grass clippings where it is possible to avoid discharge into storm drains.
    c. Avoid mowing during heavy rain events.
3. Clean-up:
    a. Clean any loose material off asphalt or gutter to prevent material from entering the storm drain system.
    b. Transport to and dispose of materials at approved facility – City Wastewater Treatment Plant.
    c. Wash equipment in the designated Wash Pad at the City Wastewater Treatment Plant.
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Transporting Equipment

PURPOSE:

Prevent pollution of storm water systems by ensuring proper transporting methods are used for equipment.

PROCEDURE:

1. Preparation:
    a. Determine equipment needed for transport and method required equipment (trailer, truck bed) needed to transport equipment.
    b. Conduct pre-trip inspection of equipment and ensure:
        i. Any loose material has been removed
        ii. There are no leaking fluids, and all equipment is secure.
        iii. Dirt and debris that may fall from equipment is removed before transport.

2. Process:
    a. Carefully load and secure equipment on trailer or truck.
    b. Carefully load and secure any necessary fuel containers for equipment usage.

3. Clean-up:
    a. Carefully off-load equipment.
    b. Store equipment and trailers in proper, appropriate, and safe location.
    c. Conduct post-trip inspection of equipment.
    d. If equipment needs to be washed, conduct cleaning according to manufacturer's SOP, and only in an approved area with a sanitary sewer connection:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Transporting Dry Excavated Materials & Spoils

PURPOSE:

Prevent pollution of storm water systems by ensuring proper transporting methods for dry excavated materials and spoils.

PROCEDURE:

1. Preparation:
    a. Utilize equipment that will ensure proper containment of materials.
    b. Determine appropriate and approved disposal site of excavated materials beforehand.
    c. Determine the path of travel to and from disposal site with emphasis on safety, traffic, and avoidance of hazards and potential storm system risks.

2. Process:
    a. Load the material.
    b. Check equipment after loading for possible spillage.
    c. Clean any material from the equipment that might fall off during transit.
    d. Transport in a manner to eliminate spillage & tracking.
    e. Utilize one consistent route for transporting material.

3. Clean-up:
    a. Clean loading/unloading area and any spillage.
    b. Clean transporting route.
    c. Wash off truck and other equipment in a designated vehicle wash areas:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Transporting Wet Excavated Materials & Spoils

PURPOSE:

Prevent pollution of storm water systems by utilizing proper transportation methods.

PROCEDURE:

1. Preparation:
    a. Utilize equipment that will appropriately contain the material being transported.
    b. Determine appropriate and approved disposal site of excavated materials beforehand.
    c. Determine the path of travel to and from disposal site with emphasis on safety, traffic, and avoidance of hazards and potential storm system risks.

2. Process:
    a. Load and transport in manner to minimize spillage & tracking of material.
    b. Check truck for spillage.
    c. Utilize a consistent route of transport.

3. Clean-up:
    a. Check route of transport and provide cleaning of any spilled material.
    b. Wash off truck and other equipment in a designated vehicle wash areas:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Transporting Soil and Gravel

PURPOSE:

Prevent pollution of storm water systems by utilizing proper transportation methods for soil and gravel materials.

PROCEDURE:

1. Preparation:
    a. If possible, dry out materials with significant moisture before transporting.
    b. Spray down dusty materials to minimize dust blowing.
    c. Make sure you know and understand the SWPPP requirements of the site where work will be performed.
    d. Determine the location where the truck and other equipment will be cleaned afterwards.
    e. Check vehicle tailgate to make sure it seals and latches properly.

2. Process:
    a. Use a stabilized construction entrance to access or leave the site where materials are being transported to/from.
    b. Cover truck bed and any trailers with a secured tarp before transporting.
    c. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.
    d. DO NOT overfill materials when loading equipment.

3. Clean-up:
    a. Use sweeper to clean up any materials tracked out on the roads from the site.
    b. Wash off truck and other equipment in a designated vehicle wash areas:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Catch Basin Cleaning

PURPOSE:

Protect storm water systems by maintaining the ability of catch basins to trap sediments, organic matter and litter. This reduces clogging in the storm drain system as well as the transport of sediments and pollutants into receiving water bodies.

FREQUENCY: 20% of basins are cleaned annually in May/June, with all basins being cleaned every five years. Priority sites, as listed below, are cleaned annually. The grates on each catch basin are inspected and cleaned before, during, and after rain/snow events (as needed). Maintenance is performed as needed and as budget allows on all basins.

PRIORITIZATION OF BASINS / CLEANING SCHEDULE: Cleaning and maintenance are based on the following factors: water quality concerns, most recent assessment of receiving water, amount and type of material that accumulates in an area, and other location specific factors.

PRIORITY SITES:

- Regional Detention Basins
- 100 North – 100 E to 600 E
- 200 South – 300 W to 200 W
- 400 North – Mountain View Dr.
- 900 East – 200 N to Beecher
- 100 East – 200 N to 100 N
- 600 East – 100 S

PROCEDURE:

1. Preparation:
    a. Always inspect catch basins for structural integrity and evidence of illicit discharges. If gross contamination is present (sewage or oil) stop inspection/cleaning and report to supervisor for follow-up with appropriate state and local agencies.
    b. Remove accumulated trash and sediment from the grate.
    c. Conduct visual inspection on outside of grate.
    d. Look for items that might need to be replaced.
    e. Conduct inside visual inspection to verify what needs to be cleaned.

2. Process:
    a. Contact facilities manager if drain appears to be clogged or in need of service. Facilities manager will give directions to follow the procedures below or arrange with Public Works to service the system.
    b. Clean using a high-powered vacuum truck, vacuuming standing water and sediment.
    c. Use a high-pressure washer to break up any remaining material in the catch basin, while capturing the slurry with the vacuum. Sweep parking areas, as needed, or as directed.
    d. After catch basin is clean, clean out any sediment that might have entered the pipe.
    e. Systematically clean catch basins per maintenance plan.

f. If cleaning by hand (shovel etc.), stockpile and cover catch basin residuals on an impermeable surface until it can be properly disposed.
g. Decant the Vactor Truck at the City Wastewater Treatment Plant – designated Sewer Septic/Storm Drain debris drying bed. Once the area is dry, the Wastewater Treatment Plant Foreman will arrange for trucks to haul the dried debris to the Box Elder County landfill.
h. Dispose of any additional debris collected not using the Vactor Truck into the designated sweeper debris pile at the City Wastewater Treatment Plant.
i. Fluids collected during catch basin cleaning shall be discharged to the sanitary sewer.

3. Clean-up:
    a. Clean the Vactor Truck (now empty) with the designated wash pad at the City Wastewater Treatment Plant.

4. Documentation:
    a. Keep records including all catch basins, cleaning schedule, cleaning date, issues found and resolution, etc.
    b. Update GIS Mapping System to reflect completed cleaning operations.
    c. Record any issues or problems encountered during the cleaning process for future reference and improvement.

Creek Management

PURPOSE:

Protect storm water systems and creeks from sediment and pollution resulting from creek maintenance activities.

PROCEDURE:

1. Preparation:
    a. Check creek channels prior to spring runoff and identify potential problem areas.
    b. Monitor creeks and streams on a regular basis for potential issues including authorized and unauthorized maintenance activities.
    c. Check culverts and crossings before spring runoff and after every storm, and clear/clean as necessary.
    d. Identify areas requiring maintenance.
    e. Determine manpower or equipment needed to perform maintenance.
    f. Identify access and easements to areas requiring maintenance.
    g. Determine method of maintenance that will be least damaging to the channel.
    h. Obtain Stream Alteration Permit if needed.
    i. Employ best management practices (e.g. check dams, waddles, gravel socks, silt fences, etc.) as required to prevent sediments and/or organic material, from releasing further downstream.
    j. Properly remove and dispose of material collected when maintenance activities are completed.

2. Process:
    a. Remove all debris as necessary from channels and culverts & deliver to landfill.
    Notify City Engineer.

3. Clean-up:
    a. Stabilize all disturbed soils.
    b. Remove any tracking from paved surfaces.

4. Documentation:
    a. Keep log of actions performed.
    b. Record total amount of materials removed.

Detention Pond Cleaning

PURPOSE:

Protect storm water systems by removing trash and debris from detention ponds.

FREQUENCY: 20% of basins are cleaned annually in April/May, with priority sites cleaned inspected and if needed cleaned first, with all basins being cleaned every five years. The grates on each catch basin are inspected and cleaned before, during, and after rain/snow events (as needed).

PRIORITIZATION OF BASINS / CLEANING SCHEDULE: Cleaning and maintenance are based on the following factors: water quality concerns, most recent assessment of receiving water, amount and type of material that accumulates in an area, and other location specific factors.

PRIORITY SITES:

- Stake Center Basin
- 1100 South Basin
- Cardamine Basin
- Beeton Path Basin
- Springcreek Basin
- All remaining sites cleaned on a rotating basis at the frequency identified above

PROCEDURE:

1. Preparation:
    a. Schedule the pond cleaning work for a time when dry weather is expected.
    b. Remove any sediment and trash from grates, placing it in a truck for disposal.
    c. Conduct a visual inspection to make sure any grates, structures, manholes, boxes, and pipes are in good working order.
    d. Remove manhole covers and grates as necessary for inspecting.

2. Process:
    a. Provide outlet protection where feasible to minimize the amount of debris that might leave the basin during cleaning process.
    b. Clean basin by using backhoe or front-end loader to remove debris and sediment from the bottom of the pond.
    c. Continue cleaning structures and pond bottom as necessary by sweeping and shoveling.
    d. Put all material removed from the pond into a dump truck.
    e. Some structures may require use of a vactor truck. If so, use the same procedures described for cleaning catch basins.

3. Clean-up:
    a. After cleaning basins, clean off the concrete pads using dry methods (sweeping and shoveling).
    b. Make sure areas are swept and left clean.
    c. Take the material that was removed to the landfill for final disposal.

4. Documentation:
    a. Keep a log of all detention basin/pond cleanings including date(s), individuals performing cleaning, etc.
    b. Record the amount of type of debris or waste removed.
    c. Keep any notes or comments of any problems.

Mowing and Trimming

PURPOSE:

Protect storm water systems by properly sweeping, cleaning, and disposing of grass clippings.

PROCEDURE:

1. Preparation:
    a. Review the overall process with all employees regularly.
    b. Check the oil and fuel levels of the mowers and other equipment; fill if needed.

2. Process:
    a. Protect catch basins where applicable.
    b. Use eye and hearing protection.
    c. Mow and trim the lawn.
    d. Sweep or blow clippings onto to grass areas.
    e. Remove inlet protection.

3. Clean-up:
    a. Mowers are to be scraped and brushed at the shop – dry spoils are dry swept and disposed of.
    b. Wash equipment in approved wash station:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Ditch Management

PURPOSE:

Protect storm water systems by removing trash and debris from ditches and canals.

PROCEDURE:

1. Preparation:
    a. Monitor ditches and canals on a regular basis checking for issues.
    b. Maintain access to ditch channels wherever possible.
    c. Contact affected property owners, utility owners, and irrigation companies.

2. Process:
    a. Identify areas requiring maintenance and determine responsible party/agency.
    b. Determine what manpower or equipment will be required.
    c. Identify access and easements to area requiring maintenance.
    d. Determine method of maintenance that will be least damaging to the channel and adjacent properties or utilities, utilizing manpower or equipment as necessary.
    e. Provide outlet protection where feasible to minimize the amount of debris that might leave ditch or canal during cleaning process.

3. Clean-up:
    a. Stabilize all disturbed soils.
    b. Remove all tracking from paved surfaces near maintenance site, if applicable.
    c. Haul all debris or sediment removed from area to approved dumping site at the City Wastewater Treatment Plant.

