

ANNUAL REPORT FORM FOR INDIVIDUAL NPDES PERMITS FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- Please print or type information in the appropriate areas below.

Submit the form and attachments to:
 Florida Department of Environmental
 Protection
 Mail Station 2500
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION

A.	Permittee Name: City of Belle Glade		
B.	Permit Name: Palm Beach County Municipal Separate Storm Sewer System (MS4)		
C.	Permit Number: FLS000018-003 (Cycle 3)		
D.	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
E.	Reporting Time Period (month/year): March / 2011 through September / 2011		
F.	Name of the Responsible Authority: Lomax Harrelle		
	Title: City Manager		
	Mailing Address: Belle Glade Municipal Complex, 110 Dr. Martin Luther King, Jr. Blvd.		
	City: Belle Glade	Zip Code: 33430	County: Palm Beach
	Telephone Number: 561-996-0100		Fax Number: 561-992-2221
	E-mail Address: lharelle@belleglade-fl.com		
G.	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Mickey McGahee		
	Title: Director of Public Works		
	Department: Public Works		
	Mailing Address: 2050 West Canal Street South		
	City: Belle Glade	Zip Code: 33430	County: Palm Beach
	Telephone Number: 561-992-2216		Fax Number: 561-992-2202
	E-mail Address: rmcgahee@belleglade-fl.com		

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable In Year 1)

A.	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
B.	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
C.	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

SECTION III. MONITORING PROGRAM

Provide a brief statement as to the status of monitoring plan implementation:

A*"The monitoring plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the monitoring information."***B**

Provide a brief discussion of the monitoring results to date:

*"Please see the Palm Beach County Joint Annual Report for the monitoring information."***C**Attach a monitoring data summary, as required by the permit. *"Monitoring data provided in PBC Joint Annual Report."***SECTION IV. FISCAL ANALYSIS****A**

Total expenditures for the NPDES stormwater management program for the current reporting year: \$608,871.00

B

Total budget for the NPDES stormwater management program for the subsequent reporting year: \$872,812.00

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

AttachedN/A*****DEP Note: Please complete Checklists A & B at the end of the tailored form.*****☐☒

Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.

☐☒

A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.

☐☒

Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.

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Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.

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Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

DO NOT SUBMIT ANY OTHER MATERIALS

(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE*The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C:*

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 upon 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.

Name of Responsible Authority (type or print): Lomax HarrelleTitle: City ManagerSignature: Date: 8/7/18

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.				
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments				
Part III.A.1	Structural Controls and Stormwater Collection Systems Operation								
	<p>Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. Report the current known inventory.</p> <p>Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.</p>								
	Type of Structure	Number of Activities Performed				Documentation / Record	Entity Performing the Activity	Comments	
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
	Dry retention systems	0	N/A	N/A	N/A	N/A	N/A	N/A	No Dry Retention
	Exfiltration trench / French drains (linear feet)	0	N/A	N/A	N/A	N/A	N/A	N/A	No Exfiltration Trench
	Grass treatment swales (miles)	2	5	60%	1.2	60%	Stormwater Maintenance Log	Facilities Manager-Street Dept.	
	Dry detention systems	1	14	100%	14	100%	Stormwater Maintenance Log	Facilities Manager-Street Dept.	
	Wet detention systems	1	14	100%	14	100%	Stormwater Maintenance Log	Facilities Manager-Street Dept.	
	Pollution control boxes	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Stormwater pump stations	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Major stormwater outfalls	6	0	0	0	0	N/A	N/A	N/A
	Weirs or other control structures	1	14	100%	14	100%	Stormwater Maintenance Log	Facilities Manager-Street Dept.	
	MS4 pipes / culverts (miles)	9	0	0	0	0	N/A	N/A	N/A
	Inlets / catch basins / grates	200	33		33		Stormwater	Facilities	

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							Maintenance Log	Manager-Street Dept.	
	Ditches / conveyance swales (miles)	2	5	60%	1.2	60%	Stormwater Maintenance Log	Facilities Manager-Street Dept.	
	ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were <u>not</u> met Year 1 ONLY: Attach a map of all known major outfalls as per Rule 62-624.600(2)(a), F.A.C.						N/A	N/A	See Attachment 1
Part III.A.2	Areas of New Development and Significant Redevelopment								
	Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.								
	Number of new development / significant redevelopment projects reviewed					2	Building Division	Building Division	
	Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.								
	Year 2 ONLY: Attach the summary report of the review activity Year 4 ONLY: Attach the follow-up report on plan implementation						N/A	N/A	1 st year 1 st year
Part III.A.3	Roadways								
	Annually review (and revise, as needed) and implement the permittee's written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee's jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.								
	PERMITTEE Litter Control Program: Frequency of litter collection					4x per week	City of Belle Glade Weekly Reports	Stormwater Division	
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)					53.3 CY	City of Belle Glade Dumpster Route Sheet	Stormwater Division	
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)					242.7	City of Belle Glade Street Sweeper Route Sheet	Stormwater Division	
	CONTRACTOR Litter Control Program: Frequency of litter collection					0	N/A	N/A	
	CONTRACTOR Litter Control Program: Estimated amount of area					0	N/A	N/A	

