

## **The Village of Wellington NPDES Guidance/Reference Document**

The following Permit Compliance Guidance/Reference Document has been compiled to assist the co-permittee in fulfilling the requirements of the NPDES Permit No. FLS000018, issued on November 18, 2002 and expiring on November 17, 2007.

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The following individual is responsible for overseeing the NPDES program:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Department)

\_\_\_\_\_ (Telephone)

The following individual is responsible to prepare the NPDES annual report:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Department)

\_\_\_\_\_ (Telephone)

Included here are copies of the following:

any relevant inter-agency agreements or inter-local agreements to which we are a party  
map of current jurisdictional area

## Structural Controls and Stormwater Collection System Operation

The Village has three categories of structural controls:

- detention ponds
- control structures
- pump stations

The Village has approximately 220 acres of wet detention facilities that are inspected monthly. Excessive and invasive aquatic vegetation is removed as needed. Sideslopes are inspected yearly for erosion and adequate vegetative cover and the banks are mowed routinely.

The Village system includes one control structure that discharge to the C-51 Canal. This structure is inspected annually by an engineer and monthly by Village staff to determine if obstructions are present or repairs are needed.

The Village's five discharge pump stations are inspected annually by an engineer and weekly by Village staff.

The Village relies heavily on a swale system to handle drainage of the roads. The Village's swale restoration program has a goal of restoring at least 2,000 linear feet of swale per year.

The Public Works Department's Surface Water Management Division carries out the inspection and maintenance procedures for catchbasins that are part of the Village's MS4. In addition to routine inspections and all required maintenance, the division is continuing work on the catchbasin inventory begun in 1997. In addition to compiling an inventory of the catchbasins, the Village has included inspecting and cleaning the catchbasins in the program.

In addition to routine inspection and maintenance, the Public Works Department maintains a citizen complaint log. Every call that comes into the office concerning drainage is documented on a work order form and given to the Surface Water Management Supervisor.

<b><u>Structural Control</u></b>	<b><u>Number/Amount</u></b>	<b><u>Schedule</u></b>	<b><u>Department</u></b>	<b><u>Individual*</u></b>
Detention Ponds (#/acres)	_____	once/month	SW Util.	_____
Pump Stations (#)	_____	once/week	SW Util.	_____
Channel Control Structures (#)	_____	once/week	SW Util.	_____
Swale Inspections (miles in program)	_____	once/month	Roadway	_____
Inlet/Catchbasin Inspections (# of inlets/catchbasins)	_____	once/month	Roadway	_____
Citizen Complaint Log	-	-	Public Util.	_____

\* The individuals listed maintain the respective inspection/maintenance/complaint logs.

Included here are copies of the following:

map of Structural Controls

most recent annual inspection of structural controls by engineer

“Roadway Catchbasin Inspection/Illicit Detection Form”

stormwater citizen complaint work order form

catchbasin inventory

map of wet detention facilities

## **Areas of New Development and Significant Redevelopment**

A permit procedure is in place for Wellington to monitor any connections to its surface water management system. The Engineering Department oversees this process. If anyone wishes to install a culvert or any other drainage structure that has any potential to impact the stormwater system, three sets of plans must be submitted for the Engineering and Public Works staff to review. The Village may also forward these plans to its consulting engineers, where they are reviewed for water quality and stormwater discharge criteria adopted by the Village.

In addition to the above mentioned permitting process, whenever anyone applies for a clearing permit within the Village of Wellington (one acre or more), they are notified of the requirement to obtain coverage under the FDEP's Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP).

Included here are copies of the following:

    "VoW Review Criteria for Proposed Project Developments"  
    Comp Plan section(s) regarding stormwater

**Roadways**

The Village’s street sweeping program has a schedule that covers all major thoroughfares once a week. In addition, the Village has two (2) designated positions to pick up litter and/or trash on all the major thoroughfares daily.

The Village has an on-going Adopt-A-Street program to assist in reducing trash along roadways.

The Fleet Maintenance Division of the Public Works Department follows specific practices for maintenance of the fleet maintenance yard. The Maintenance Yard Checklist developed by the Palm Beach County NPDES Steering Committee is used for inspections of the facility. In addition, a Vehicular Storage Tank Inspection Form was developed. Both forms are filled out monthly.