Street Sweeping

Street Sweeping is performed by the Brigham City Water Department.

PURPOSE: Prevent pollution of storm water systems by establishing effective street sweeping procedures.

FREQUENCY:

- All City-owned streets and parking lots shall be swept at least once every six months, more frequently as appropriate, or once every four months weather permitting.
- Priority Areas: Each priority area identified is swept at least once every other month, weather permitting.
- Exact dates to be determined by Water Department Lead.

PRIORITY AREAS *(based on water quality concerns, most recent assessment of the receiving water, the amount and type of material that typically accumulates in an area, or other location-specific factors)*:

- Forest Street - *material accumulation, high traffic area*
- 2nd South (Mayor's Pond to 5th West) - *material accumulation, high traffic area*
- Main Street (1100 South to 1300 North) - *material accumulation, high traffic area*
- HWY 13 (Main to 450 West) - *material accumulation, high traffic area*
- 600 North (Main to RR Tracks) - *material accumulation, high traffic area*
- 500 West (600 North to 1100 South) - *material accumulation, high traffic area*
- 1st North (500 East and 600 East) – *water quality concern, material accumulation*
- City Compost Site - *water quality concern, material accumulation*

PROCEDURE:

1. Preparation:
    a. Prioritize cleaning routes with the highest frequency usage and in areas with the highest potential pollutant loading (Street Sweeping Map, Priority Areas listed above).
    b. Restrict street parking prior to and during sweeping using regulations as necessary.
    c. Increase sweeping frequency immediately prior to the rainy season, unless sweeping occurs continuously throughout the year.
    d. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.
    e. Streets are to be swept as needed or specified by the Permittee. Street maps will be used to ensure all streets are swept at a specified interval.

2. Process:
    a. Drive street sweeper safely and pick up debris from streets, curbs, gutters, etc.
    b. When full, take the sweeper to an approved street sweeper cleaning station designated at the Brigham City Waste Treatment Facility (area designated by sign, "Street Sweeper Debris Only" - no other material allowed to be deposited here).
    c. Clean Sweeper hopper out and inspect after each time it is dumped.

3. Clean-up:
    a. Street sweepers are to be cleaned in a manner that does not allow debris or contaminants to enter the storm drain system or infiltrate groundwater.

b. Street sweeping cleaning stations will separate the solids from the liquids.
c. Once solids have dried, haul them to the local landfill.
d. Decant water is disposed of into the Brigham City Waste Treatment Facility (Note: this system is all self-contained and does not connect to the storm drain system).

4. Inspection:
    a. City to inspect all locations swept to ensure proper and complete cleaning of locations.
    b. If required, City shall re-sweep areas not completely cleared of debris.

5. Documentation:
    a. Keep accurate logs to track streets swept and streets still requiring sweeping.
    b. Log the amount of debris collected and hauled off.
    c. Analyze logs and adjust schedule for efficiency as needed.

Dumpsters/Garbage Storage

PURPOSE:

Prevent pollution of storm water systems from improper handling of garbage and maintenance of dumpsters.

PROCEDURE:

1. Preparation:
    a. Regularly train employees on proper trash disposal.
    b. Locate dumpsters and trash cans in convenient, easily observable areas.
    c. Provide properly labeled recycling bins to reduce the amount of garbage disposed.
    d. Where feasible, install berms, curbing, or vegetation strips around storage areas to control water from entering and leaving storage areas.
    e. Where possible, store containers beneath a covered structure or inside to prevent contact with storm water.

2. Process:
    a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.
    b. Request/use dumpsters, and trash cans with lids and without drain holes.
    c. Locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.

3. Clean-up:
    a. Keep areas around dumpsters clean of all garbage.
    b. Ensure garbage bins emptied regularly to keep from overfilling.
    c. Wash interior of bins or dumpsters, as needed, in properly designated areas:
        i. Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Parking Lot Maintenance

PURPOSE:

Prevent pollution of storm water run-off from parking lots.

PROCEDURE:

1. Preparation:
    a. Conduct regular employee training to reinforce proper housekeeping.
    b. Restrict parking in areas to be swept prior to and during sweeping.
    c. Perform regular maintenance and services in accordance with the recommended vehicle maintenance schedule on sweepers to increase and maintain efficiency.

2. Process:
    a. Sweep parking areas, as needed, or as directed.
    b. Hand sweep sections of gutter if soil and debris accumulate.
    c. Pick-up litter as required to keep parking areas clean and orderly.

3. Clean-up:
    a. Dispose of sweepings properly (designated solid waste facility).
    b. Street sweepers to be cleaned out in a manner as instructed by the manufacturer and in a location that swept materials cannot be introduced into the storm drain.
    c. Swept materials will not be stored in locations where storm water could transport debris or contaminants into the storm drain system or infiltrate groundwater.
    d. Haul all materials / waste to landfill.

4. Documentation:
    a. Retain work orders to track swept parking areas and approximate quantities.
    b. Log training activities along with regular required safety training.

Chemical Application Pesticides, Herbicides, & Fertilizers

PURPOSE:

Protect storm water systems by properly applying pesticides, herbicides, & fertilizers.

PROCEDURE:

1. Preparation:
    a. Verify necessary Chemical Handling Certification is complete and up-to-date before handling any chemicals.
    b. Make sure all pesticide application is conducted or supervised by personnel certified by Utah Department of Agriculture.
    c. Review records of previous fertilizing and pesticide application to determine proper schedule and avoid duplication.
    d. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
    e. Use pesticides only if there is an actual pest problem.
    f. Time and apply the application of fertilizers, herbicides or pesticides according to the manufacturer's recommendation for best results ("Read the Label").
    g. Know the weather conditions. Do not use pesticides if rain is expected within a 24-hour period. Apply pesticides only when wind speeds are less than 5 mph.

2. Process:
    a. Follow the manufacturer's recommendations for mixing, applying, and disposing of pesticides ("Read the Label").
    b. Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.
    c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting) of pesticides and fertilizers.
    d. Whenever possible spot treat affected areas only instead of entire location.
    e. Choose the least toxic pesticides and lowest dosages that still achieve needed results.
    f. Never apply controlled pesticides unless certified to do so.
    g. Never apply pesticides immediately before a heavy rainfall.

3. Clean-up:
    a. Clean up any spilled chemicals - see *Spill Cleanup and Response SOP and Petroleum and Chemical Disposal SOP.*
    b. Sweep or blow pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.
    c. Rinse equipment only when necessary. Triple rinse pesticide/herbicide containers and use rinse water as product to apply. Dispose of unused pesticide as hazardous waste.
    d. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers ("Read the Label").
    e. Never discharge rinse water or excess chemicals to storm drain, sewer or ground surface.

4. Documentation:
    a. Retain copies of SDS sheets for all pesticides, fertilizers and other hazardous products.
    b. Record fertilizing and pesticide application activities, including date, individual who performed the application, the amount of product used and the approximate area covered.

Storage and Disposal of Fertilizer and Pesticides

PURPOSE:

Protect storm water systems by properly storing and disposing of fertilizers and pesticides (herbicides and fungicides).

PROCEDURE:

1. Always:
    a. Store fertilizers and pesticides in high, dry locations, according to manufacturer's specifications and applicable regulations.
    b. Clearly label secondary containers.
    c. Properly dispose of fertilizers and pesticides according to manufacturer's specifications and applicable regulations.
    d. Regularly inspect fertilizer and pesticide storage areas for leaks and spills.
    e. Clean up spills and leaks of fertilizers and pesticides to prevent the chemicals from reaching the storm drain system – see *Spill Cleanup and Response SOP.*

2. Whenever Possible:
    a. Store pesticides in enclosed areas or in covered impervious containment, preferably in a locked cabinet or storage area.
    b. Order fertilizers and pesticides for delivery as close to time of use as possible to reduce storage time at facilities.
    c. Order only the amount needed to minimize excess or obsolete materials requiring storage and disposal.
    d. Use ALL fertilizers and pesticides appropriately to minimize the amount of chemicals requiring disposal.
    e. Conduct annual review of storage areas and dispose of old, unusable or "obsolete" fertilizers or pesticides in accordance with applicable regulations.

3. Never:
    a. Dispose of fertilizers or pesticides in storm drains.
    b. Leave unlabeled or unstable chemicals in any storage area.

Alternative Products Use/Storage/Disposal

PURPOSE:

Protect storm water systems by using alternative products, when possible, that are environmentally friendly.

PROCEDURE:

1. Ask product suppliers, peers, and/or regulatory agents if there is a more environmentally friendly alternative, before ordering any environmentally non-friendly product.
2. Use Alternative products whenever possible and appropriate:
    a. Instead of solvent-based parts cleaners use citrus–based cleaners or steam/pressure wash oil/water separator/holding tank.
    b. Instead of herbicides use bark mulch.
    c. Instead of fertilizer use compost or manure.
    d. Instead of pesticides plant marigolds, onion, or garlic as deterrents; release or attract beneficial insects.
    e. Instead of synthetic adsorbents, use corncob or cellulose products for petroleum spills that can be burned for energy recovery.
3. Train employees on the benefits of using alternative products.
4. Minimize waste by purchasing recyclable products that have minimal packaging.
5. Use less harmful de-icers such as calcium magnesium acetate, potassium acetate, or organic de-icers.
6. Use a "pre-mix" of 4 to 1 sodium chloride and calcium chloride, which is the most cost-effective alternative to straight salt.
7. Substitute synthetic fertilizers with natural compost and organic fertilizers to improve soil pH, texture and fertility, and cause less leaching to groundwater. Use no-phosphorus lawn fertilizer.
8. Reduce or eliminate mown lawn in areas that are not actively used. Consider converting unused turf to meadow or forest.
9. Use slow-release nitrogen fertilizers.

Chemical Handling and Transporting

PURPOSE:

Prevent the discharge of pollutants into storm water systems from buildings and grounds maintenance activities through proper chemical handling and application.

PROCEDURE:

1. Preparation:
    a. Make sure your state Chemical Handling Certification (i.e. Hazwoper) is complete and up-to-date before handling any chemicals.
    b. Supervisors ensure that employees handling and transporting chemicals are trained on the proper procedures.
    c. Ensure there is a spill kit onsite for containment and prevention of pollutants from discharging into storm water systems.
    d. Have PPE available and wear PPE prior to handling chemicals as necessary or as required.
    e. Understand and follow specific SDS for handling of chemicals and other hazardous products.

2. Process:
    a. Wear proper PPE for chemical being used, transported or handled.
    b. Begin transfer or handling process.
    c. Stop process if spills occur – see *Spill Cleanup and Response SOP*.
    d. Disconnect and store handling equipment as required.

3. Clean-up:
    a. Clean up any spills with proper material.
    b. Dispose of contaminated material at appropriate facility.

4. Documentation:
    a. Report spills to State or Local Health Department, as required.

Spill Cleanup and Response

PURPOSE:

Protect storm water systems by implementing proper spill cleanup procedures, state reporting requirements, and preventative actions and regularly educating employees on these procedures.