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	maintained (linear feet) CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	
	If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.				
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	0	N/A	N/A	
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	
	Adopt-A-Road Program: Total miles cleaned	0	N/A	N/A	
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	0	N/A	N/A	
	Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.				
	Frequency of street sweeping	4x per week	City of Belle Glade Street Sweeper Route Sheet	Stormwater Division	
	Total miles swept (per year)	2103	City of Belle Glade Street Sweeper Route Sheet	Stormwater Division	
	Estimated quantity of sweeping material collected (tons)	44 tons	SWA Weight Ticket	Stormwater Division	
	Total nitrogen loadings removed (pounds)	49	N/A	N/A	Reference PBC Joint Annual Report
	Total phosphorus loadings removed (pounds)	32	N/A	N/A	Reference PBC Joint Annual Report
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned		N/A	N/A	City of Belle Glade performs street sweeping as listed above.
	Annually review (and revise, as needed) and implement the permittee's written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.				
		Number of Inspections			
	Name of facility #1: Maintenance Equipment Yards/Shops	7 (once per month)	Municipal	Public Works	

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			Maintenance Yard Inspection Checklist		
Part III.A.4	Flood Control Projects				
	Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.				
	Flood control projects completed during the reporting period	0	N/A	N/A	
	Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment	0	N/A	N/A	
	ATTACH a list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it was not		N/A	N/A	
	Stormwater retrofit projects planned	0	N/A	N/A	
	Stormwater retrofit projects under construction during the reporting period	0	N/A	N/A	
	Stormwater retrofit projects completed during the reporting period	0			
Part III.A.5	Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit				
	<p>Annually review (and revise, as needed) and implement the permittee's written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:</p> <ul style="list-style-type: none"> • Operating municipal landfills; • Municipal waste transfer stations; • Municipal waste fleet maintenance facilities; and • Any other municipal waste treatment, waste storage, and waste disposal facilities. <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p> <p>Comments applicable to facility below: The City of Belle Glade has no municipal TDS facilities.</p>				
		Number of Inspections			
	Name of facility #1:	0	N/A	N/A	No TDS Facilities
Part III.A.6	Pesticides, Herbicides, and Fertilizer Application				
	Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number				

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	of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	1	License Folder	Willie B. Mackenzie	Mosquito control
	CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides	0	N/A	N/A	
	CONTRACTORS: FDACS certified / licensed applicators of fertilizer	0	N/A	N/A	
	PERSONNEL: Green Industry BMP Program training completed	0	N/A	N/A	
	CONTRACTORS: Green Industry BMP Program training completed	0	N/A	N/A	
	Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document "Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions." If the broader Florida-friendly ordinance described above is not adopted, then <u>all local governments within the watershed of a nutrient-impaired water body</u> shall adopt the Department's Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. <u>The ordinance shall be adopted within 24 months of the date of permit issuance.</u> Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.				
	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance		N/A	N/A	PBC Steering Committee Coordinating
	During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FYN) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.				
	FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$0.00				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	50	50 brochures posted at City Hall Beginning of Year	Belle Glade	All brochures taken by customers
	Neighborhood presentations: Number conducted	0	N/A	N/A	
	Neighborhood presentations: Number of participants	0	N/A	N/A	
	Special events: Number conducted	0	N/A	N/A	
	Special events: Number of participants	0	N/A	N/A	

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	<i>DEP Note:</i> This permit requirement has been removed from other Phase I MS4 permits that were reissued after the Palm Beach County MS4 permit since recent changes to the FDACS certification / licensing program have allowed it to adequately fulfill this requirement. Therefore, at this time, this permit requirement does not need to be implemented.				
Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures				
	Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. Report amendments, as needed.				
	ATTACH a report on any amendments to the applicable legal authority		N/A	N/A	No Amendments
Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal				
	During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Proactive inspections for suspected illicit discharges / connections / dumping	1	Code Enforcement	Code Enforcement	Main Street Car Wash Shutdown
	Illicit discharges / connections / dumping found during a proactive inspection	1	Code Enforcement	Code Enforcement	Discharge
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	1	Code Enforcement	Code Enforcement	Issued NOV
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	Code Enforcement	Code Enforcement	Owner has 60 days to address
	Year 1 ONLY: Attach the written proactive inspection program plan		N/A	N/A	BG working on development using PBC Steering Committee template
	Annually review (and revise, as needed) and implement the permittee's written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	Reports of suspected illicit connections / discharges / dumping received	1	Code Enforcement	Code Enforcement	
	Reactive investigations of reports of suspected illicit discharges/	1	Code Enforcement	Code	Main Street Car