<u>Program</u>	<u>Amount</u>	<u>Schedule</u>	<u>Department</u>	<u>Individual</u>
Street Sweeping (miles in program)	_____	once/week	Roadway	_____
Litter Collection in R/W (miles)	_____	once/month	Roadway	_____
Adopt-a-Road (miles in program)	_____	once/month	Roadway	_____
Equipment Yard Inspections (# of yards)	_____	once/month	Roadway	_____

The following individual(s) is (are) responsible for logging any public trash pickup events within the Village:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual(s) is (are) responsible for the Adopt-A-Road program within the Village:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

- Included here are copies of the following:
- “Procedures Adopt-A-Street Program”
  - “Municipal Maintenance Yard Inspection Checklist”
  - “Vehicular Storage Tank Inspection Form”

**Flood Control Projects**

The municipality’s stormwater treatment (water quality) requirements for new flood control projects are that Village projects be designed to meet the requirements of and be permitted by the SFWMD. The overall goal is an improvement in stormwater quality.

Individual (private) stormwater projects permitted by the Village must be designed to detain the first one inch of runoff (Basin A, north of Pierson Road) or 1.5 inches of runoff (Basin B, south of Pierson Road) or the runoff calculated by 2.5 times the percent of impervious area (Basin A or B), whichever is greater. Percent imperviousness for the purposed of water quality volume determination shall be in accordance with SFWMD methods.

The following individual(s) is (are) responsible for updating the Village’s 5-Year Schedule for Stormwater Projects:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Included here are copies of the following:  
current ‘5-Year Schedule for Flood Control & Water Quality Improvement Projects’

## **Municipal Waste Treatment, Storage or Disposal Facilities**

The Village of Wellington does not own nor operate a municipal waste treatment, storage or disposal facility that is not covered by a separate NPDES permit.

**Pesticide, Herbicide, Fertilizer Application**

The Village currently has one staff member on the landscaping crew who is trained and certified in the application of restricted use pesticides, however, Village personnel do not routinely apply these chemicals. The mosquito control contractor and the aquatic vegetation control contractor do routinely apply restricted use pesticides and, as contractors for the Village, they are required to have proper certification, which is on file at the Village.

The Village continues to issue brochures describing Best Management Practices for fertilizer use and livestock waste storage and disposal.

The Village’s Best Management Practices Ordinance #2000-18 went into effect on October 1, 2000. The ordinance prohibits the stockpiling of livestock waste within the Village. Storage of livestock waste requires water-tight containers to prevent runoff from entering the soils and canals. Haulers are required to be registered. Fertilizer must be stored in dry, sheltered areas and usage is restricted to a maximum of 2% phosphorus, unless justified by a soil test. Registration for commercial applicators is also required.

The following individual is responsible for maintaining a list of the material safety data sheets for each chemical used:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual is responsible for maintaining a copy of employee’s and contract applicator’s proper certifications and licensing:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual(s) is (are) responsible for organizing/promoting/logging outreach programs to encourage the public to reduce their use of PHFs:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

## **Illicit Discharges and Improper Disposal**

### **Inspections, Ordinances and Enforcement Measures -**

The Village's stormwater ordinance 97-24 includes prohibition of illicit discharges and illegal dumping. It further provides the Village with the authority to inspect for illicit connections and illegal dumping and conduct monitoring as deemed necessary. The ordinance further provides that enforcement action may be taken including the issuance of notices of violation, the filing of court actions and/or referral of the matter to the local code enforcement board.

The Village's inspection program for illicit discharges and illegal dumping is carried out in conjunction with the inspections on catchbasins, structural controls, swales, detention areas, roads, etc...

The following individual(s) is (are) responsible for documenting inspections for illicit discharges:

**Individual**

**Department**

**Phone**

\_\_\_\_\_

Included here are copies of the following:

“Roadway Catchbasin Inspection/Illicit Detection Form”

**Field Screening -**

This element of the program has been suspended; however, the Village continues to perform annual dry weather field screening on its six outfalls to waters of the state.

The following individual(s) is (are) responsible for coordinating/maintaining documentation of dry weather field screening:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Included here are copies of the following:  
most recent dry weather field screening reports

**Investigation of Suspected Illicits and/or Improper Disposal -**

The Village has a central reporting point for all suspected illicits identified by Village staff. A standardized reporting procedure has been developed for all field personnel. A log of all reported suspected illicits and any resulting enforcement actions is maintained.

The Village has standardized investigation procedures to assist in determining the source of a suspected illicit discharge or illegal dumping.

The Village periodically trains staff to recognize conditions that may indicate the presence of an illicit discharge.