PROCEDURE:

1. **Immediate Actions (Always Required)**

    a. **Stop the Source**: Immediately stop the source of the spill if it can be done safely (e.g., shut off valves, upright containers, stop equipment).
        i. **If it is not safe to respond, immediately evacuate and call 911**.

    b. **Contain the Spill**: Use berms, booms, absorbent socks, or other barriers to prevent the spill from spreading.

    c. **Protect Storm Drains and Water Bodies**:
        i. Immediately cover or block nearby storm drains.
        ii. Deploy containment booms if the spill could reach a ditch, canal, or surface water.

    d. **Determine the Type of Material Spilled:**
        i. **Petroleum Spills** include, but are not limited to, gasoline, diesel, fuel oils, lubricating oils, hydraulic oils, and asphaltic products.
            1. Any spill that reaches or threatens storm drains, surface water, or groundwater **must be reported immediately (see Step 2)**.
            2. Report spills that:
                - Cannot be fully contained,
                - Cannot be completely cleaned up promptly,
                - Result in visible soil or water contamination,
                - Occur during precipitation or may be mobilized by storm water.
            3. **When in doubt, report the spill.**

        ii. **Hazardous Materials Spills** includes non-petroleum chemical spills that pose a threat to human health or the environment.
            1. Immediately notify the **Fire Department** and the **Davis County Health Department**.
            2. Follow Safety Data Sheet (SDS) instructions.
            3. Evacuate the area if necessary for safety.

    e. **Absorb the Spill**:
        i. Apply absorbent materials such as oil absorbent pads, granules, kitty litter, or sawdust.
        ii. Do **not** use water or straw.

    f. **Collect and Dispose**:
        i. Collect used absorbents and contaminated materials.

ii. Dispose of waste in accordance with the Petroleum and Chemical Disposal SOP and applicable regulations.

2. Notification and Reporting

a. Notify Public Work Director of spill.
b. Public Works Director will notify the Utah DEQ Division of Water Quality of the spill and coordinate with DEQ. Spills that impact or threaten waters of the State must be reported to the Utah DEQ Division of Water Quality (DWQ) as soon as knowledge of the spill exists.
c. Notify Davis County Health Department, Environmental Health Division.
d. Notify property owner (where applicable).

3. Prohibited Practices (Never)

- Never wash spills into storm drains, ditches, canals, or surface waters.
- Never leave a spill uncleaned or unreported.
- Never allow spilled materials to remain exposed to rainfall or snowmelt.
- Never dispose of contaminated absorbents in regular trash unless approved by applicable disposal procedures.

4. Clean Up the Spill

a. **General**

i. Spill cleanup shall begin immediately after the source has been stopped and the spill has been contained.
ii. All cleanup activities shall prioritize preventing pollutants from entering storm drains, ditches, canals, or waters of the State.
iii. Cleanup shall be conducted using dry methods only unless otherwise approved by Environmental Health.

b. **Cleanup of Petroleum Spills**

i. Apply absorbent materials (pads, socks, granules, or equivalent) to fully absorb free liquids.
ii. Allow sufficient contact time for absorbents to absorb liquids completely.
iii. Collect saturated absorbents using non-sparking tools where applicable.
iv. Remove visibly contaminated soil, gravel, or debris if petroleum has migrated beyond the surface.
v. Place all contaminated materials in labeled, compatible containers for proper disposal.
vi. Inspect the affected area to confirm no visible sheen, staining, or residue remains.

c. **Cleanup of Hazardous Materials**

i. Follow all Safety Data Sheet (SDS) instructions for cleanup and personal protective equipment (PPE).
ii. Do not attempt cleanup if the material presents an inhalation, fire, or explosion hazard.

iii. Isolate the area and wait for trained emergency responders if required.
iv. Collect cleanup waste and dispose of it in accordance with hazardous waste regulations.

5. Final Inspection and Restoration

a. Inspect the cleanup area to ensure all spilled material and contaminated media have been removed.
b. Verify storm drains and nearby conveyances are free of contamination.
c. Replace used spill response supplies immediately.
d. Repair or remove leaking equipment before returning it to service.

6. Documentation

a. Document the spill cause, material type, estimated quantity, cleanup actions, and disposal method on the **Spill / Illicit Discharge Tracking & Inspection Sheet.**
b. Maintain records in accordance with UPDES permit.

7. Spill Prevention Measures

a. Maintain a **Spill Prevention, Control, and Countermeasure (SPCC) Plan** when petroleum storage exceeds 1,320 gallons above ground.
b. Provide **secondary containment** for petroleum and chemical storage containers.
c. Maintain **spill kits** in all areas where petroleum or hazardous materials are stored or used.
d. Use **drip pans or absorbent mats** under leaking equipment or vehicles until repairs are completed.
e. Store materials indoors or under cover when possible.
f. Conduct routine inspections of storage and transfer areas.
g. Seal concrete floors and paved surfaces to reduce absorption.
h. Install leak detection, alarms, or automatic shut-off systems on hydraulic or fuel-powered equipment.
i. Minimize outdoor storage and exposure to storm water.

Petroleum and Chemical Disposal

PURPOSE:

Protect storm water systems from petroleum and chemical products improper disposal practices.

PROCEDURE:

1. Always:
    a. Maintain tracking and a manifest, where necessary, of chemicals and petroleum products being disposed or recycled off-site.
    b. Transport used petroleum and chemical products using a licensed transporter.
    c. Maintain appropriate records of all transports.
    d. Regularly train employees on proper disposal practices.
    e. Analyze floor drain solids (from sediment trap) for TCLP to determine if they contain hazardous waste or not.

2. Whenever Possible:
    a. Minimize the number of solvents used, reducing the variety of waste generated and to make recycling easier.
    b. Use safer alternatives when possible - see *Alternative Products/Use/Storage/Disposal SOP*.

3. Never:
    a. Never place hazardous waste in solid waste dumpsters.
    b. Never pour hazardous waste down floor drains, sinks, or outdoor storm drain inlets.
    c. Never mix petroleum waste and chemical waste.
    d. Never dispose of any gasoline-contaminated waste in the regular trash. Dispose of it only as a hazardous waste.
    e. Never mix incompatible chemicals such as acids and bases.

Garbage Storage/Scrap Metal Containers/Trash Piles

PURPOSE:

Protect storm water systems by properly inspecting, maintaining, and cleaning garbage collection areas.

PROCEDURE:

1. Preparation:
    a. Place dumpsters and trash cans (with lids) in convenient, easily observable areas.
    b. Place scrap metal bin under a covered area if there is no lid or tarp to provide cover.
    c. Provide properly labeled recycling bins to reduce the amount of garbage disposed.
    d. Provide regular training to employees to prevent improper disposal of general trash.
    e. Control run-off of sediments and debris from trash storage areas.
    f. Provide silt traps or oil water separators at run off entry points into the storm drain system.

2. Process:
    a. Regularly inspect garbage bins for leaks and have repairs performed immediately by responsible parties.
    b. Place dumpsters on a flat, impervious surface that does not slope or drain directly into the storm drain system.
    c. Control run-off leaving storage areas.
    d. Keep container lids closed when not actively filling.

3. Clean-up:
    a. Keep areas around dumpsters and garbage bins clean of all garbage.
    b. Ensure garbage bins are emptied as often as needed to reduce spillage from overfilling.
    c. Wash out interior of bins or dumpsters, as needed, in properly designated areas only.
        i. Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*

Open Space Management

PURPOSE:

Protect storm water systems by ensuring open space areas are kept free of trash and debris, and that storm water controls are properly maintained.

PROCEDURE:

1. Preparation:
    a. Provide regular observation and maintenance of parks, golf courses, and other public open spaces.
    b. Identify public open spaces that are used for storm water detention and verify that detention areas are included on the storm water system mapping, inspection schedules, and maintenance schedules.

2. Process:
    a. Ensure that any storm water or drainage system components on the property are properly maintained.
    b. Avoid placing bark mulch (or other floatable landscaping materials) in storm water detention areas or other areas where storm water runoff can carry the mulch into the storm drainage system.
    c. Follow all SOPs related to mowing, planting vegetation, and pet waste management, etc.

3. Clean-up:
    a. Keep all outdoor work areas neat and tidy.
    b. Clean by sweeping instead of washing whenever possible.
    c. If areas must be washed, ensure that wash water will enter a landscaped area rather than the storm water system.
    d. Do not use soap for outdoor washing.
    e. Pick up trash on a regular basis.

Pet Waste

PURPOSE:

Protect storm water systems from pet waste bacteria.

PROCEDURE:

1. Preparation:
    a. Enforce Permittee regulations that require pet owners to clean up pet waste and use leashes in public areas.
    b. If public off-leash areas are designated, ensure they are clearly defined.
    c. Avoid designating public off-leash areas near streams and water bodies.
    d. Whenever practical and cost effective, install dispensers for pet waste bags and provide disposal containers at locations such as trail heads or parks where pet waste has been a problem.
    e. Provide signs with instructions for proper cleanup and disposal.

2. Process:
    a. Check parks and trails for pet waste as needed.
    b. Check public open space for pet waste prior to mowing.
    c. Provide ordinance enforcement as needed.
    d. Restock pet waste bags in public dispensers.

3. Clean-up:
    a. Remove all pet waste
    b. Provide temporary storage in a covered waste container
    c. Dispose of properly - preferred method of disposal is at a solid waste disposal facility.

4. Documentation:
    a. Document problem areas for possible increased enforcement and/or public education signs.
    b. Regularly review documentation and analyze effectiveness of procedures.

Snow Removal and De-Icing

PURPOSE:

Prevent pollution of storm water systems from all snow removal and de-icing activities.

PROCEDURE:

1. Preparation:
    a. Store de-icing material under a covered storage area, or other approved storage method that prevents runoff from entering the storm drain – see *Salt and Sand/Aggregate Storage SOP.*
    b. Wash out vehicles, when necessary, in approved washout area within Public Works Shop, Bay 3 (drain connects to sewer) before preparing them for snow removal.
    c. Calibrate spreaders to minimize amount of de-icing material used to still be effective.
    d. Equip vehicles with spill cleanup kits in case of hydraulic line rupture or other spills.
    e. Regularly train employees in spill cleanup procedures and proper handling and storage of de-icing materials – see *Spill Cleanup and Response SOP.*

2. Process:
    a. Carefully load material into trucks to minimize spillage.
    b. Periodically, as needed, dry sweep loading area to reduce the amount of de-icing materials exposed to runoff.
    c. Distribute the minimum amount of de-icing material to be effective on roads.
    d. Turn spreader off while loading and any other time the vehicle is not moving in the forward position.
    e. Park trucks loaded with de-icing material inside when possible.

3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty, only when necessary, in approved washout areas only –
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*
    c. Provide maintenance for vehicles in covered area.

4. Documentation:
    a. Log date and time of snow removal and de-icing.
    b. Log location of snow removal.
    c. Log amount of de-icing materials used.

Snow Disposal

PURPOSE:

Protect storm water systems by minimizing the impact of snow piles which may contain sand, salt, and trash, and which generate concentrated releases of pollutants during spring snowmelt conditions.

PROCEDURE:

1. Always:
    a. Identify sensitive ecosystems prior to disposal and avoid disposal in these areas.
    b. Store snow at least 25 feet from the high-water mark of a surface water.
    c. Store snow at least 75 feet from any private water supply, at least 200 feet from any community water supply, and at least 400 feet from any municipal wells.
    d. Clear debris in storage area each year prior to snow storage use.
    e. Clear debris in storage area immediately after snowmelt occurs of each year the storage area is in use.

2. Whenever Possible:
    a. Select storage locations that do not drain into surface waters, but rather where environmental impacts of spring melt are minimal.
    b. Store snow on areas that are well above groundwater table on a flat, vegetated slope.
    c. Avoid disposal on pavement, concrete, and other impervious surfaces.
    d. Do not pile snow in wooded areas, around trees or in vegetative buffers.
    e. Divert water run-off from areas outside the snow piles.

3. Never:
    a. Never dispose of snow in wetlands, lakes, streams, rivers, mudflats, or near drinking water sources.
    b. Never store snow in Drinking Water Source Protection Zones.

Planting Vegetation – Starters

PURPOSE:

Prevent pollution of storm water systems when planting vegetation.