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	connections / dumping Illicit discharges / connections / dumping found during a reactive investigation Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation Fines issued for illicit discharges / connections / dumping found during a reactive investigation			Enforcement	Wash Shutdown
		1	Code Enforcement	Code Enforcement	Discharge
		1	Code Enforcement	Code Enforcement	Issued NOV
		0	Code Enforcement	Code Enforcement	Owner has 60 days to address
	During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).				
		Initial Training	Refresher Training		
	Personnel trained	0	1		
	Contractors trained	0	0		
				Sign-in Sheet, Storm Warning & Spills and Skills Videos Shown 3/16/11	PBC NPDES Steering Committee
				N/A	N/A
Part III.A.7.d	Illicit Discharges and Improper Disposal — Spill Prevention and Response				
	Annually review (and revise, as needed) and implement the permittee's written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	0	N/A	N/A	
	During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. Follow-up training shall be provided annually. Report the number and type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).				
		Initial Training	Refresher Training		
	Personnel trained	0	1		
	Contractors trained	0	0		
				Sign-in Sheet, Storm Warning & Spills and Skills Videos Shown 3/16/11	PBC NPDES Steering Committee
				N/A	N/A
Part	Illicit Discharges and Improper Disposal — Public Reporting				

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III.A.7.e	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p>				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	50	50 brochures posted at City Hall Beginning of Year	Belle Glade	All brochures taken by customers
	Neighborhood presentations: Number conducted	0	N/A	N/A	
	Neighborhood presentations: Number of participants	0	N/A	N/A	
	Special events: Number conducted	0	N/A	N/A	
	Special events: Number of participants	0	N/A	N/A	
Part III.A.7.f	Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control				
	<p>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</p>				
	Public education and outreach program	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
	Brochures/Flyers/Fact sheets distributed	50	50 brochures posted at City Hall Beginning of Year	Belle Glade	All brochures taken by customers
	Neighborhood presentations: Number conducted	0	N/A	N/A	
	Neighborhood presentations: Number of participants	0	N/A	N/A	
	Special events: Number conducted	0	N/A	N/A	
	Special events: Number of participants	0	N/A	N/A	
	Web Site: Number of visitors to the stormwater-related pages	0	N/A	N/A	
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	N/A	N/A	N/A	Utilities under Glades Utility Authority
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	N/A	N/A	N/A	Utilities under Glades Utility Authority
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	N/A	N/A	N/A	Utilities under Glades Utility Authority
	SSO incidents discovered	N/A	N/A	N/A	Utilities under Glades Utility Authority
	SSO incidents resolved	N/A	N/A	N/A	Utilities under Glades Utility Authority
	Inflow / infiltration incidents discovered	N/A	N/A	N/A	Utilities under Glades Utility Authority
	Inflow / infiltration incidents resolved	N/A	N/A	N/A	Utilities under Glades Utility Authority
	Name of owner of the sanitary sewer system	Glades Utility Authority			
Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections				
	Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee's MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include: <ul style="list-style-type: none">• Operating municipal landfills;• Hazardous waste treatment, storage, disposal and recovery facilities;• Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and• Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee's MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit.				
	Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.				
	During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.				C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity				Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.							
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection				
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued			
	Total high risk facilities	66				EPA TRI & RCRA Facilities	City Engineer	
	New high risk facilities added to the inventory during the current reporting period	66				EPA TRI & RCRA Facilities	City Engineer	
	Operating municipal landfills	0	N/A	N/A	N/A	N/A	N/A	
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	N/A	N/A	N/A	N/A	N/A	
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	0	N/A	N/A	N/A	N/A	N/A	
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0	N/A	N/A	N/A	N/A	N/A	
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0	N/A	N/A	N/A	N/A	N/A	
Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries							
	Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(iv)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.							
	High risk facilities sampled				0	N/A	N/A	N/A
Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices							
	Continue to implement the local codes or land development regulations and the written pre-construction site plan review procedures that require the use and maintenance of appropriate structural and non-structural erosion and sedimentation controls during construction to reduce the discharge of pollutants to the MS4.							

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Report the number of permittee and private pre-construction site plans <u>reviewed for stormwater, erosion, and sedimentation controls</u> , and the number approved.				
	PERMITTEE SITES: Construction site plans reviewed	0	N/A	N/A	N/A
	PERMITTEE SITES: Construction site plans approved	N/A	N/A	N/A	N/A
	PRIVATE SITES: Construction site plans reviewed	0	N/A	N/A	N/A
	PRIVATE SITES: Construction site plans approved	N/A	N/A	N/A	N/A
	Annually review (and revise, as needed) and implement the permittee's written procedures to notify all new development / redevelopment permit applicants of the need to obtain all required stormwater permits. Report the number of new development/redevelopment permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.				
	Notified of ERP stormwater permit requirements	0	N/A	N/A	No projects required ERP
	Confirmed ERP coverage	N/A	N/A	N/A	
	Notified of CGP stormwater permit requirements	0	N/A	N/A	No projects required CGP
	Confirmed CGP coverage	N/A	N/A	N/A	
Part III.A.9.b	Construction Site Runoff — Inspection and Enforcement				
	As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites <u>immediately upon written approval by the Department</u> . Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
	PERMITTEE SITES: Active construction sites	0	N/A	N/A	No Active Sites
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	N/A	N/A	No Active Sites
	PERMITTEE SITES: Percentage of active construction sites inspected	0	N/A	N/A	No Active Sites
	PRIVATE SITES: Active construction sites	0	N/A	N/A	No Active Sites
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	0	N/A	N/A	No Active Sites
	PRIVATE SITES: Percentage of active construction sites inspected	0	N/A	N/A	No Active Sites
	Notices of Violation (NOVs) / warning letters / citations issued	0	N/A	N/A	No Active Sites
	Stop Work Orders issued	0	N/A	N/A	No Active Sites
	Fines issued	0	N/A	N/A	No Active Sites
	Year 1 ONLY: Attach the written construction site inspection program plan		N/A	N/A	See attachment
Part III.A.9.c	Construction Site Runoff — Site Operator Training				