The following individual is responsible for maintaining the report and response log for the investigation of suspected illicit discharges:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual is responsible for periodic training of staff to identify illicit discharges:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Included here are copies of the following:

- “Co-Permittee Responsibility for Pollution Source Tracking and Enforcement” flowchart
- a page of the report log
- “Standardized Reporting Procedure”

**Spill Prevention and Response -**

Appropriate municipal personnel are trained in techniques to mitigate pollution discharge from spills to MS4 and surface waters. They are trained to recognize and quickly assess the nature of the spill and how to report the spill to the proper authority.

The following individual is responsible for periodic training of staff for proper spill response:

**Individual**

**Department**

**Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Public Notification -**

The Village maintains a phone line for citizens to report any suspected illicit discharge or illegal dumping. The phone number is **561-753-2430** and is publicized **MONTHLY** in UTILITY BILL MAILINGS and can also be found on the Village website ([www.ci.wellington.fl.us/villageservices.htm](http://www.ci.wellington.fl.us/villageservices.htm)). A log is kept of the citizen complaints (same log as for structural control complaints).

The following individual is responsible for publication of the citizen hotline number:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual is responsible for maintaining the log for all resident calls on suspected ID/ID:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

**Oils, Toxics, and Household Hazardous Waste Control -**

The Village continues to create and mail a monthly newsletter to Village residents and frequently includes items to educate the public on proper disposal techniques for oils, toxics and household hazardous materials.

In addition to the Village of Wellington’s efforts to provide educational materials to the public through its own programs, it works closely with the Palm Beach County Solid Waste Authority (SWA) and participates in its educational programs, disseminating SWA materials whenever possible. The Village participates in Tire Amnesty Days, Household Hazardous Waste Days and the Great American Cleanup Days. SWA produces numerous public education devices, including mailings, radio and television advertisements and informational productions and a presence at local events in the form of information booths. SWA has an extensive website (<http://www.swa.org>) that includes information on topics that pertain to residents’ involvement in the cleanup and prevention of pollution of waterways in the County.

The Village has obtained a supply of stormwater drain labels that inform the public that the attached storm drain directs water to a specific water body and reminds them that only water should be entering that system. The label project is ongoing.

The following individual is responsible to ensure public education related to proper disposal of oils, toxics and household hazardous waste:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual is responsible for the labeling program:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

**Limitations of Sanitary Sewer Seepage -**

The entire sanitary sewer collection system is self-contained in gravity sewers and forcemains for transport to the treatment facility. The system averages less than 15 years old and therefore pipeline leaks (exfiltration) are virtually non-existent. However, all lift stations are closely monitored to detect greater than normal pump rates that might indicate a forcemain leak. Otherwise, residents report leaks. The Village has begun a program of televising all sanitary sewer lines. The program has started with the oldest lines first.

If wastewater contamination is detected in stormwater or surface waters, the appropriate agency/utility owner is notified.

The following individual is responsible for identifying any areas served by septic systems:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

The following individual is responsible for documenting any incidences of cross contamination:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Included here are copies of the following:  
map showing area served by septic system

## **Industrial and High Risk Runoff**

### **Identification of priorities and procedures for inspections -**

A high-risk facility, as defined by the NPDES permit, is any one of the following:

- Municipal landfills
- Hazardous waste treatment, storage, disposal and recovery facilities
- Facilities that are subject to the Emergency Planning and Community Right-to-Know Act (EPCRA) Title III, Section 313
- Any industrial or commercial discharge which the co-permittee determines is contributing, or has the potential to contribute, a substantial pollutant loading to the MS4.

Annually, the Village reviews and updates the inventory of high-risk facilities located within its jurisdiction.

The Village has no open or closed municipal landfills within its limits.

Hazardous waste treatment, storage, disposal and recovery facilities are required to report to the appropriate State Agency under the Resource Conservation and Recovery Act (RCRA). The reported information is stored in the Resource Conservation and Recovery Information System (RCRIS) and can be searched for facilities located in the Village ([www.epa.gov](http://www.epa.gov)).

Facilities subject to EPCRA Title III, Section 313 use toxic chemical that meet or exceed specified threshold quantities. These facilities must report annually and a searchable database, the Toxic Release Inventory (TRI), is accessible from [www.epa.gov](http://www.epa.gov).

Additional facilities may be added to the high-risk facility inventory, as the Village deems appropriate.