PROCEDURE:

1. Preparation:
    a. Call the Blue Stakes Center (http://www.bluestakes.org)/of Utah at 811 or 1-800- 662-4111 at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
    b. Leftover spoils will be taken to be stored on designated cement pad at Public Works Shop.

2. Process:
    a. Dig holes; place spoils on tarps or plastic near the hole where they may easily be placed back around roots. Avoid placing spoils in the gutter.
    b. Bring each plant near the edge of the hole.
    c. Check the depth of the hole and adjust the depth if necessary. The depth of the hole for a tree should be 2" less than the root flare to the bottom of the root ball, so that the root flare is 2" above the finish grade.
    d. Carefully remove pot or burlap.
    e. Place the plant in the hole.
    f. Backfill the hole with existing spoils, compost, and a little fertilizer if desired. Do not use excessive amendments.
    g. Thoroughly water the plant to remove any air pockets that may be in the soil.
    h. Stake & secure the plant, if necessary, to stabilize it.
    i. Provide erosion control on slopes where necessary using tackifiers, erosion mats, soil stabilizers or other appropriate methods.

3. Clean-up:
    a. Sweep dirt from surrounding pavement(s) into the planter area.
    b. Transport leftover spoils to their designated fill (area to add dirt to existing dirt pile) or disposal area City Wastewater Treatment Plant in a method that will eliminate any spillage during transport.

Planting Vegetation – Seeds

PURPOSE:

Prevent pollution of storm water systems when planting seeds.

PROCEDURE:

1. Preparation:
    a. Call the Blue Stakes Center (http://www.bluestakes.org) of Utah at 811 or 1-800- 662-4111 at least 2 working days before any digging will be done, to reveal the location of any underground utilities.
    b. Determine the application rate, method, water source, and ensure adequate materials are on hand.
    c. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.

2. Process:
    a. Place the seed and any cover using the pre-determined and recommended application rate and method.
    b. Lightly moisten the seed.
    c. Ensure that the regular watering method is working properly and limit amount of over spray on paved areas and that appropriate watering schedules are in place.
    d. Provide erosion control on slopes where necessary using tackifiers, erosion mats, soil stabilizers or other appropriate methods.

3. Clean-up:
    a. Sweep dirt, seeds, and any cover material, from surrounding pavement(s), into the planter area.
    b. Transport leftover spoils to their designated fill (area to add dirt to existing dirt pile) or disposal area City's Wastewater Treatment Plant in a method that will eliminate any spillage during transport.

Vehicles – Fueling

PURPOSE:

Prevent pollution of storm water systems during fueling of vehicles when done on City-owned site. *Typically vehicles are fueled at an off-site gas station.

PROCEDURE:

1. Preparation:
    a. Train employees on proper fueling methods and spill cleanup techniques.
    b. Where possible, install a canopy or roof over above-ground storage tanks and fuel transfer areas.
    c. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

2. Process:
    a. Shut off the engine.
    b. Ensure that the fuel is the proper type of fuel for the vehicle.
    c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfill.
    d. Fuel vehicle carefully to minimize drips to the ground.
    e. Personnel will remain with vehicle during fueling to monitor process and prevent or minimize any spillage or overfilling.
    f. Fuel tanks shall not be topped off.
    g. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
    h. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

3. Clean-up:
    a. Immediately clean up spills using dry absorbent material (e.g., kitty litter, sawdust, etc.).
    b. Sweep up absorbent material and dispose of properly at landfill.
    c. Large spills shall be contained as best as possible, and the local Health Department should be notified as soon as possible.

Vehicles & Equipment Maintenance

PURPOSE:

Prevent pollution of storm water systems during maintenance of vehicles and equipment.

PROCEDURE:

1. Preparation:
    a. Train employees on proper maintenance methods and spill cleanup techniques.
    b. Where possible, perform maintenance indoors or under cover.
    c. Have all drains connected to the Sanitary Sewer system via an oil/water separator.
    d. Absorbent spill clean-up materials and spill kits shall be available in fueling areas and on mobile fueling vehicles and shall be disposed of properly after use.

2. Process:
    a. Use & follow all Permittee and manufacturer safety guidelines.
    b. Use drip pans, mats, and absorbent materials to absorb any spills.

3. Clean-up:
    a. Dispose of fluids properly at local landfill.
    b. Wipe down and keep maintenance areas clean and tidy.

Vehicles – Vehicle and Equipment Storage

PURPOSE:

Prevent pollution of storm water systems by vehicles and equipment in storage.

PROCEDURE:

1. Preparation:
    a. Inspect parking areas for stains/leaks on a regular basis.
    b. Provide drip pans or adsorbents for leaking vehicles.

2. Process:
    a. Whenever possible, store vehicles inside where floor drains have been connected to sanitary sewer system.
    b. When inside storage is not available, vehicles and equipment shall be parked in the approved designated areas and away from storm drain inlets as much as possible.
    c. When possible, vehicles will be stored on an impervious service that does not drain into the storm water system.
    d. Maintain vehicles to prevent leaks as much as possible.
    e. Address any known leaks or drips as soon as possible.
    f. There will be a location easily identifiable to empty and store drip pans.
    g. If any leaks are discovered, a drip pan or mat will be used to collect the fluids and the vehicle will be scheduled for repairs.
    h. Clean up all spills using dry methods.
    i. Never store leaking vehicles over a storm drain.

3. Clean-up:
    a. Any leaks that are spilled on the asphalt will be cleaned up with dry absorbent; the dry absorbent will be swept up and disposed of properly at the local landfill.
    b. The paved surfaces around the building will be swept as needed, weather permitting.

Vehicles – Washing & Cleaning

PURPOSE:

Prevent pollution of storm water systems during cleaning of vehicles and equipment.

PROCEDURE:

1. Preparation:
    a. Trucks, vehicles, and equipment shall be washed in a designated wash stations:
        i. Large Vehicles / Excessively Dity = Designated Wash Pad at City Wastewater Treatment Plant.
        ii. Small Vehicle = Streets Department Building, Garbage Truck Building, and Fleet Maintenance Shop *(Note: These locations drain directly into the sewer system.)*
    b. No vehicle washing will be done where wastewater will enter the storm drain system.

2. Process:
    a. Wipe off dirt, dust, and fluids with disposable towel before washing.
    b. Minimize water and soap use when washing vehicles.
    c. Soap should not be used when washing vehicles outside – only use water.
    d. Use hoses with automatic shut off nozzles to minimize water usage.
    e. Never wash vehicles over or near a storm drain.

3. Clean-up:
    a. Dispose of towels in proper trash receptacle.
    b. Sweep floor and dispose of debris.
    c. Clean solids from the settling pits on an as-needed basis.

Salt and Sand/Aggregate Storage

PURPOSE:

Prevent the discharge of pollutants into the storm water system through the proper storage and maintenance of salt and aggregate piles.

PROCEDURE:

1. Preparation:
    a. Keep area clean and free from general debris and potential hazards.
    b. Keep salt piles and other aggregate piles well-groomed and consolidated.
    c. Keep salt piles and other aggregate piles together and away from storm water controls.
    d. Piles shall be covered, ensure that the cover facility is well maintained and in good repair.
    e. Piles shall be contained with a berm.
    f. Ensure any drainage from uncovered salt piles is directed towards a secondary containment system and does not leave the site.

2. Clean-up:
    a. Regularly sweep loading areas and track-out areas to reduce the amount of salt exposed to run-off as necessary.
    b. Inspect secondary containment systems following storm events and keep these areas clean and well maintained.

3. Documentation:
    a. Inspections and maintenance activities will be recorded as per requirements of the applicable SWPPP or MS4 permit.

Spare Parts Storage

PURPOSE:

Protect storm water systems contamination by properly storing spare parts. Improper storage of materials can result in pollutants and toxic materials entering ground and surface water supplies.

PROCEDURE:

1. Always:
    a. Store spare parts in a designated area.
    b. Use drip pans for any parts that are dripping.
    c. Create a schedule for storage area inspection.

2. Whenever Possible:
    a. Store spare parts inside or under cover.
    b. Monitor storage areas for staining/leaks on a regular basis.
    c. Clean the petroleum products from the parts that are to be stored as much as reasonably possible.

Planned Waterline Excavation Repair/Replacement

PURPOSE:

Prevent pollution of storm water systems from waterline repair/replacement activities.

PROCEDURE:

1. Preparation:
    a. Determine where potential discharge flow will go.
    b. Place inlet protection at nearest downstream storm drain inlet.
    c. Clean gutters leading to inlet.
    d. Isolate waterline to be worked on.
    e. Neutralize any chlorine residual before discharging water.

2. Process:
    a. Make reasonable efforts to keep pipeline water from entering the excavation.
    b. Direct any discharge to pre-determined area.
    c. Backfill and compact excavation.
    d. Haul off excavated material or stock pile nearby if needed.

3. Clean-up:
    a. Clear gutter/waterway where water flowed.
    b. Clean up all areas around excavation.
    c. Clean up travel path of trucked material.

Unplanned Waterline Excavation Repair/Replacement

PURPOSE:

Prevent pollution of storm water systems during unplanned waterline repairs.

PROCEDURE:

1. Preparation:
    a. Make sure service trucks are continuously stocked with, and workers can deploy, wattles, gravel bags, de-watering bag, or other materials for inlet protection and sediment control.

2. Process:
    a. Slow the discharge.
    b. Inspect flow path of discharged water.
    c. Protect water inlet areas by placing inlet protection devises around or up stream of inlet.
    d. Follow planned repair procedures.
    e. Haul off spoils of excavation.
    f. Use dewatering bags on pumps and check hourly for effectiveness.

3. Clean up:
    a. Repair eroded areas as needed.
    b. Follow planned repair procedures.
    c. Remove any inlet protection and dewatering bags and discard appropriately.
    d. Clean up the travel path of trucked excavated material.

Waterline Flushing & System Disinfection w/ Discharge to Storm Drain (Public Utilities & Contractors

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

1. Preparation:
    a. Determine chlorine content of discharged water and select de-chlorination equipment to be used if necessary.
    b. Determine flow path of discharge.

2. Process:
    a. Protect inlets in flow path.
    b. Sweep and clean flow path.
    c. Install de-chlorination equipment if needed.
    d. Use diffuser to reduce velocities.

3. Clean-up:
    a. Pick up inlet protection.
    b. Clean flow paths.
    c. Remove equipment from flush point.

Waterline Flushing & System Disinfection w/Discharge Hauled Off (Used for Dust Control & Compaction)

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

1. Preparation:
    a. Determine chlorine content of discharged water.
    b. Determine appropriate construction activity for treatment.

2. Process:
    a. Flush to tanker and use for dust control or compaction on unpaved construction activity.
    b. Confirm that application of water is in appropriate location.

3. Clean-up:
    a. Remove equipment from flush point.

Waterline Flushing for Routine Maintenance

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

1. Preparation:
    a. Determine flow path of discharge to inlet of waterway.

2. Process:
    a. Clean flow path.
    b. Protect inlet structures
    c. Use diffusers to dissipate pressure to reduce erosion possibilities.

3. Clean-up:
    a. Clean flow path.
    b. Remove inlet protection.

Used Oil Recycling

PURPOSE:

Prevent pollution of storm water systems from used motor oil.

PROCEDURE:

1. Preparation:
    a. Determine used oil recycler contractor to use for recycling services
    b. Ensure there is sufficient and approved storage available to store used oil.

2. Process:
    a. Drain all used oil properly into oil pans or leak-proof containers.
    b. Clean up any additional oil residue with proper absorbent materials and rags.
    c. Use only absorbent materials that can be disposed of through normal waste disposal methods.
    d. Store used oil in approved used oil recycle container(s) inside or under a covered area.

3. Clean-up:
    a. Clean up any spills or residue with proper absorbent materials
    b. Contact the services of a certified used oil recycle contractor for pick up and proper disposal.