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

A.	B.			C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity			Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by <u>or under contract with</u> the permittee) and private persons involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. All inspectors of construction sites shall be certified through the Florida Stormwater, Erosion, and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Follow-up training shall be provided annually. Report the number and type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private persons trained by the permittee.						
		Certification Training	Initial Training (non-certification)	Refresher Training			
	Permittee construction site inspectors	25				Sign-in Sheet May 25-26, 2011	PBC Steering Committee – Cheryl Moore, FDEP PBC Program with 83 Participants
	Permittee construction site plan reviewers	18				Sign-in Sheet May 25-26, 2011	PBC Steering Committee – Cheryl Moore, FDEP PBC Program with 83 Participants
	Permittee construction site operators	8				Sign-in Sheet May 25-26, 2011	PBC Steering Committee – Cheryl Moore, FDEP PBC Program with 83 Participants
	Private persons	32				Sign-in Sheet May 25-26, 2011	PBC Steering Committee – Cheryl Moore, FDEP PBC Program with 83 Participants

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.
	N/A	No changes proposed.

SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)
	N/A	No changes proposed.

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VI.B.2	EACH ANNUAL REPORT: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, <u>at a minimum</u> , must include responses to the questions listed in the permit.	4	SWMP Effectiveness
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.e	EACH ANNUAL REPORT: A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rule 62-624.600(2)(a), F.A.C.	YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).	1	Major Outfall Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	YEAR 1: If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program plan.	2	Proactive Inspection Program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]	3	Construction Site Inspection Program Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 2: A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.2	YEAR 3: Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		

CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed <u>new</u> written SOP / Plan	Reviewed & <u>no revision needed</u> to existing SOP / Plan	Reviewed & <u>revised</u> existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
N/A	N/A	N/A	N/A	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
N/A	N/A	N/A	N/A	Part III.A.6	Plan for pesticide, herbicide and fertilizer application training <i>DEP Note: A plan is not necessary since the FDACS certification / licensing program adequately fulfills the permit requirement.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
N/A	N/A	N/A	N/A	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED <u>SEPARATELY</u> FROM AN ANNUAL REPORT		
Rule / Permit Citation	Report Title	Due Date
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	9/2/11
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	3/2/12
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	TBD
Part VIII.B.4	30 MONTHS from effective date of permit: A Bacterial Pollution Control Plan (BPCP).	9/2/13

**END OF REVISED TAILORED MS4 AR FORM
CYCLE 3 PERMIT**

ATTACHMENT 1
MAJOR OUTFALL MAP

ATTACHMENT 2
PROACTIVE INSPECTION PROGRAM



Proactive Inspection Program

Section III.A.7.c – Illicit Discharges and Improper Disposal – Inspection and Investigation of Suspected Illicit Discharges and/or Improper Disposal

This permit element requires a written **proactive inspection program** for identifying and eliminating sources of illicit discharges, illicit connection or illegal dumping, to your MS4.

- You must inspect portions of your MS4 that have a reasonable potential of containing illicit discharges/connections/dumping. The FDEP has indicated that this should be considered to be the commercial and industrial zoned areas/properties within your MS4 contributing area.
- FDEP allows these inspections to be combined with other inspection programs, but the inspections must include specific inspection for potential stormwater contamination.

Proactive Inspections Written Program Components

1. Procedure and Criteria for identifying priority areas/facilities
2. List of identified priority areas/facilities
3. Annual schedule for inspections
4. Procedure for conducting site inspections (include checking for MSGP)
5. Procedure for tracing source of discovered or suspected illicit discharge
6. Procedure for eliminating the discharge
7. Procedure for documenting the inspections and enforcement activities
(See form)
8. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)
9. Identification of staff /department/outside entity responsible for inspections and for enforcement
10. Description of resources allocated to implement this permit element

Proactive Inspection Program (Written Procedures)

1. Procedure and Criteria for identifying priority areas/facilities

According to the MS4 NPDES permit, priority areas for inspection should include:

- Areas with older infrastructure
- Industrial, commercial, or mixed use areas
- Areas with history of past illicit discharges and/or illegal dumping
- Areas with on-site sewage disposal systems
- Areas upstream of sensitive or impaired water bodies

The attached map depicts the extent of our MS4 contributing area; areas zoned as industrial, commercial or mixed use; areas with on-site septic systems; and, currently identified impaired water body segments. Facilities that have been identified as the source of illicit discharges in the past are also noted on the map. "Older infrastructure" is not indicative of an increased potential to contain incidences of illicit discharges/connections/dumping.

2. List of identified priority areas/facilities

A list (or, An attached map) of the priority proactive inspection area/facilities follows. Priority facilities are checked against the list of facility types associated with the FDEP MSGP Sectors (see attached list) to determine their need to be covered by a MSGP.