The following individual is responsible for maintaining and prioritizing the inventory of all high risk facilities discharging into the MS4:

<b><u>Individual</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>
_____	_____	_____

The following individual is responsible for the inspection program for high risk facilities discharging into the MS4 and for maintaining the log of inspections:

<b><u>Individual</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>
_____	_____	_____

The following individual is responsible for training maintenance personnel and contractors to be alert for signs of illicit connections and suspicious flows when working in areas which contain high risk facilities:

<b><u>Individual</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>
_____	_____	_____

Included here are copies of the following:

map of Potential High Risk Facilities  
Potential High Risk Facility Inventory  
source data for Potential High Risk Facility Inventory  
“High Risk Facility Inspection Checklist”

**Monitoring for High Risk Industries -**

If inspections indicate it is necessary, monitoring of high-risk facilities may be conducted.

The Village evaluates all facilities added to the potential high-risk facilities list to determine if the new discharge is contributing a substantial pollutant load to the MS4.

The following individual is responsible for evaluating new high-risk industrial facilities:

<b><u>Individual</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>
_____	_____	_____

The following individual is responsible for any monitoring of high-risk facilities, should it be needed:

<b><u>Individual</u></b>	<b><u>Department</u></b>	<b><u>Phone</u></b>
_____	_____	_____

## **Construction Site Runoff**

### **Site Planning and Structural and Non-Structural Controls -**

The Village has adopted the practice of notifying all appropriate individuals of the requirement to file a Notice of Intent with the United States Environmental Protection Agency when disturbing over 1 acre of land within the Village. An information packet is provided to potential permittees at the time they apply for a clearing permit. Further, they are notified of the requirement to submit and maintain a Storm Water Pollution Prevention Plan (SWPPP). The SWPPP is typically submitted when applying for a clearing or building permit.

The following individual is responsible for reviewing projects submitted for approval to verify compliance of construction plans:

**Individual**

**Department**

**Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Included here are copies of the following:  
packet handed out to potential permittees

**Inspection and Enforcement -**

The Village’s responsibility to prevent the discharge of pollutants from their MS4 means that all permitted construction activities within the Village (regardless of size) receive periodic field inspection for compliance with erosion and sediment control requirements. The Village’s field representatives have experience and training in discerning the signs of sediment transport and erosion. They make daily observations and submit field reports. If any adverse conditions are observed, the inspectors require that corrective actions be taken by the contractor.

A violation notice/stop work order will be issued if construction site operators repeatedly fail to comply with approved erosion and sediment control BMPs and permit conditions.

The following individual is responsible for the inspection program for construction projects:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Following is the number of employees that have received state certified training for erosion and sediment control: \_\_\_\_\_.

The following individual is responsible for the enforcement of the compliance of construction site operators:

<u>Individual</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____

Included here are copies of the following:  
    construction site inspection checklist used during construction site inspections.  
    a violation notice/stop work order

**Site Operator Training -**

The municipality shares information on available training classes for construction site operators, engineers and inspectors.

The following individual is responsible for notifying construction permit applicants of their responsibilities under the State NPDES General Permit for Construction Site runoff:

**Individual**

**Department**

**Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MONITORING

The following water quality monitoring program is carried out by the Village in addition to their contribution to the joint monitoring program carried out by the Palm Beach County MS4s as a group.

In May 2000, the Village of Wellington and the South Florida Water Management District entered into a Cooperative Agreement to establish a framework for improving water quality in Basin B. As a result, the Village has implemented a Best Management Practice (BMP) program for fertilizer usage and livestock waste storage and disposal. In conjunction with this BMP Program the Village implemented a water quality monitoring program. The monitoring sites include the primary discharge structures into the C-51 Canal (4 sites) and the LNWR (2 sites), the Village's six Basin A/B divide structures, 7 typical land use structures within Basin B and eighteen other sites within Basin A and B. Sampling includes surface water (37 sites), groundwater (10 sites), sediments (9 sites) and soils (4 sites). All the sites are tested at least every two weeks. Please see the Village of Wellington BMP Progress Report in Appendix 3 for location of the sites, sampling parameters and results. The information used from this sampling program is assisting in the identification of areas with higher concentrations of phosphorus. Based on the results, the Village will be implementing revisions to its BMP Ordinance. Additionally, the Village is conducting research and other studies to improve the water quality within the Village's surface water management system.

## FINANCIAL

The Village must maintain the back-up to support the reporting of "Total expenditures for the NPDES stormwater management program for the current reporting year" and "Total budget for the NPDES stormwater management program for the subsequent reporting year" in the Annual Report Form (Section IV).

Included here are copies of the following:

- current year's stormwater system budget
- current year's stormwater system expenditures
- next year's stormwater budget

## ANNUAL REPORT

In 2004, the FDEP developed a customized Annual Report Form (ARF) for each co-permittee within Palm Beach County. The use of this report form for annual reporting purposes is required.

Included here are copies of the following:

- last year's report

- blank ARF, with instructions