Large Outdoor City Events

PURPOSE:

Large outdoor festivals and events operated and controlled by the City have the potential to impact stormwater quality. For clarification purposes, this SOP is intended to include events for which street closure permits are issued by the City. Potential contaminants may include trash, septage, and organics. For organizations (non-City) requesting street closure permits, the requirements as set forth in this SOP will be communicated at the time of application. Applicants granted a street closure permit for an activity will be expected to follow the same procedures as if the event were City sponsored.

A large event would meet all of the following criteria:

- Portable toilets;
- Trash receptacles; and
- Food and beverage vendors.

When services are contracted, this written procedure should be provided to the contractor, so they have the proper operational procedures. In addition, the contract should specify that the contractor is responsible for abiding by all applicable municipal, state, and federal codes, laws, and regulations

PROCEDURE:

1. Preparation – Prior to Event
    a. Train applicable employees who perform trash collection and street sweeping and issue leases/permits for large outdoor festivals and events on this written procedure.
    b. Information on how to respond to spills will be presented during the training; and
    c. Periodically conduct refresher training on the SOP for applicable employees who perform trash collection and street sweeping activities.

2. During and After Event
    a. Trash Collection and Removal
        i. Provide adequate trash receptacles for vendors and guests;
        ii. Monitor and respond to leaking waste containers;
        iii. Empty trash receptacles to prevent overflow;
        iv. Store waste containers under cover or on grassy areas, if possible;
        v. Do not wash out trash receptacles unless wash water will be discharged to the sanitary sewer;
        vi. Walk the outdoor festival and event area during and after every large event to pick up loose trash and debris. Properly dispose of this material;
        i. Sweep the roadway and parking lots after the large festival or event;
        ii. Follow the Spill Cleanup SOP (as required);
        iii. Follow the Spill Prevention and Response SOP. Have spill kits available and ensure that vendors understand that it is prohibited to dump any pollutants into the storm sewer system.
    b. Portable Toilet Service
        i. Portable toilets are used at most large outdoor festivals and events. All portable toilet waste is classified as septage.
        ii. The City will use a licensed waste hauler to dispose of their waste for any large outdoor festival or event that has portable toilets. The units will be removed as soon as the festival or event is completed so that they do not become a nuisance or vandalized.

c. Food And Beverage Vendor Waste
    I. Waste generated by food and beverage vendors is regulated by the County Health Department.

3. Documentation:
    a. Maintain records of employee training with sign-in sheet.

Graffiti Removal

PURPOSE:

Prevent pollution of storm water systems from activities related to graffiti removal.

PROCEDURE:

1. Planning / Preparation:
    a. Graffiti removal activities are to be scheduled during dry weather.
    b. Whenever there is a ditch or waterway underneath the graffiti, always paint over instead of removing.
    c. Waterless and nontoxic chemical cleaning methods (i.e. gels or spray compounds) should be used when possible.
    d. Avoid using cleaning products that contain hazardous substances (i.e. hydrofluoric acid, muriatic acid, sodium hydroxide, bleach) that can turn wastewater into hazardous waste.
    e. Minimize the amount of water used during high pressure washing activities.
2. Collection and Disposal Process:
    a. When sand blasting, sweep up impervious areas to collect any waste material and dispose of waste material in the trash.
    b. Locate points where wastewater will be collected.
    c. Protect and plug storm drain inlets as required prior to removing graffiti.
    d. As long as no soaps or chemicals are used, direct runoff from sand blasting and high pressure washing into a landscaped or dirt area. If such landscape or dirt area is not available, filter runoff through an appropriate filtering device (i.e. filter fabric) to keep sand, particles and debris out of the storm drains.
    e. If soaps or chemicals are used, collect the wastewater by vacuuming or pumping and dispose of the wastewater to the sanitary sewer. Do not remove sewer manhole covers to dispose of wastewater to the sanitary sewer system without prior approval.
    f. Do not mix non-hazardous wastewater with wastewater known to contain hazardous substances. Mixing these wastes can increase the characteristic and/or total volume of waste, resulting in more expensive disposal and additional regulatory requirements.
    g. Once wastewater has been collected, visible solids remaining in the collection area after liquids have been removed or evaporated must be swept up and properly disposed to prevent future discharges to the storm sewer system.
3. Documentation:
    a. Maintain a list of graffiti removal activities and individuals responsible for conducting such operation.
    b. Take photos before and after removal.

Green Waste Deposited in Street

PURPOSE:

Prevent pollution of storm water systems from activities related to green waste being deposited into the street.

PROCEDURE:

When yard waste (grass clippings, leaves, straw, flowers, small pruning, etc) generated during general yard maintenance are found to be deposited in the street the City shall:

1. Notify the resident / property owner of violation.

2. Provide resident / property owner with education, such as, but not limited to:
    a. City Code requirements
    b. Where to take green waste – Brigham City Compost Facility, Box Elder County Landfill, or Deposit waste in Black Garbage can for disposal

3. Document location and return to location within 1-2 days for follow up visual inspection.

4. Follow Up Inspection(s):

    a. If green waste is still present:
        - Notify resident / property owner of violation.
        - Follow City Code requirements for enforcement.
        - Document violation and action.
        - Schedule follow-up inspection.
        - Repeat enforcement process as required by City Code.

    b. If no green waste is present:
        - Document issue as being resolved.

Firefighter Training Involving Foam Agents

PURPOSE:

Prevent the discharge of pollutants, including firefighting foams (aqueous film forming foam or fluorine-free foams), into the storm water system or natural water bodies during firefighter training exercises.

PROCEDURE:

Pre-Training Planning

- Select a training location with no direct connection to storm drains or natural waterways.
- Use training areas with containment systems, such as lined basins or areas with berms.
- Ensure that a spill kit and absorbent materials are on-site and accessible.
- Review foam Safety Data Sheets (SDS) and ensure only environmentally acceptable foam is used, preferably fluorine-free alternatives.
- Check local storm water permits or guidelines for specific restrictions on foam discharges.

During Training

- Do not allow foam runoff to enter storm drains, ditches, or surface waters.
- Use portable containment pools or booms to collect and isolate foam runoff.
- Minimize the quantity of foam used during simulations to reduce waste.
- Designate a spotter to monitor the perimeter for possible runoff or breaches in containment.

Post-Training Cleanup

- Collect all foam runoff and dispose of it as per hazardous/non-hazardous waste classification (dependent on foam type).
- Clean all equipment used in a contained area, ensuring no rinse water enters the storm water system.
- Inspect the area for any signs of residue or runoff and clean up accordingly.
- Record the training exercise in a log, including date, foam type/quantity used, and disposal method.

Spill and Incident Response

- Immediately stop discharge and contain any spills using absorbent pads or berms.
- Report significant releases to the Environmental Coordinator and appropriate local authorities.
- Clean up spill material and contaminated soil/water following hazardous materials protocols.

Training and Documentation

- Conduct annual storm water BMP training for all personnel.
- Maintain records of all training sessions and SOP reviews.
- Keep documentation of foam types used, SDSs, and disposal receipts.

Storm Drain Cleaning and Waste/Water Disposal

The City contracts out this work each year to a qualified Company.

PURPOSE:

To establish safe and environmentally compliant procedures for inspecting, cleaning, and maintaining storm drains, including proper containment, handling, and disposal of debris, sediment, and wastewater generated during cleaning activities.

REQUIRED EQUIPMENT / MATERIALS:

- PPE: gloves, safety goggles, high-visibility vest, steel-toe boots, respirator (if required)
- Tools: shovels, rakes, buckets, catch basin hooks, vacuum truck or pump (if available), pressure washer (if permitted)
- Waste containment: sealed debris bins, 55-gallon drums, sediment bags, spill-proof wastewater collection tank
- Barriers: cones, barricades, traffic signage
- Spill response kit

SAFETY PRECAUTIONS:

- Assess area for traffic hazards; set up cones and barricades.
- Check for confined space hazards; **do NOT enter confined spaces** unless trained and permitted.
- Avoid contact with contaminated water—assume all storm drain contents may contain pollutants.
- Do not generate runoff or wash water that can enter the storm drain system unless specifically allowed by local regulation.

PROCEDURE:

Inspection

1. Remove grate using proper tools.
2. Inspect inlet for:
    - Accumulated debris
    - Sediment levels
    - Structural damage
    - Evidence of illicit discharges (oils, chemicals, sewage odors)
3. Document the inspection.

Debris Removal

1. Manually remove trash, leaves, branches, and floatable materials.
2. Use a shovel or vacuum truck to remove sediment and organic material from the sump.
3. Place debris into sealed containers or lined bins.
4. Ensure no material falls back into the storm drain.

Storm Drain Cleaning

Manual/Mechanical Cleaning

- Use shovels, scrapers, or vacuum hose to remove compacted sediment.

If needed, use low-pressure washing inside the basin (where permitted), ensuring wash water is **contained and collected**, not discharged back into the storm system

Vacuum Truck Cleaning

- Position truck for safe access.
- Insert suction hose and remove sediment/water mixture.
- Pump wastewater into the truck's sealed tank for off-site disposal.

Wastewater Management

All wastewater captured during storm drain cleaning must be contained—never discharged back into the storm system.

Acceptable handling methods:

- Collect through vacuum truck tank.
- Pump into on-site holding tanks or drums.
- Filter through approved sediment bags **only if regulations allow** and water is clean enough for discharge.

If the water contains:

- Oil or sheen
- Chemicals
- Sewage indicators
- Unusual color/odor

→ **Treat as potentially contaminated waste** and manage as non-hazardous or hazardous wastewater (depending on testing and local regulation).

Disposal of Waste and Water

Solid Waste (debris, sediment)

- Place solids in sealed containers.
- Allow sediment to drain/dry on impermeable surface if required by local rules.
- Dispose of solids at:
    - Municipal landfill (if non-hazardous)
    - Specialized waste facility (if contaminated)

Documentation

- Waste disposal receipts or manifests.

Final Steps

1. Replace storm drain grate securely.
2. Clean and decontaminate tools and equipment.
3. Remove all barriers and restore site.
4. Complete cleaning log (date, personnel, amount of debris, disposal method).
5. Report any damage, unusual findings, or potential illicit discharges.