3. Annual schedule for inspections

All areas/facilities will be inspected at least once within the current permit term. If a facility or area is discovered to have illicit discharges/connections/dumping, it will be placed on the schedule for re-inspection the following year. The schedule for inspecting the priority areas/facilities is one-fifth (1/5) of the facilities per year.

4. Procedure for conducting site inspections (include checking for MSGP)

Priority Facility inspections: For proactive facility inspections, the trained inspector conducts an unannounced visit to the facility. A standardized inspection form is used (see attached).

Priority Area inspections: For general areas that have been designated to have a reasonable potential of containing illicit discharges/connections/dumping, a drive-around procedure is followed. The trained inspector(s) patrols the prioritized area searching for indications of illicit discharges/connections/dumping. If any are identified, the inspector either stops to do a Facility Inspection, a reactive investigation, or completes a work order form for the appropriate personnel to complete the investigation.

- 5. Procedure for tracing source of discovered illicit discharge**
(See Illicit Investigation Procedures)
- 6. Procedure for eliminating the discharge**
(See Illicit Investigation Procedures)
- 7. Procedure for documenting the inspections and enforcement activities**
(See Inspection Form)
- 8. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)**
(See Illicit Investigation Procedures)
- 9. Identification of staff /department/outside entity responsible for inspections and for enforcement**
Carl Jones, Code Enforcement
- 10. Description of resources allocated to implement this permit element**
District Engineer research of MSGP sites (annually)
Inspection time by City staff (annually)



Proactive Illicit Discharge/Illegal Connection Inspection Form

Date of Inspection: _____

Address of Facility OR General Description of Area Inspected: _____

Identification of MS4 component that could receive discharge from this site/area: _____

If Facility inspection, does type of business require an MSGP? Yes___ No___

If yes, does this facility have one? Yes___ No___

Findings:

Evidence of illicit connections to storm sewer? Yes___ No___

Evidence of dumping/spills to storm sewer? Yes___ No___

Evidence of wash water going to storm sewer? Yes___ No___

Storage tanks leaking or improperly contained? Yes___ No___

Stockpiles/debris piles uncontained? Yes___ No___

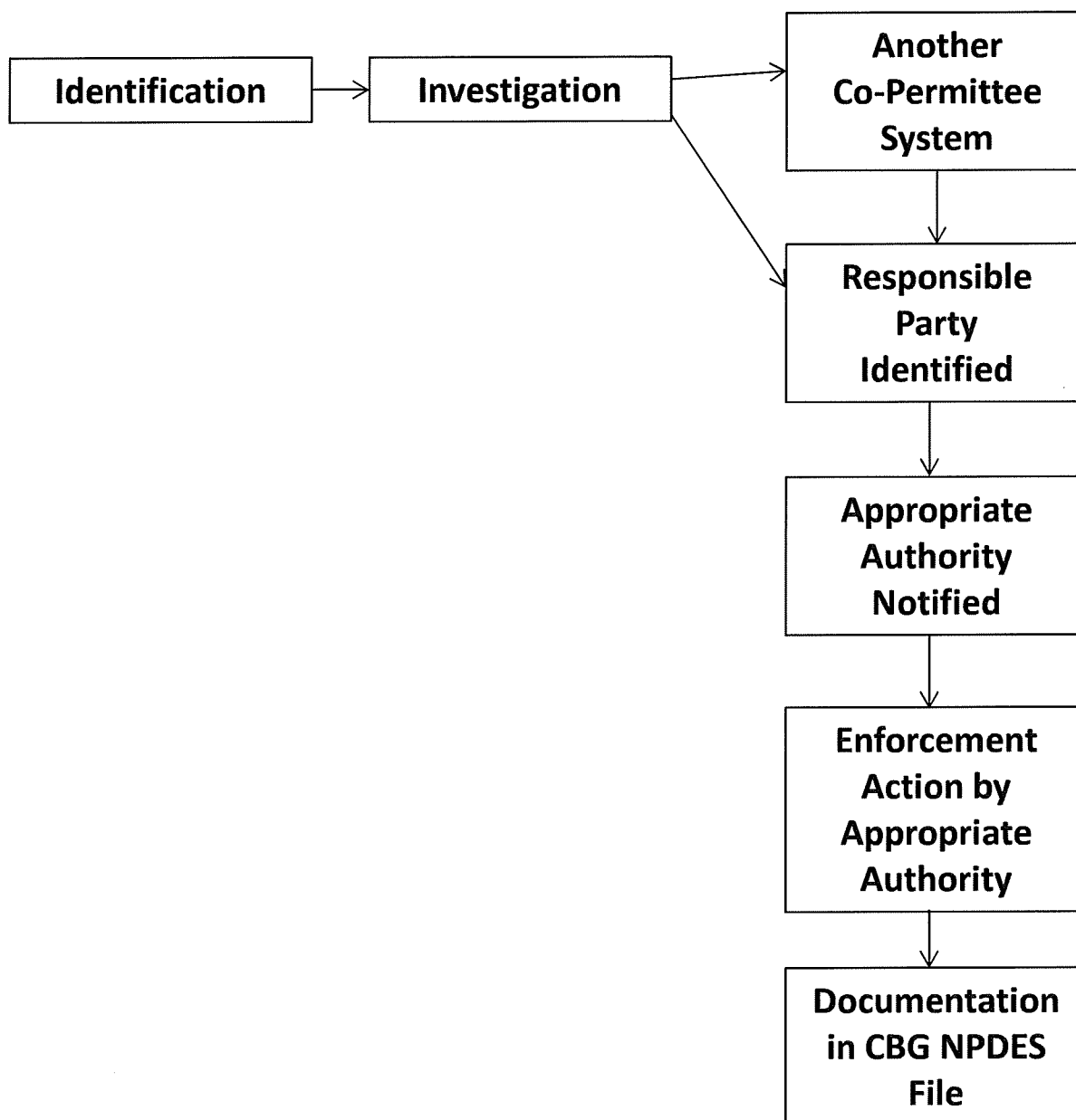
If "yes," to any above, describe:

Type of Enforcement Action Taken: _____

Date to verify elimination: _____

Date of Referral to FDEP of facility that may require MSGP: _____

City of Belle Glade Responsibility for Pollution Source Tracking



*Appropriate Authority - Municipality (City, Village, Town)
- County (DERM, Health Dept.)
- State (FDEP, SFWMD)

City of Belle Glade Illicit Investigation Procedures

The intent of the City of Belle Glade's (City) illicit investigation program is to identify the existence, location, source and responsible party, and to terminate the illegal connection. Investigative procedures to identify and terminate illicit discharges can be divided into five processes: Identification, Source Tracking, Responsible Party, Enforcement and Documentation.

Identification

Illicit discharges enter the MS4 through either direct connections (wastewater piping, wash water, floor drains, etc.) or indirect connections (infiltration, direct dumping, spills collected by storm drains, etc.). Identification of potential illicit discharges can be accomplished by using several existing inspection and monitoring programs, field screening of municipal outfalls, responding to citizen complaints, stormwater facilities operation and maintenance activities, and public education activities.

Following the identification of an illicit discharge or illegal connection, an inspection and report must be completed. The report provides details of violations and subsequent corrections. The inspection report is the basis for subsequent enforcement and corrective action. A written report should be made for every inspection to document site conditions. The report should be written legibly, accurately, and in clear and concise language. All violations observed for each inspection should be documented. It is recommended that photographs, noting the date and time, and any water quality sampling/testing information be included with the inspection report.

Source Tracking

Once a suspected illicit discharge has been identified, the source of the discharge needs to be located. The source tracking process may consist of the following:

- Determining if the discharge is definitely an illicit discharge.
- Determining the source of the discharge.
- Conducting a site inspection and documenting the findings.
- Writing a notification to the owner with the findings/results of the inspection report.

Illicit discharges can occur in any segment of the MS4 at any given time, and they can be continuous or intermittent flows. Detection of illicit discharges requires adequate knowledge of the MS4. The following is a list of items that could be instrumental in determining the source of illicit discharges.

- Town complaint logs of suspected illicit discharges.
- Outfall location maps.
- MS4 stormwater system maps (pipes, manholes, catch basins, and canals).
- Utility/Septic Tank maps.
- Land use maps.

- High-risk facility inventory.
- Tax maps.

Illicit discharges should be tracked within the MS4, to find the location/owner of the source. Using outfall maps and MS4 maps, the flow of the illicit discharge can be tracked back through the MS4. Ideally, these field investigations would be done in dry weather so as not to confuse an illicit discharge with stormwater flow. Starting from the outfall or point of illicit discharge identification, visual observations using manholes and catch basins can be used to trace the flow and isolate the section of MS4 that is receiving the illicit discharge. A written report of the site inspection and conclusions should be prepared.

Further site assessment of the surrounding drainage area and suspected facilities by a competent environmental professional may be necessary to determine the party responsible for the illicit discharge.

Responsible Party

Once the source of the illicit discharge has been determined, the party responsible for the discharge can be identified with tax maps or through the Palm Beach County Property Appraisers Office website (www.co.palm-beach.fl.us/papa/index/htm). The owner should be notified in writing of the illicit discharge and be provided a copy of the investigation report.

Enforcement

The City is responsible for the water quality of the discharge from their MS4. When an illicit discharge or illegal connection is detected, it is the responsibility of the City to determine the appropriate legal authority and to ensure that the connection is terminated. The City's stormwater control ordinance provides the authority to order any person to immediately cease any discharge, or connection to the stormwater system determined to be in violation of the ordinance.

Several entities within Palm Beach County share the use of MS4s. Municipal ordinances and interlocal agreements have been set in place to provide for the legal authority to prohibit illicit discharges. The municipality responsible for the initial investigation should notify the appropriate legal authority so that measures may be taken to terminate the illicit discharge.

Once a violation has been identified and documented by an inspection report, steps must be taken to eliminate the illicit discharge. The violation must be brought to the attention of the responsible party and they should be provided with a copy of the inspection report. Discussion with the responsible party should be held regarding the observed cause of the violation and the requirements of the stormwater control ordinance for its correction. Attempts should be made to achieve voluntary compliance by the responsible party. Generally, voluntary compliance at the time of the inspection can resolve most investigations.