RECORD KEEPING:

Maintain the following for at least 3–5 years:

- Inspection logs
- Cleaning logs
- Waste disposal manifests
- Photos (before/after)
- Incident reports

Common Pollutant Inventory & Evaluation of City Facilities

(4.2.6.2 - 3)

City Parks

Rees Pioneer Park, John Adams Park, Rotary Constitution Park, Sports Complex, Lindsay Park, Mary E. Christensen Park, Davis Park, Horsely Park, Snow Park, Dennis Vincent Memorial Park, Watkins Park

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Fertilizer, Pesticides, Herbicides	Follow SOPs as outlined in MCM 6 - Shouldering and Mowing, Mowing and Trimming, Chemical Application Pesticides, Herbicides, and Fertilizers	**N**	**N**	**N**	**N**	**N**
Garbage	Follow proper trash disposal SOP as outlined in MCM 6 - Dumpsters/Garbage Storage	**N**	**N**	**N**	**N**	**N**
Pet Waste	Follow SOP as outlined in MCM 6 - Pet Waste	**N**	**N**	**Y**	**N**	**N**
Graffiti Removal	Follow SOP as outlined in MCM 6 – Graffiti Removal	**N**	**N**	**Y**	**N**	**N**

City Office

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Fertilizer, Pesticides, Herbicides	Follow SOPs as outlined in MCM 6 - Shouldering and Mowing, Mowing and Trimming, Chemical Application Pesticides, Herbicides, and Fertilizers	**N**	**N**	**Y**	**N**	**N**
Garbage	Follow proper trash disposal SOP as outlined in MCM 6 - Dumpsters/Garbage Storage, Detention Pond Cleaning	**N**	**N**	**N**	**N**	**N**
Pet Waste	Follow SOP as outlined in MCM 6 - Pet Waste	**N**	**N**	**N**	**N**	**N**
Parking Lot Maintenance (Salt, gravel, etc)	Follow SOPs as outlined in MCM 6 – Snow Removal and De-icing, Parking Lot Maintenance, Street Sweeping	**N**	**N**	**Y**	**N**	**N**

Public Works Shop and Yard

See Also Public Works SWPPP

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Sediments, Pesticides & Herbicides	Follow SOPs as outlined in MCM 6 - Shouldering and Mowing, Mowing and Trimming, Chemical Application Pesticides, Herbicides, and Fertilizers	**Y**	**N**	**Y**	**N**	**N**
Trash, Debris, Solids	Follow proper trash disposal SOP as outlined in MCM 6 - Dumpsters/Garbage Storage	**Y**	**N**	**Y**	**N**	**N**
Oil & Grease	Follow SOP for on-site Oil-Water Separator as listed in Public Works SWPPP, and SOPs as outlined in MCM 6 – Chemical Handling & Transporting, Alternative Products/Use/Storage/Disposal	**Y**	**N**	**Y**	**N**	**N**
Paint	Follow SOPs as outlined in MCM 6 – Alternative Products Use/Storage/Disposal	**Y**	**N**	**N**	**N**	**N**

Fire Station

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Fuel / Oil	Follow SOPs as outlined in MCM 6 - Vehicles, Spill Cleanup and Response	**N**	**N**	**Y**	**N**	**N**
Fire Fighting Foam	Follow SOP as outlined in MCM 6 – Firefighter Training Involving Foam Agents	**Y**	**N**	**Y**	**N**	**N**
Parking Lot Maintenance (Salt, gravel, etc)	Follow SOPs as outlined in MCM 6 – Snow Removal and De-icing, Parking Lot Maintenance, Street Sweeping,	**N**	**N**	**Y**	**N**	**N**

Community Buildings

Brigham City Art and History Museum, Brigham City Academy Center, Library, Senior Center

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Fertilizer, Pesticides, Herbicides	Follow SOPs as outlined in MCM 6 - Shouldering and Mowing, Mowing and Trimming, Chemical Application Pesticides, Herbicides, and Fertilizers	**N**	**N**	**Y**	**N**	**N**
Garbage	Follow proper trash disposal SOP as outlined in MCM 6 - Dumpsters/Garbage Storage, Detention Pond Cleaning	**Y**	**N**	**N**	**N**	**N**
Pet Waste	Follow SOP as outlined in MCM 6 - Pet Waste	**N**	**N**	**N**	**N**	**N**
Parking Lot Maintenance (Salt, gravel, etc)	Follow SOPs as outlined in MCM 6 – Snow Removal and De-icing, Parking Lot Maintenance, Street Sweeping	**N**	**N**	**Y**	**N**	**N**

Brigham City Pool

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Chlorine	Follow SOPs as outlined in MCM 6 - Chemical Handling & Transporting; Spill Cleanup and Response	**Y**	**N**	**N**	**N**	**N**
Parking Lot Maintenance (Salt, gravel, etc)	Follow SOPs as outlined in MCM 6 – Snow Removal and De-icing, Parking Lot Maintenance, Street Sweeping	**N**	**N**	**Y**	**N**	**N**
Fertilizer, Pesticides, Herbicides	Follow SOPs as outlined in MCM 6 - Shouldering and Mowing, Mowing and Trimming, Chemical Application Pesticides, Herbicides, and Fertilizers	**N**	**N**	**Y**	**N**	**N**
Garbage	Follow proper trash disposal SOP as outlined in MCM 6 - Dumpsters/Garbage Storage, Detention Pond Cleaning	**Y**	**N**	**N**	**N**	**N**

Well / Pump Houses

Common Pollutant Source	Proposed Controls to Prevent Runoff	Pollutants Stored at the site	Improperly stored materials	Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)	Close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes	Potential to discharge pollutants(s) of concern to impaired water(s)
Chlorine	Follow SOPs as outlined in MCM 6 - Chemical Handling & Transporting; Spill Cleanup and Response	**Y**	**N**	**N**	**N**	**N**

Good Housekeeping – City Operations
Required Inspections
Standard Operating Procedures

(4.2.6.5)

The following inspections shall be conducted at "high priority" City-owned or operated facilities and related storm water outfalls:

Monthly Visual Inspections

- Walk the perimeter of the facility
- Walk the inside of the perimeter
- Things to look for / inspect and document findings:
    - Verify the BMPs in place are functioning properly to eliminate pollutant discharges.
    - Are storage areas being cleaned?
    - Is there any oil or other chemicals sitting outside and not in their proper place?
    - Has a spill recently occurred?
    - Have any spills been cleaned up?
- Identify any deficiencies and corrective actions taken to fix each
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email and creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
- Document inspection for each facility through ComplianceGo

Semi-Annual Comprehensive Inspections (Once Every 6 Months)

Inspections shall be performed twice per year at each "high-priority" facility and all storm water controls with specific attention being given to the following areas:

- Waste storage areas
- Dumpsters
- Vehicle and equipment maintenance / fueling areas
- Material handling areas
- Pollutant generating areas
- Review previous inspection report(s).
- Review SWPPP.
- Identify any deficiencies and corrective actions taken to fix each:
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email and creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
- Document inspection for each facility through ComplianceGo

Annual Visual Observation of Storm Water Discharge

- Utilize the DEQ "Annual Visual Assessment of Storm Water Discharges" Inspection form and follow sample and data collection instructions provided thereon.
- Visually observe and document the storm water inlets / outlets.
- Inspection should include at a minimum:
    - Color
    - Smell
    - Sheen
    - Foaming
    - Turbidity
    - Vegetation growth
    - Is there soot or soil built up around the inlet or being discharged? If yes, trace back to source and correct to cease/prevent further discharge of soot or soil.
- Identify any deficiencies and corrective actions taken to fix each
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email or creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
    - Document inspection for each facility through ComplianceGo
- Document inspection for each facility on the GIS Storm Water Management Map or ComplianceGo

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

MS4 High-Priority Facilities
Annual Visual Assessment of Storm Water Discharges

Sample and Data Collection Instructions: Visual examinations shall be made of samples collected within the first 30 minutes (or as soon thereafter as practical, but not to exceed one hour) of when the runoff or snowmelt begins discharging. The examinations shall document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution. The examination must be conducted in a well-lit area. No analytical tests are required to be performed on the samples. All such samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previously measurable (greater than 0.1 inch of rainfall) storm event. Where practicable, the same individual should carry out the collection and examination of discharges for the life of the permit.

Storm Event Information

Date of Storm Event:	
Duration of Storm Event (Hours):	
Rain Fall Measurement (Inches):	
Time elapsed Between Recorded & Previous Storm Event (Days):	
Estimated Total Volume of Discharge (include units):	

Visual Assessment Information

Date of Inspection:	
Time of Inspection:	
Inspector Name:	
Total Storm Water Discharge Points for this Facility:	
Name/Number Assigned to this Discharge Point:	
Probable Source of Observed Storm Water Contamination (if applicable):	

Color (Check One):

1. **Identification of Color:**

☐ Black	☐ Dark Brown	☐ Tan
☐ Dark Grey	☐ Chocolate Brown	☐ Yellow
☐ Medium Grey	☐ Medium Brown	☐ Green
☐ Light Grey	☐ Light Brown	☐ Other_____

2. **Intensity of Color:**
   - ☐ Very Intense Prominent
   - ☐ Moderately Perceptible
   - ☐ Hardly Perceptible

Comments:_____

_____

Clarity (Check One):

- ☐ Totally Opaque
- ☐ Slightly Translucent
- ☐ Translucent
- ☐ Nearly Transparent
- ☐ Transparent

Odor (Check all that Apply):

☐ Diesel	☐ Sewage	☐ Noxious
☐ Gasoline	☐ Chlorine	☐ Other
☐ Petroleum	☐ Rotten Egg	_____
☐ Solvent	☐ Sulfur	
☐ Musty	☐ No Odor	

Comments: _____

_____

Solids (Describe Below):

Floating Solids:_____

_____

Suspended and Settled Solids:_____

_____

Foam, Oil, Sheen, or other obvious indicators of pollution (Describe Below):

_____
_____
_____
_____
_____
_____
_____

Other Comments (Describe Below):

_____
_____
_____
_____
_____
_____
_____
_____

Certification

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

_____ Date: _____

Public Works Director

Appendix

RESOLUTION NO. 46-2019

RESOLUTION APPROVING AN INTERLOCAL AGREEMENT BETWEEN BRIGHAM CITY AND WEBER COUNTY RELATING TO OBLIGATIONS REQUIRED FOR SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS UNDER UPDES PERMIT NO. UTR090000

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953 as amended, permits governmental units to enter into agreements with one another for the purpose of exercising on a joint or cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, Weber County and Brigham City have negotiated an interlocal agreement for the purposes of providing storm water services in accordance with the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1987, and the Utah Water Quality Act, together with federal and state regulations adopted pursuant to such acts for Brigham City; and

WHEREAS, Weber County and Brigham City find that mutual benefit and cost effective government can be achieved through this interlocal agreement for services entailed in the agreement;

NOW THEREFORE, the Board of County Commissioners of Weber County hereby resolves to approve and adopt the attached interlocal agreement, and the Board hereby directs the Chair of the Board to execute the interlocal agreement for and on behalf of Weber County.

DATED this 2nd day of July, 2019.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By _____
Scott K. Jenkins, Chair

Commissioner Froerer voted aye
Commissioner Harvey voted aye
Commissioner Jenkins voted aye

ATTEST:

_____
Ricky Hatch, CPA
Weber County Clerk/Auditor

393
7/2/2019

Interlocal Agreement Relating to Obligations
Required for a Small MS4 General UPDES Permit No. UTR090000
For
Storm Water Management

This Agreement made effective this 2nd day of July, 2019 is entered into by and among the City of Brigham City (hereafter "City"), and Weber County (hereafter "County").

Recitals

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended, permits public agencies to enter into agreements with one another for the purpose of exercising, on a joint and cooperative basis, powers and privileges that will benefit their citizens and make the most efficient use of their resources; and,

WHEREAS, all of the parties hereto are public agencies as defined by the Interlocal Cooperation Act;

WHEREAS, the County is a body politic duly organized under the laws of Utah;

WHEREAS, the City is a municipal corporation duly organized under Title 10 of the Utah Code Annotated, as amended;

WHEREAS, in accordance with the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1987, and the Utah Water Quality Act, together with federal and state regulations adopted pursuant to such Acts, the County and the City, as operators of storm water systems, must reduce pollutants in storm water to the Maximum Extent Practicable (hereafter "MEP") to protect water quality;

WHEREAS, the Phase 2 NPDES and UPDES Storm Water Regulations (hereafter "Regulations") specify that compliance with the Regulations can be attained by developing, implementing and enforcing a storm water management plan which incorporates Best Management Practices addressing State of Utah Department of Environmental Quality Division of Water Quality Small MS4 General UPDES Permit, No. UTR090000 (MS4 Permit)

WHEREAS, pursuant to said MS4 Permit Section 4.3. Sharing Responsibility, the County and the City as Permittees may share with each other the implementation of the MS4 Permit Section 4.2. Minimum Control Measures; listed in Permit Articles:

4.2.1 Public Education and Outreach on Storm Water Impacts
4.2.2 Public Involvement /Participation
4.2.3. Illicit Discharge Detection and Elimination (IDDE)
4.2.4. Construction Storm Water Runoff Control
4.2.5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water management)

4.2.6. Pollution Prevention and Good Housekeeping for Municipal Operations;

through a written agreement with the obligations of said Permit to be maintained as part of each Permittee's Storm Water Management Plan or SWMP.