It is advised that a courtesy violation letter be sent by regular mail or certified mail, depending on whether a written response is required within a specified timeframe. After the courtesy violation letter, a re-inspection to review the non-compliance issues should be scheduled. If all

necessary corrections have been made and the site is in compliance, a letter of compliance can be issued and regular inspections resumed.

If, at the time of re-inspection, corrective action has not been completed, a Notice of Violation should be issued to the responsible party. The Notice of Violation should be sent via certified mail, return receipt requested. The Notice of Violation should clearly list all items not in compliance and give a deadline to bring those items into compliance. Following the allotted correction period another re-inspection should be scheduled to ensure that all items have been addressed. If all corrections have been made, a letter of compliance can be issued and regular inspections resumed.

If voluntary compliance is not achieved after the Notice of Violation, official code enforcement actions should be taken. The appropriate legal authority should proceed with enforcement actions to eliminate the illicit discharge. For more serious offenses, enforcement may include local consent orders or referrals to the Florida Department of Environmental Protection, Palm Beach County Environmental Resources Management or Department of Health and Human Resources. The investigator should always be prepared for code enforcement hearings with inspection records, pictures, water quality information, violation courtesy letters, and Notice of Violation.

Documentation

Records of enforcement action will be maintained and be documented in the NPDES annual report.

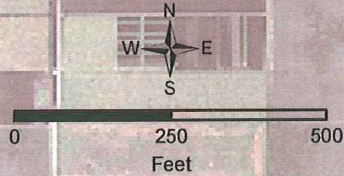
City of Belle Glade Zoning Map

Legend

Belle Glade City Limits

Zoning Districts

- A-1 - Agriculture District
- B-1 - Central Business District
- B-2 - Restricted Business District
- B-3 - Liberal Business District
- I-1 - Light Industrial District
- I-2 - General Industrial District
- PIP - Planned Industrial Park District
- MHP - Mobile Home Park/Subdivision
- PUD - Planned Unit Development District
- P - Professional District
- R-1 - Residential (Up to 5.8 du/ac)
- R-2 - Residential (Up to 20.4 du/ac)
- R-3 - Residential (Up to 34.8 du/ac)



List of Potential High-Risk Sites

TRI Facility	
Facility Name	Address
Asgrow Florida Co.	425 NW Ave L
Atlantic Sugar Association, Inc.	SR 880 15 miles East of Belle Glade
QO Chemical Inc., Belle Glade Plant	1602 W. Sugarhouse Road
Sugar Cane Growers Cooperative of FL	1500 W. Sugarhouse Road
Sugar Supply, Inc.	1281 S. Main Street
Talisman Sugar Corp.	U. S. Highway 27
Wedgeworth's, Inc.	691 NW 9 th Street
RCRA	
West Tech Educational Center	2625 SR 715
715 Parts Exchange	4316 SR 715
A. Duda & Sons - US EPA	SR 80 and Duda Road
A. Duda & Sons, Inc.	6000A Duda Road
Advance Auto Parts	801 S. Main Street
Affordable Dry Cleaning, Inc./JP Hawkins	349 S. Main Street
Asgrow Florida Co.	425 NW Avenue L
Atlantic Holding, LLC	SR 880 (no other info)
Belle Glade Airport	Hwy 441 and Airport Road
Belle Glade Electric Motor Service	900 NW 13 th Street
Belle Glade Elementary School	500 NW Avenue L
Brothers Dry Cleaners	233 SE Avenue E
Cabin Dry Cleaners, Inc.	240 W. Avenue A
Cavinees Paint and Body Shop	1424 NW 16 th Street
Chatham Sugar Mill and Refinery	SR 80 East of Belle Glade
Everglades Farm Equipment	2017 NW 16 th Street
Florida DEP	Belle Glade Airport
Florida DMA National Guard Armory	1188 S. Main Street
FMC Corp ACG	901 NW Avenue G
FPL Belle Glade Substation	741 NW Avenue L
FPL Glades Service Center	1318 W. Avenue A
FPL Quaker Oats Substation	1602 Sugarhouse Road
G&G Radiator Service, Inc.	2248 E. Canal Street South
Glade & Grove Supply Co., Inc.	1006 SR 80
Glade View Elementary School	1100 SW Avenue G
Glades Ag Service, Inc.	109 Gator Blvd.
Glades Ag Service, Inc.	109 NE Gator Blvd./Belle Glade Air
Glades Ag Service, Inc.	109 Gator Blvd.
Glades Central Community High School	1101 SW Avenue E
Glades Correctional Institute	500 Orange Avenue Circle
Glades Ford Lincoln Mercury	525 NW Avenue L
Glades Formulating Corp.	909 NE 13 th Street
Glades General Hospital	1201 S. Main Street
Glades Laundry & Dry Cleaners	316 SW Avenue B
Gove Elementary School	900 SE Avenue G
Howell Oil Co.	808 NW 12 th Street
Imperial Trailer Services	1340 ½ NW Avenue L
Lake Shore Middle School	425 W. Canal Street North
Lakeside Medical Center	39200 Hooker Highway
Lee Aviation	Belle Glade Airport
Miami Sod Co.	3355 SR 827 Browns Farm Road