WHEREAS, the County and the City desire to work cooperatively in compliance with the MS4 Permit and subsequent renewals of the MS4 Permit with other relevant federal and state storm water Regulations as enacted within the time period of this agreement or through subsequent extensions to this agreement;

NOW, THEREFORE, for the reasons cited above, and in consideration of the mutual covenants and agreements contained herein, the City and County do mutually agree and undertake as follows:

Section One

Scope of Agreement

Intent. The parties intend by this Agreement to co-permit with one another in compliance to and for the implementation of the State of Utah Department of Environmental Quality Division of Water Quality MS4 Permit.

Specifically, this Agreement addresses the obligations of the County and the City in relation to compliance with the Regulations which require developing, implementing and enforcing a storm water management plan (SWMP) incorporating Best Management Practices. Each party remains responsible for its own implementation of its Storm Water Management Plan.

1. County Storm Water Management. The County shall provide for Storm Water Management Administration in accordance with the relevant rules and regulations and laws imposed upon the County.

2. Golden Spike Stormwater Coalition Management. The County, after following its procurement process, shall select and provide a contracted entity or firm to serve as a Golden Spike Stormwater Coalition Manager to assist in the direction and management of the Golden Spike Stormwater Coalition. If allowed by the County's procurement law, the City and each other member of the Coalition shall have the right to provide input regarding the selection of the Coalition Manager. After the contract with the Manager is in place, the Coalition shall supervise the Manager. The agreement of a majority of all Coalition members shall be required for any decision of the Coalition to take effect. Each Coalition member shall have an equal vote in all decisions to be made by the Coalition.

3. Co-permitting. The County and the City mutually agree to jointly implement the current and subsequent MS4 Permit, which may be renewed on a 5 year basis, and shall provide one another with the relevant management plan, storm water information, and other necessary documentation relevant to said MS4 Permit, with applicable forms provided by the Department of Environmental Quality.

4. Services Provided. Each party shall be responsible for each of the following control measures within its own jurisdictional boundaries (i.e., in unincorporated areas for the County, and within the municipal boundaries for the City) but shall not be responsible for the control measures in other jurisdictions, except as noted below. However, upon request, a party may agree to work cooperatively with the other party on a control measure within the other party's jurisdictional boundaries.

    a. Public Education and Outreach. The parties shall work with the Manager of the Golden Spike Stormwater Coalition to provide materials and coordinate educational activities within their jurisdictions, including but not limited to media and public relations, publications and advertisements, and school outreach programs. The Manager shall receive and respond to concerns from all Coalition members and relevant public committee recommendations. Coalition members may do additional public education and outreach at their discretion.

    b. Public Involvement and Participation. The County shall participate actively with the City through the Golden Spike Stormwater Coalition for public involvement and participation for addressing storm water issues.

    c. Illicit Discharge Detection and Elimination. In coordination with the Weber-Morgan Health Department, the County shall provide for this control measure as it relates to mapping and coordinating of discharges occurring in multiple jurisdictions, or otherwise crossing jurisdictional boundaries between the Coalition participants.

    d. Construction Site Runoff Control.

    e. Post Construction Storm Water Management.

    f. Pollution Prevention and Good House Keeping.

5. Annual Fee. The County, through its participation in the Golden Spike Stormwater Coalition, may assess an annual fee to the City and other Coalition participants to reimburse the County for the costs of administering the contract, including the costs of compensation to the entity or firm serving as the Coalition Manager, copy costs, brochure and publication costs, community outreach program costs, etc. This fee will equal the City's share of the total of such costs, with each Coalition member paying an equal share. The City agrees to pay the fee assessed by the County, in a timely manner, upon receiving a written billing notice for the same from the Coalition or County. Each party will establish and maintain its own budget for income and expenses related to this agreement. Each party will be responsible for acquiring, holding, and disposing of all property to be used under this agreement, except as otherwise stated or implied in this agreement.

6. Limitations. Except as outlined by this Agreement or by agreement separate from this, neither party assumes any responsibility to inspect, install, operate or otherwise maintain the other party's storm water system, storm water program, or storm water utility. Further, this

Agreement does not impose on either party any duty regarding storm water management, fees, inspections, or any other types of activity outside the scope of this Agreement.

7. Designated Contacts. The City shall designate its contact with the County for any and all issues which may arise under this Agreement. The County designates the Weber County Engineer as its contact with the City for any and all issues which may arise under this Agreement. The County and the City contacts may also consult with each other from time to time on the status of mutual relations and the terms of this Agreement. To the extent that any administration of this Agreement becomes necessary, then the parties' contacts, or their successors, shall constitute a joint board for such purpose, and each party shall have an equal vote in any decision that needs to be made.

Section Two

General Provisions

1. Term and Renewal. This Agreement shall automatically terminate upon the expiration of the term of the current MS4 permit. If the MS4 permit is renewed or extended, then the parties may renew this Agreement to match the term of the renewed MS4 permit.

2. Termination. This Agreement may be terminated by either party upon ninety (90) days written notice from the Mayor or County Commission provided either to the County Clerk or the City Recorder, as the case may dictate. Upon termination of the Agreement, each party shall retain all property that it has contributed to this joint effort and that remains in the possession of either party, unless the parties negotiate for the transfer of the property to the other party for adequate consideration.

3. Effective Date. This Agreement shall become effective upon compliance with state law governing interlocal cooperation agreements and upon ratification by the parties as provided in U.C.A. Title 11, Chapter 13, Part 2, as amended.

4. Amendment. This Interlocal Agreement may be changed, modified, or amended by written agreement of the participants, upon adoption of appropriate resolutions from the County and the City, along with being approved as to form by the County Attorney and City Attorney, and upon meeting all other applicable requirements of the Interlocal Cooperation Act.

5. Entire Agreement. This Agreement, together with any written amendments, shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except for the resolutions of each party herein attached and incorporated by reference.

6. Indemnification. Each party agrees to indemnify, defend, and save and hold the other party and its respective officers, trustees, agents, employees, and permitted assigns harmless against and in respect of the following:

a. all claims, losses, liabilities, damages, costs, deficiencies, and expenses affecting any persons or property as a result of the indemnifying party's actions;

b. any misrepresentation, material omission, breach of warranty, or non-fulfillment of any covenant or agreement by the indemnifying party, relating to this Agreement; and

c. any and all actions, suits, proceedings, demands, assessments, judgments, costs, legal and accounting fees, and other expenses incident to any of the foregoing.

7. Employee Status. It is understood and agreed by the parties that any and all personnel furnished by the parties shall remain employees of the respective parties and shall abide by the personnel policies of the respective parties.

8. Hired Consultant Status. It is understood and agreed by the parties that any consultant including and not limited to the firm or entity serving as Coalition Manager as engaged by the County to provide management for the Coalition shall not be, and shall not represent themselves as, employees of the respective parties.

9. Warranties. Each party represents and warrants that it is a public agency within the meaning of the Interlocal Cooperation Act, is authorized to execute and deliver this Agreement and there is no litigation, legal action or investigation between the parties that would adversely affect this Agreement.

10. Documents on File. Executed copies of this Agreement shall be placed on file in the office of the County Clerk and the City Recorder and shall remain on file for public inspection for the duration of this Agreement.

11. Governing Law. It is understood and agreed by the parties that this Agreement shall be governed by the laws of the State of Utah as to interpretation and performance.

12. Non-transferable. This rights, duties, powers and obligations of this Agreement may not be transferred, assigned or delegated without the consent of the parties.

13. Rules of Construction and Severability. Standard rules of construction, as well as the context of this agreement, shall be used to determine the meaning of the provisions herein, except as follows: If any of the provisions herein are different from what is normally allowed or required by law, every effort shall be made to construe the clauses to be legally binding and to infer voluntary arrangements which are in addition to what is normally allowed or required by law. If any provision, article, sentence, clause, phrase, or portion of this agreement, including but not limited to any written amendments, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this agreement, unless the invalidation of the provision materially alters the agreement by interfering with the purpose of the agreement or by resulting in non-compliance with applicable law. If the invalidation of the provision materially alters the agreement, then the parties shall negotiate in good faith to modify the agreement to match, as

closely as possible, the original intent of the parties. It is thus the intention of the parties that each provision of this agreement shall be deemed independent of all other provisions herein, as long as the overall purpose of the agreement is preserved.

14. Additional Interlocal Cooperation Act provisions. In satisfaction of the requirements of the Interlocal Cooperation Act, the parties agree as follows:

a. This Agreement shall be authorized and adopted by resolution of the legislative body of each party, pursuant to Section 11-13-202.5.

b. This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each party, pursuant to Section 11-13-202.5.

c. A duly executed original counterpart of this Agreement shall be filed immediately with the keeper of records of each party pursuant to Section 11-13-209.

d. This Agreement shall become effective upon (a) its approval and execution by each party and (b) the filing of an executed copy of this Agreement with the keeper of records of each of the parties.

e. Immediately after execution of this Agreement by both parties, each party shall cause to be published notice regarding this Agreement pursuant to Section 11-13-219.

f. The parties agree that they do not, by this Agreement, create an interlocal entity or any separate entity.

Interlocal Agreement Relating To Obligations
Required For a Small MS4 General UPDES Permit No. UTR090000
For
Storm Water Management

DATED this 2nd Day of July, 2019

FOR WEBER COUNTY:

Scott K Jenkins
(Chair, Weber County Commission)

ATTEST:

Ricky Hatch
County Clerk

APPROVED AS TO FORM AND COMPLIANCE WITH APPLICABLE LAW:

Courtlan P. Erickson
County Attorney

DATED this _____ Day of _____, 2018

FOR the CITY OF BRIGHAM CITY_____:

Mark A Thompson
~~Mayor, Brigham City~~ Mayor Pro Tem

ATTEST:

Mary Kate Christensen
City Clerk

APPROVED AS TO FORM AND COMPLIANCE WITH APPLICABLE LAW:

Gabriel E Carter
City Attorney

BRIGHAM CITY
RESOLUTION NO. 19-05

A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT BETWEEN BRIGHAM CITY AND WEBER COUNTY RELATING TO OBLIGATIONS REQUIRED FOR UPDES GENERAL PERMIT FOR DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4'S) PERMIT NO. UTR090000

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953 as amended, permits governmental units to enter into agreements with one another for the purpose of exercising on a joint cooperative basis powers and privileges that will benefit their citizens and make the most efficient use of their resources; and

WHEREAS, Title 11, Chapter 13 of the Utah Code Annotated, 1953 as amended, requires that governing bodies of governmental units adopt resolutions approving an interlocal agreement before such agreements become effective; and

WHEREAS, Weber County and Brigham City have negotiated an Agreement for the purposes of providing storm water services in accordance with the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1987, and the Utah Water Quality Act, together with federal and state regulation adopted pursuant to such Acts for the City of Brigham City;

WHEREAS, Weber County and Brigham City find that mutual benefit and cost effective government can be achieved through this interlocal agreement for services entailed herein;

NOW, THEREFORE, BE IT RESLVED by the Mayor and City Council of Brigham City the attached interlocal agreement is entered with Weber County for the purposes of storm water management as authorized in the Interlocal Agreement, and the Interlocal Agreement is hereby approved and incorporated by this reference. The Council hereby authorizes and directs the Mayor to execute the Interlocal Agreement for and on behalf of Brigham City.

PASSED AND APPROVED by the Brigham City City Council this 16th day of May, 2019.