Palm Beach County Community College	1977 SW College Dr.
Palm Beach County Belle Glade Elem.	7 th & Canal Street NW
Palm Beach County School District West Transportation Facility	
Paul's Parts South, Inc.	125 SE Avenue D
Pride Glades Facility	500 Orange Avenue Circle
Pride Glades Facility	500 Orange Avenue Circle
Pride Glades Facility	500 Orange Avenue Circle
Pride Glades Facility	500 Orange Avenue Circle
Prosource One	1033 NW 16 th Street
Ray's Cleaners	1508 Dr. Martin Luther King Jr.
Royal Palm City Ice	600 NW Avenue H
Steve Moore, Inc.	1700 E. Canal Street South
Sugar Cane Growers Cooperative of FL	1500 W. Sugarhouse Road
Sugar Farms Co-op Maintenance	SR 880
United Agri Products	749 NW Avenue L
University of FL IFAS AREC	U.S. Highway 441
W.E. Schlechter & Sons, Inc.	1995 SR 715

ATTACHMENT 3

**CONSTRUCTION SITE INSPECTION PLAN AND
INSPECTION FORM**



Construction Site Inspection Plan and Inspection Form

Construction site inspections are conducted for land-disturbing projects 1 acre or greater in size which have the potential to discharge stormwater runoff into our Municipal Separate Storm Sewer System (MS4).

Timing

Construction site inspections are conducted:

- Before the start of construction, after the placement of temporary BMPs
- During construction (one or more inspections, based on the project's potential for discharge to our MS4)
- At the end of the construction

Site Priority

All construction sites are considered priority if they have the potential to discharge into water bodies or our MS4. Sites will be inspected with a frequency deemed appropriate during the site plan review process and with consideration to rainfall events. In addition, any sites where compliance is a concern will be inspected more frequently.

Inspection Procedure

Inspections are the responsibility of the Planning and Building Department and are conducted using the attached construction site inspection form. The intent of the inspection is to verify that BMPs are performing and to document the inspections. All completed inspection forms are kept at the Building Department. Please contact the Administrative Assistance for assistance at (561) 992-1630.

Enforcement

Instances of non-compliance will be handled with successively more rigorous enforcement measures.

1. Notice of Violation
2. Stop work order
3. Fines

The construction site inspector will issue notices of violation or stop work orders as deemed necessary. Fines will be issued in accordance with the City's fee schedule.



Construction Site Inspection Form

Site: _____

Date of Inspection: _____

Address: _____

Lat/Long of discharge point: _____ Receiving water body: _____

Project owner: ☐ Private ☐ Public

YES NO N/A

☐ ☐ ☐ Erosion & Sedimentation Controls are installed as shown on the permitted plans.

☐ ☐ ☐ Erosion is being controlled on site.

☐ ☐ ☐ Sedimentation is being contained on site.

☐ ☐ ☐ No indication of sedimentation leaving the site.

☐ ☐ ☐ SWPP & completed inspection forms are on site & available.

☐ ☐ ☐ Prior non-compliance issues have been addressed.

☐ ☐ ☐ All other sources of pollution are being controlled.

Comments:

ATTACHMENT 4

**CITY OF BELLE GLADE
SWMP EFFECTIVENESS**

Attachment 4
City of Belle Glade
SWMP Effectiveness

Third Term, Year 1 Report

In accordance with Part VI.B.2.:

- The ANNUAL REPORT shall include as an attachment an evaluation of the effectiveness of the permittee's SWMP in reducing pollutant loads discharged from the MS4. At a minimum, the permittee shall attach to the ANNUAL REPORT an explanation of how its SWMP is addressing each of the following:
 1. Have stormwater pollutant loadings discharged from the MS4 decreased? *Since stormwater programs have been implemented as part of the NPDES Program, there have been benefits realized. Why or why not? The Street Sweeping program is reducing nitrogen and phosphorus loadings, by an estimated 49 and 32 tons, respectively, over the reporting period.*
 2. Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? *The Street Sweeping program is working well and is effective at reducing stormwater pollutant loadings, as well as the litter control.*
Why are they effective? The Street Sweeping program is reducing nitrogen and phosphorus loadings, by 49 and 32 tons respectively over the reporting period. The litter control program has eliminated 243 CY of litter that would have made its way into the stormwater system and clogged inlets and ended up in canals.
 3. Which components of the SWMP are not working well and need to be revised to make them more effective in reducing stormwater pollutant loadings? *There are no components that the City is aware of that are not*

effective.

4. Which components of the SWMP do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why? *The City is not aware of any components that should be revised or eliminated.*
5. Is the monitoring program providing data that can be used to assess the effectiveness of the SWMP in reducing stormwater pollutant loadings, assess the effectiveness of specific BMPs, and determine where stormwater retrofitting projects should be prioritized for implementation? *There are currently no monitoring sites in the City of Belle Glade area.*

The evaluation is expected to be subjective and is intended to lead the permittee to consider which programs deserve more or less attention.