Mark A Thompson
~~Mayor, Brigham City~~ Mayor Pro Tem

ATTEST: Mary Kate Christensen
City Recorder

Annual Review
Storm Water Management Plan

Purpose: To ensure City meets all of the current permit requirements, is following procedures and processes as described, and to evaluate and establish goals.

Preparation:

1. Plan to review SWMP annually, typically in October (prior to submitting annual report to State)
2. Review information about the current SWMP implementation.

Process:

1. Use the SWMP Annual Review Checklist (next page) as a guide to:
    a. Evaluate permit compliance;
    b. Evaluate goals; and
    c. Evaluate BMP effectiveness
2. Review each item list on the checklist.
3. Review the SWMP and note any updates needed.
4. Update Sections as required.
5. Schedule any necessary updates to be completed within a reasonable timeframe.

Documentation:

1. Updated SWMP document.
2. Completed SWMP Annual Review Checklist

SWMP Annual Review Checklist

In general, the list below follows the requirements as outlined in the General Permit for Storm Water Discharges from Construction Activities, UPDES Permit No. UTRC00000, August 2023. The Annual Review of the SWMP includes all sections of the document.

Reivew Date: _____

Reviewed By: _____

Included	Requirement	Notes
	Coverage Under the Permit	
☐ Yes ☐ No ☐ NA	Authority to Discharge	
	Notice of Intent and Storm Water Management Program Description	
☐ Yes ☐ No ☐ NA	Permit Application and NOI	
☐ Yes ☐ No ☐ NA	City Characteristics	
☐ Yes ☐ No ☐ NA	Local Water Quality Concerns	
☐ Yes ☐ No ☐ NA	Stormwater Committee	
☐ Yes ☐ No ☐ NA	Mission Statement	
☐ Yes ☐ No ☐ NA	Permit Requirements	
☐ Yes ☐ No ☐ NA	Modifications to City Ordinances	
	Discharges to Water Quality Impaired	
☐ Yes ☐ No ☐ NA	Impaired Body Determination	
☐ Yes ☐ No ☐ NA	Nitrogen and Phosphorus Impacts	
☐ Yes ☐ No ☐ NA	Collaborative Programs	
☐ Yes ☐ No ☐ NA	Identifying Target Sources	
☐ Yes ☐ No ☐ NA	Prioritizing Target Sources	
☐ Yes ☐ No ☐ NA	Co-Permittees	

		Storm Water Management Program
☐ Yes	☐ No ☐ NA	Requirements for SWMP
☐ Yes	☐ No ☐ NA	Implementation of SWMP
☐ Yes	☐ No ☐ NA	Ongoing Documentation of SWMP
☐ Yes	☐ No ☐ NA	Tracking of SWMP
☐ Yes	☐ No ☐ NA	Annual Fiscal Analysis
☐ Yes	☐ No ☐ NA	BMP Implementation
☐ Yes	☐ No ☐ NA	Measurable Goals Summary of BMPs
		MCM 1: Public Education and Outreach
☐ Yes	☐ No ☐ NA	Public Education and Outreach on Storm Water Impacts
☐ Yes	☐ No ☐ NA	Target Specific Pollutants and Sources
☐ Yes	☐ No ☐ NA	Education and Outreach Audiences and Program
☐ Yes	☐ No ☐ NA	Participate in Storm Water Coalition
☐ Yes	☐ No ☐ NA	Education Topics and Methods
☐ Yes	☐ No ☐ NA	Employee Training
☐ Yes	☐ No ☐ NA	Construction Engineer, Contractors, Development Revie Staff, and Land Use Planners Training
☐ Yes	☐ No ☐ NA	BMP Selection Rationale
		MCM 2: Public Involvement / Participation
☐ Yes	☐ No ☐ NA	Public Involvement / Participation
☐ Yes	☐ No ☐ NA	Opportunities for Public Input
☐ Yes	☐ No ☐ NA	SWMP Document for Public Review and Input
		MCM 3: Illicit Discharge Detection and Elimination
☐ Yes	☐ No ☐ NA	Illicit Discharge Detection and Elimination (IDDE)

☐ Yes ☐ No ☐ NA	Storm Water System Map
☐ Yes ☐ No ☐ NA	Storm Water Management Ordinance
☐ Yes ☐ No ☐ NA	Legal Authority to Enforce Non-Storm Water Discharges
☐ Yes ☐ No ☐ NA	IDDE Detection and Mitigation Plan
☐ Yes ☐ No ☐ NA	Locating and Prioritizing Illicit Discharges
☐ Yes ☐ No ☐ NA	"High Priority" Area List
☐ Yes ☐ No ☐ NA	Field Assessment Activities
☐ Yes ☐ No ☐ NA	Dry Weather Screening
☐ Yes ☐ No ☐ NA	Separate UPDES Permit Notification
☐ Yes ☐ No ☐ NA	Tracing Illicit Discharge Source Procedures
☐ Yes ☐ No ☐ NA	Characterize the Nature and/or Threat of the Illicit Discharge
☐ Yes ☐ No ☐ NA	Ceasing Illicit Discharges SOPs
☐ Yes ☐ No ☐ NA	Household Hazardous Waste
☐ Yes ☐ No ☐ NA	Public Hotline
☐ Yes ☐ No ☐ NA	Spill/Dumping Response Procedure
☐ Yes ☐ No ☐ NA	Program Evaluation and Assessment
☐ Yes ☐ No ☐ NA	Annual Training of Employees
☐ Yes ☐ No ☐ NA	Summary of Existing BMPs and Efforts
	MCM 4: Construction Site Storm Water Runoff Control
☐ Yes ☐ No ☐ NA	Construction Site Storm Water Runoff Control
☐ Yes ☐ No ☐ NA	UPDES Permitting
☐ Yes ☐ No ☐ NA	Require a SWPPP for Construction Projects
☐ Yes ☐ No ☐ NA	Private Property Access for Inspections

☐ Yes ☐ No ☐ NA	Enforcement Strategy
☐ Yes ☐ No ☐ NA	Documentation of all Enforcement Actions
☐ Yes ☐ No ☐ NA	Preconstruction SWPPP Review
☐ Yes ☐ No ☐ NA	Potential Water Quality Impacts Consideration
☐ Yes ☐ No ☐ NA	Potential Water Quality Impacts Consideration
☐ Yes ☐ No ☐ NA	Identify Priority Construction Sites
☐ Yes ☐ No ☐ NA	Construction Site Inspection and Enforcement
☐ Yes ☐ No ☐ NA	Staff Training
☐ Yes ☐ No ☐ NA	Maintain Records
	MCM 5: Post-Construction Storm Water Management
☐ Yes ☐ No ☐ NA	Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction)
☐ Yes ☐ No ☐ NA	Long Term Storm Water Control General Approach
☐ Yes ☐ No ☐ NA	Revised Development Standards
☐ Yes ☐ No ☐ NA	Non-Structural BMPs
☐ Yes ☐ No ☐ NA	Retention Requirement
☐ Yes ☐ No ☐ NA	LID Implementation
☐ Yes ☐ No ☐ NA	Water Quality Report
☐ Yes ☐ No ☐ NA	Ordinance Updates
☐ Yes ☐ No ☐ NA	Long Term Enforcement Strategy
☐ Yes ☐ No ☐ NA	Sanctions for Violations
☐ Yes ☐ No ☐ NA	Expected Results
☐ Yes ☐ No ☐ NA	Maintenance Agreements and Inspections of Long-Term Storm Water Controls

☐ Yes ☐ No ☐ NA	Construction Inspections of Long-Term Storm Water Controls
☐ Yes ☐ No ☐ NA	City Post Construction BMP (SOPs)
☐ Yes ☐ No ☐ NA	Procedures for Site Plan Review (Pre-Construction)
☐ Yes ☐ No ☐ NA	Review Post-Construction Plans
☐ Yes ☐ No ☐ NA	Post Construction Structural Controls Inventory
☐ Yes ☐ No ☐ NA	Inventory Updates
☐ Yes ☐ No ☐ NA	Retrofit Existing Developed Sites
☐ Yes ☐ No ☐ NA	Staff Training
	MCM 6: Good Housekeeping
☐ Yes ☐ No ☐ NA	City Owned or Operated Facilities and Storm Water Controls
☐ Yes ☐ No ☐ NA	Inventory Assessment
☐ Yes ☐ No ☐ NA	“High Priority” Facilities
☐ Yes ☐ No ☐ NA	High Priority Facility SWPPPs
☐ Yes ☐ No ☐ NA	Inspections
☐ Yes ☐ No ☐ NA	Monthly Visual Inspections
☐ Yes ☐ No ☐ NA	Semi-Annual Comprehensive Inspections
☐ Yes ☐ No ☐ NA	Annual Visual Observations of Storm Water Discharges
☐ Yes ☐ No ☐ NA	SOPs
☐ Yes ☐ No ☐ NA	Maintenance by Contract
☐ Yes ☐ No ☐ NA	SOP Practices
☐ Yes ☐ No ☐ NA	Maintenance Schedules
☐ Yes ☐ No ☐ NA	Proper Waste Disposal

☐ Yes	☐ No	☐ NA	Liquid Waste Disposal
☐ Yes	☐ No	☐ NA	Spill Prevention Plan
☐ Yes	☐ No	☐ NA	Floor Drains
☐ Yes	☐ No	☐ NA	Contract O&M Services
☐ Yes	☐ No	☐ NA	Water Quality Impacts of New Structural Controls
☐ Yes	☐ No	☐ NA	Assessment of Existing Structural Controls
☐ Yes	☐ No	☐ NA	Retrofit Plan Current / Updated
☐ Yes	☐ No	☐ NA	LID Approach / Feasibility
☐ Yes	☐ No	☐ NA	Employee Training
☐ Yes	☐ No	☐ NA	Review BMP SOPs
☐ Yes	☐ No	☐ NA	Public Works Yard SWPPP Review & Update

Measurable Goals:

Review goals and report on progress of implementation.

Goal: _____

Implementation and Progress_____

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Goal: _____

Implementation and Progress_____

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Goal: _____

Implementation and Progress_____

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Goal: _____

Implementation and Progress_____

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Implementation and Progress_____

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Goal: _____

Implementation and Progress_____

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Goal: _____

Implementation and Progress_____

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BMP Effectiveness:

- ☐ Review of effectiveness on pollutants
- ☐ Review list of BMPs to verify that BMP is valid
- ☐ List BMPs that need to be added or removed
- ☐ Review of previous year's annual review to determine if there are BMPs identified that need to be monitored for effectiveness.

Observation on BMPs Effectiveness

BMP	Effective	Notes *Include plan for additional monitoring if required.
Sediment	☐ Yes ☐ No ☐ NA	
Nutrients (Phosphorus, Nitrogen, Potassium, Ammonia)	☐ Yes ☐ No ☐ NA	
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl Benzene, Xylene)	☐ Yes ☐ No ☐ NA	
Heavy Metals	☐ Yes ☐ No ☐ NA	
Toxic Chemicals	☐ Yes ☐ No ☐ NA	
Debris / Litter / Trash	☐ Yes ☐ No ☐ NA	
Pathogens (Bacteria)	☐ Yes ☐ No ☐ NA	

Appendices

- ☐ Review current County Agreement to ensure SWMP contains current version
- ☐ Any additional or new Agreements to include (e.g. Street Sweeping Contract)

Employee Trainings

- ☐ Illicit Discharge Detection and Elimination (IDDE)
- ☐ Standard Operating Procedures (SOP's)
- ☐ Low Impact Development
- ☐ Spill Prevention and Control
- ☐ Fueling and Maintenance
- ☐ Landscaping
- ☐ Rights of Way

General Comments:

Updates / Corrective Actions (include date for completion):